

Minutes

Strategic Information Governance Network (SIGNs) Chairs Meeting
Location VC Leeds (Vantage House Boardroom) London (Tavistock House VC
Blake Room) Exeter (Hexagon House training room)
Date 11 September 2015 Time 11-2pm

Attending Leeds

Jenny Spiers Greater Manchester SIGN
Liane Cotterill North East SIGN
Richard Ives HSCIC CareCert
Carole Mitchel NHS England
Richard Birmingham HSCIC
Anita Kullar HSCIC
Jess Davenport HSCIC
Ralph McNally N3/PSN
Cora Suckley Cheshire and Mersey SIGN
Joanne Robertshaw Yorks and Humber SIGN
Marie Greenfield HSCIC
Helen Speed Lancs and Cumbria SIGN

Attending London

Claire Robson Kent and Medway SIGN
Ranisha Dhamu London IG Social Care
Jason Clarke London IG Forum
Barry Moulton East of England SIGN
Trevor Peacock University College London
Marie Matthews East Midlands SIGN
Stephen Moore Ambulance IG Forum
Jonathan McKee London IG Forum

Attending Exeter

Penny Taylor South West SIGN

	Presented by	Paper	Time
1. Introduction and Chair's Welcome	Phil Walker (DH/IG Alliance)		11.00
2. Apologies			11.05
<ul style="list-style-type: none">Apologies were received from the following – Andrew Babicz, Peter Hall, Jamie Sheldrake, Jenny Pope, Hayden Thomas, Centre of Excellence.			
3. Minutes of the Last Meeting	Phil Walker (DH/IG Alliance)	Yes	11.05

The minutes were agreed.			
4. Actions arising from last meeting	Phil Walker (DH/IG Alliance)	Yes	11.10
<p>Outstanding Actions:-</p> <ul style="list-style-type: none"> • Need to press Hayden Thomas to provide written update. • Barry Moulton will be attending a workshop on 23/9/15. <p>Survey to IG Leads from the HRA – to be returned by 16/9/15.</p>			
5. SIGN Chairs update	Round Table		11.20
<p>Penny Taylor- South West SIGN -</p> <ul style="list-style-type: none"> • Group met in July 2015 – next meeting October 2015. NHS serious incidents framework May 2015. All incidents need to be put on STEIS if they were serious as well as the IG Toolkit SIRI reporting tool. • MOU written with local CCGs in Plymouth to facilitate sharing. • Requirement 201 (public advice) – patients complained too many surveys. • Scores need to be benchmarked as they were over scoring against the ICO incident reporting matrix. <p>Claire Robson Kent and Medway SIGN</p> <ul style="list-style-type: none"> ○ Group met in August 2015. Kent acute trust reported people ringing up for doctors details and trying to book private appointments. <p>Ranisha Dhamu London Local Authority IG forum</p> <ul style="list-style-type: none"> ○ The London local Authority group had not met in the period. ○ They had wanted to know of other IGN groups <p>Barry Moulton East of England SIGN</p> <ul style="list-style-type: none"> ○ Group met September 2015. ○ Steven Elgar confirmed the SLA on queries for the IGA is 5 days. ○ Local roadmaps – discussed but nothing done – more information to IGA. ○ NICE – guidance to be sent to RB. ○ Info sharing guidance for CCG required where it is for audit purposes. ○ Wants to compile a risk register on children with learning disabilities which runs into the 1000s. Steven E pointed out there is also a national register being compiled. ○ PW stated risk registers required for mental health purposes need to be led by an NHS Trust to avoid confidentiality and sharing issues. In the wake of Winterbourne View there will be a 			
Trevor Peacock University College London			

- Within the research sector they are talking to Diane Pryce (HSCIC) who is leading on contracts with HSCIC which is the main issue. There was no meeting in the period of the research network.

Marie Matthews East Midlands SIGN

The main areas of discussion for the East Midlands were;

- Scoring of incidents.
- Impact of EU data protection changes.
- Vacating building and what to do with the records, the National Archives have advised on what should be archived.
- Information sharing agreement template – work on exemplar material done.
- Guidance on what is research and what is audit needed by organisations.
- HRA – more details about people facing the issues.

Stephen Moore Ambulance IG forum

Ambulance leads met September 2015. The forum had discussed;

- Records management - Requirement 205 were not able to grant access as recommended in the IG Toolkit-
- Retention of ambulance records should be in line with other medical records.
- ICO – August 2015 survey on information asset owners in ambulance trusts.

Johnathan McKee - London IG Forum

The forum had discussed;

- The relevance of the IG Toolkit for small organisations and independent contractors, The New IGTK version for small practices may deal with the issues currently faced.
- Impossible to get an IGTT account for small organisations.
- Re-platform IGTT with cyber security pathway.
- MG stated there is no capacity for new users and they need to use the free material that is available.
- Apps and the lack of IG involvement was a concern for the forum. PW stated there is a work-stream in HSCIC to approve apps.

Greater Manchester SIGN

- CQC guidance states consent is needed for covert recording and clinical sessions recording.
- Up for Informatics of the year award 2015.

Helen Speed Lancs and Cumbria SIGN

- Cyber and information security – home-grown session (Richard Ives happy to attend this).
- Future meetings will have a talk about E regulation and the proposed changes.

Liane Cotterill North East SIGN

- no meetings this period

Ralph McNally N3/PSN

- PSN N3 alpha ongoing to end of September 2015 – next steps to be decided (possibility to use existing systems).
- Public Health service at Leeds city council was piloting N3 and spine links via the public service network – inform and educate masterclass being set up.
- HSCN programme advisory group formed to support HSCN – next meeting 29 September.
- PSN and IGTK – local government/HSCIC/External IG Team/Security – looking at recent changes to Local Authority PSN.
- Similar to CareCert there was a Local Authority Cert
- N3 connection problems – firewalls causing issues.

Cora Suckley Cheshire and Mersey SIGN

- Group met this week.
- Issues across the border with invoice validation. CCGs are finding it difficult to keep to the guidance.
- Subject access request and third party information was discussed and referred to the ICO.
- Kevin Mulley/Paul Newman – talked about records management. There had been a discussion about the Goddard enquiry.
- Patient alerts and applying them to some records was raised.
- Cyber – more guidance required.
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Joanne Robertshaw – Yorks and Humber

- group have not met since the last meeting

6. Cyber Security	Richard Ives (HSCIC)		12.20
<ul style="list-style-type: none">• Richard Ives talked through presentation which was given at the Manchester Health Expo.• Explained what is cyber security and CareCert is.• It was a Government initiative to certify that areas the public sector were secure and remain trusted• 100 places had been funded for a certificate in security.• The cyber security programme was looking to enhance physical security and system access controls.• Incident reporting via the IG toolkit reporting tool had been introduced.• A CareCert team had been set up there had been working on a means of communicating with the health community.			

<ul style="list-style-type: none"> • The group believed the contact database will be a good idea in the case of ATP attacks so messages can be speedily circulated. • University research establishments and those working closely with the NHS and Social Care may also need to be included in the scope. • There were discussions about if the most appropriate contact is within any organisation. The IG manager or the IT manager? • Good practice will be promoted such as patch management 			
Break 2.30			
7. Information Governance Alliance (IGA)	Stephen Elgar (IG Alliance)		12.45
<ul style="list-style-type: none"> • Phil Walker talked through the PowerPoint presentation and explained how the IGA work with local groups - <ul style="list-style-type: none"> ○ Newsletters will go out to members. ○ IGA Board would be open to anyone from a SIGN group and the groups were encouraged to be embracing and inclusive. ○ Any thoughts welcome. ○ Open to all and it's free. ○ Webinar programme ○ Looking at individual membership ○ Looking at a national conference for the IGA • There are currently no GP Practice managers on IGA board but in theory they could be. • There was no single platform for the IGA and SIGNs to interact. 			
8. Information Governance Assurance Framework (IGAF) – Health and Social Care Information Centre IGAF2 Alpha product update IG Toolkit Development V13 RM Code update	Marie Greenfield (HSCIC Head of External IG Delivery)		1.00
<ul style="list-style-type: none"> • Slide-deck coming out in 4-5 weeks which will summarise IGAF work streams till May/June 2016. • Alpha UAT for small organisations will take place week commencing 14th September 2015. • IGAF Board on 24th September – if Board happy then we are able to publish Alpha. • (Alpha is currently only for GPs/dentists/opticians and care homes. Will be rolled out to SIGNs. If on right track this will be developed into Beta in May 2016. This will be a simplified version of large orgs. The Alpha is to be demonstrated to Dame Fiona Caldicott and IGOP in October 2015). • The IG toolkit website now has a cyber security page 			

<ul style="list-style-type: none"> • A large amount of work had been done with the National Data Guardian on • Guidance materials will be refreshed with IGAs assistance. • Developing information sharing hub on home page in connection with IGA. • Joint webinars with IGA will be run. • A one day workshop to look at requirements/concept and a toolkit debate and future plans. To be held in both Leeds and London. 			
9. NHS England	Carole Mitchel NHS England (NHS England)		1.30
<ul style="list-style-type: none"> ○ MoU signed off for Wales – copy will be sent to PW and MG. ○ The operating model involved 9 activity areas that required an IG input. 			
10. Access to data for the purpose of audit	Phil Walker (IGA)		1.40
Guidance required – top of IGA to do list.			
11. Any Other Business	Phil Walker (DH/IG Alliance)		1.50
<ul style="list-style-type: none"> • Phil Walker provided an update on the restructuring taking place in HSCIC and that IG will be going under Professor Martin Severs directorate. • Barry Moulton asked for a quantity report of incidents reported through the IGTK. It was explained that closed incidents are published on the IGTK website on a quarterly basis and shared with the ICO. 			
12. Dates of the next meetings 4 December 2015			

Actions of previous meetings

Previously outstanding actions

Action Hayden Thomas. Strategic IG Team at NHS England to look at PBR and auditing function by CCGs who are requesting access to patient data without providing a clear lawful basis	
5 Action HT to investigate the IG aspects of the pass through survey re audit.	

6 Action HT to look at the grants template and see if it mentioned IG and the toolkit.	
8 Action – IGA to consider releasing early the security classification guidance.	ongoing

Actions 13 July 2015

Action	Closure
1 Action PW to flag Ambulance starting issue across multiple systems and agencies.	Notes and considered as part of sharing guidance
2 Action BM to send in examples of organisations obtaining information but not having an IG toolkit.	Received
3 Action PT to send in examples of SIRI benchmarking issues.	Completed
4 Action RB send contact for DH legacy records team	Completed the contact was Glen.Atkins@dh.gsi.gov.uk
5 Action – MN circulate TOR for Caldicott guardians.	Circulated
6 Action SE circulate NHS number briefing.	Circulated

Actions 11 September

Action	Closure
1 ACTION – PW requested SIGNs for some example SIRI scores where they felt there was a discrepancy with the scoring matrix.	
2 Action RB send SIGN contacts link Ranisha	Sent
3 Action BM to send copy of local roadmap for information sharing	Received
4 Action PW to send out the relevant sharing guidance for audit purposes	Sent out
5 ACTION – RB to send out CareCert presentation to SIGNs.	Sent
6 Action SE to look at whether it would be helpful to share the IGA SharePoint site and agenda with SIGNs groups	

7 Action –SIGNS chairs to speak to their members about what they want from the Toolkit in the future and bring it to the workshops.
