

Appendix A – Governance Appointments and Responsibilities

Role	Responsible	Details
Information Governance Lead (Merger of SIRO and IAO Information Asset Owner Roles)	Rebecca Anderson	Information asset risk management and leadership Information governance toolkit submission Information asset management
IAA (Information Asset Assistant)	Simon Clarke (Corporate) Christine Bedford (Clinical) UoP + external provider (Technical)	Detailed actions from information governance sub committee
Caldicott Guardian	Robert Witton	Protecting the confidentiality of patient information and facilitating appropriate information-sharing with partner agencies
Complaints Officer	Rebecca Anderson Robert Witton	Leadership and guidance in compliance with local and national complaints processes and polices
CQC Registered Manager (Robert Witton)	Karen Collard – Devonport, Plymouth Tracey Ruff – Derriford, Plymouth Mel Forgham – Truro Lorraine Shelley - Exeter	Responsible with support from the Director of Community-based Dentistry and PDSE for the framework of evidence for CQC evidence, clinical policy development and audit/supervision
Safeguarding Lead (Adults and Children)	Robert Witton with CQC Managers	Leadership and named accountable officer for safeguarding
Safeguarding Co-ordinators	Marie Shearman – Senior Safeguarding Co-ordinator Sharon Clench – Devonport, Plymouth Christine Summerfield – Derriford, Plymouth Debbie Drew – Truro Marsha Hughes - Exeter	Safeguarding co-ordination, local policy and processes

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Health and Safety Lead	Rebecca Anderson	Leadership and advice on H&S issues and risks, supported by the clinical lead and PDSE senior management team
Radiation Protection Officer	Robert Witton	Leadership and governance of radiation protection issues including liaison with the Radiation Protection Advisor (RPA). Supported by an RPS in each facility.
Accountable Manager for Controlled Drugs	Ewen McColl	Management of the use of controlled drugs via policy and audit, supported by clinical lead and senior nurses in each facility
Infection Control Lead	Aimee Matthews	Leadership and compliance with IC guidelines and protocols
Infection Control Facility Leads	Hayley Bowden – Devonport, Plymouth Rachel Watts – Derriford, Plymouth Sian Bryant – Truro Lucie Colbourne-Laight - Exeter	IC co-ordination, guidelines and protocols and ensuring compliance via policy and audit
Data Protection Officer (DPO)	Rebecca Anderson	