Minutes
Strategic Information Governance Network (SIGNs) Chairs Meeting
Location VC Leeds (Trevelyan Square – Diggory room) London (Finlaison House VC Board Room) Redditch VC room
Date 14 April 2016   Time 12-3 pm

Present
Leeds
Phil Walker IGA (Chair)
Marie Greenfield HSCIC
Richard Birmingham HSCIC
Julie Shippen HSCIC
Liane Cotterill North East SIGN
Ralph McNally Leeds City Council
Sue Meakin Yorks and Humber SIGN
Colin Owen Greater Manchester SIGN
Cora Suckley Cheshire and Mersey
Paul Gardner East Midlands

London
Stephen Elgar IGA
Jonathan McKee London IG Forum
Stephen Moore Ambulance IG Forum
Barry Moult East of England SIGN
Andrew Harvey Sussex IG Network
Jamie Sheldrake Kent and Medway SIGN
Penny Taylor South West SIGN

	Presented by	Paper	Time
1. Introduction and Chair's Welcome	Phil Walker (DH/IG Alliance)		12.00
Phil Walker welcomed the group to the Strategic Information Governance Network Chairs meeting. The VC connection with Redditch failed.			
2. Apologies			12.05
Apologies were received from Bridget Francis, Ranisha Dhamu, Jo Andrews, Marie Matthews, Debbie Terry, Andrew Babicz, Nicola Gould, Nicola Underdown, Stephen Curtis.			
3. Minutes of the Last Meeting	Phil Walker (DH/IG Alliance)	Yes	12.10
The minutes were agreed			
4. Actions arising from last meeting	Phil Walker (DH/IG Alliance)	Yes	12.20
The actioned are summarised at the end of these minutes. There was an open action to all to consider the SIRI grading issues for future meetings. 1 Action All Consider SIRI grading and bring any issues to future meetings or report to the IGA secretariat.			
5. SIGN Chairs update	Round Table		12.40

Paul Gardner – East Midlands SIGN - no meeting this period

Sue Meakin – Yorks and Humber SIGN – The group was new accepting private sector membership. The group had noted that there had been an increase of FOIs across the patch.

Cora Suckley – Cheshire and Mersey SIGN – no meeting this period.
- Access to the IG training tools and the toolkit at key times was raised as an issue.

Ralph McNally – Health and Social Care Network (HSCN) project-
- A publication had been circulated to SIGNs before the meeting containing a brochure about the HSCN.
- Access to the network will be easier than the current N3 process but no access to systems will be granted without the appropriate IG toolkit. eg the Child Health Information System or the Personal demographic service or NHS mail.
- The pilot within Yorks and Humber was continuing and the public health teams in Leeds and Lincoln could now access HES via the pilot HSCN.

Colin Owen attend on behalf of GMIGG and gave the following update:

- New models of care introduced such as TCC
- IG Leads have been working on data sharing agreements and consent process which involves data sharing between Gps and Acute hospitals and the Co-ordination Centre.
- With the advent of Manchester devolution (DevoManc) other care models will be introduced which will no doubt involve sharing GP records.
- but currently no single (solution) or sharing agreement is in place across Manchester -
- Gps having concerns about sharing data at a local level

Jonathan McKee – London IG Forum -
- The last meeting had focused on potential changes to the IG toolkit and dual reporting of incidents
- Tools for the assessment of health apps has been developed by one London Trust this was independent of any work the National Information Board is doing on health apps.

2 Action JM to send Health apps link for RB to circulate

Trevor Peacock – Research Network-
- An event with the HSCIC Data Access team (DAARG) was held and a further event was planned for Newcastle.
- The issue of permanent deletion mentioned in the data sharing agreements was problematic
- Type 2 patient objections may cause processing issues for research projects.

Stephen Moore – Ambulance Service IG Forum – meeting planned for 12 May
- NHS England had issues FOI guidance for certain questions directed at the ambulance service.

Penny Taylor – South West SIGN –
- There had been a discussion about CQC and IG monitoring in inspections
- Fax machines were still a problem
- Incident dual reporting was an issue

Jamie Sheldrake – Kent and Medway SIGN –

- The General Data Protection Regulation was discussed
- SIRI scoring was an issue
- There was a discussion about the health and social care act.
- The IG toolkit was also discussed

Barry Moult – East of England -
- Wat's ap encryption was discussed and the suitability for NHS use because it leaves a permanent record on any phone that uses it.
- The East of England group had sent in some questions to the IGA where they were waiting for answers
- There was a meeting with the Health Research Authority where IG assurance would be discussed.
- Auditing variability was discussed
- The scope of the Goddard report was discussed
- NHS number for prescriptions was discussed
- An IG professional body was suggested

Andrew Harvey – Sussex IG forum –
- The Caldicott Guardian group was struggling and no chair could be found from the local Guardians
- The IGA had also spoken at a meeting
- The county wide information sharing protocol had been revised
- A series of hoax calls to doctors was reported to the ICO (this may have been recruitment agencies)
- Siri grading was discussed
- The necessity of an information sharing agreement amongst trusted NHS partners was debated.
- ICO is due to attend the next meeting
- There was a discussion about private healthcare information
- The European General Data Protection Regulation was discussed

Break 1.30			

6. Information Governance Alliance (IGA)
     IGA Conference washup
     IGA Workplan
     IGA networks
	Stephen Elgar (IG Alliance)		1.45

- The IGA conference in March was well received and another was planned for December 2016 so as not to clash with IG toolkit submissions.
- IGA had been commissioned to work with Caldicott Guardians and wider management leads
- An NHS England note had pointed out that until the Junior doctors dispute was resolved some NHS trusts were using a S36 FOI exemption when dealing with requests.
- IGA workplan delayed to see what is in the National Data Guardian report.
- IGA still want to be involved locally at meetings.
- IGA looking at coverage both geographically and across sectors.
- Anonymisation standard will be promoted with some IGA guidance. Currently an expert reference group is quality assuring some guidance
- A refresh of confidentiality code of practice was planned

• Records Management Code publication is in the final stages of sign off and will be published after the referendum.			
7. Information Governance Assurance Framework (IGAF) - Health and Social Care Information Centre IGAF2 Alpha to beta product update IG Toolkit Development v14 IG Training tools update National Data Guardian report – what we know so far	Marie Greenfield (HSCIC Head of External IG Delivery)		14.15

Marie Greenfield gave an update.

- V14 of the IG toolkit would be released at the end of May. There were only small changes in anticipation of the National Data Guardian report.
- The IG toolkit for small organisations will be released as a beta version which will be able to take live assessments.

- National data guardian report was delayed due to local elections and the European referendum. The report was completed but was not signed off in time.   Once the report is release there may be small changes necessary to the small orgs beta toolkit.

- The IG training tools were being developed. The training material will be updated and replatformed with the plan to do this before the end of 2016. Health Education England were the partner organisation which will host the training. The new content is not linked to the National Data Guardian report so development can proceed independently. There will be a transition from the current IG training tools to the new material hosted by Health Education England on their platform.

- The material is planned to be available at the point when the current platform is turned off. In the unlikely event that there is a gap between the availability of the new training material some resource material will be provided to allow organisations to continue training staff. There may not be the facility to migrate training records but this would be clear by the next SIGN meeting.

- Organisations were encouraged to continue using the current IG training tools. When the project has clarified the position then an official communication will be sent out.

- The training material will be updated and the IGA will be looking at the messages being delivered. The SIGNS will also have a chance to review the material and comment.

- It was noted that the National Archives had used the IGTT as the basis for some of their material and other training was also dependent on the IGTT messages.

3 Action All send in any IGTT handling questions from their respective SIGNs.

- The National Data Guardian report may be released after the referendum (29 June?). From the little that has been shared the new standards will not be a surprise to IG managers but will be more formal in their application. For example no unsupported systems may challenge the health and care sector. Implementation issues will still need to be thought through.

8. NHS England	Hayden Thomas (NHS England)		14.40
No Update The Group noted that Karen Thomson had passed away and would be greatly missed in the IG community. Dawn Monaghan would be seconded for 6 months from the ICO into NHS England.			
9. Any Other Business	Phil Walker (DH/IG Alliance)		14.50
An update on the General Data Protection Regulation was asked for and Shane Dark would respond with some more information when it was available. 4 Action SD send out GDPR health sector guidance Stephen Moore asked if the introduction to IG training done at induction would meet the requirement for and IG induction and IG training. It was confirmed that it would meet both requirements. Some questions submitted to IGA had not been answered yet. 5 Action SE/PW to check the status of questions Paul Gardiner noted that no formal notification about s251 extension and for what purpose had been issued. It had been reported that all S251 applications had been passed for Invoice validation, interim safe haven and risk stratification. It was confirmed that it had and that formal notification was down to the data access process to notify. 6 Action JS to check ASH status position			
10. Dates of the next meetings TBA probably September			14.55

Action Log

Previous outstanding Actions

Action	Closure
Action ALL contact IGA about any news stories wanted or potential articles for future newsletters	Ongoing

Actions 4 February

Action	Closure
Action PW inform Care Cert team about timeliness of communications	Closed – Care cert team informed
Action PW to look at implications of BT future hospitals for IG	Closed – Future hospitals considered
Action MG when the SIRI report is published this will be an agenda item for SIGNS and the group can talk about grading issues.	Open – report not yet published

Actions April 14

Action	Closure
1 Action All Consider SIRI grading and bring any issues to future meetings or report to the IGA secretariat.	Agenda item
2 Action JM to send Health apps link for RB to circulate	Closed - circulated
3 Action All send in any IGTT handling questions from their respective SIGNs.	Ongoing. Some received via Exeter helpdesk
4 Action SD send out GDPR health sector guidance	Completed - circulated
5 Action SE/PW to check the status of questions	Completed- IGA have looked at the outstanding questions
6 Action JS to check ASH status position	Completed – ASH status now confirmed and published