Minutes
Strategic Information Governance Network (SIGNs) Chairs Meeting
Location VC Leeds (Trevelyan Square Bevan rom –ISDN: 01392441642)
London (Finlaison House Board Room)
Date 26 September 2016 Time 12-3 pm

Present

Leeds
Phil Walker – IAG (Chair)
Marie Greenfield – NHS Digital
Nigel Williams - NHS England
Barry Jackson – Yorks and Humber SIGN
Nicky Huntley - North East SIGN
Richard Birmingham - NHS Digital
Colin Owen - Greater Manchester SIGN
Cora Suckley - Cheshire and Mersey SIGN

London
Steve Elgar - IGA
Adam Razazadeh - Sussex SIGN
Mike Horswell - Berkshire / Thames Valley IG Group
Penny Taylor - South West SIGN,
Jamie Sheldrake - Kent and Medway SIGN
Barry Moult - East of England
Heidi Doubtfire - Wessex/Hampshire IG group,
Stephen Moore - Ambulance IG Forum
Jo Andrews - **London IG forum**

	Presented by	Paper	Time
1. Introduction and Chair's Welcome	Phil Walker (DH/IG Alliance)		12.00
Due to a failure in the VC link Phil chaired a separate meeting in Leeds and Steve Elgar chaired the London meeting. These notes are a combined			
2. Apologies			12.05
Dan Harte, Sam Bevan, Dawn Monaghan, Nicola Gould, Jenny Spiers, Susan Meakin, Shane Dark, Emma Cooper, Ranisha Dhamu.			
3. Minutes of the Last Meeting	Phil Walker (DH/IG Alliance)	Yes	12.10
The minutes were approved as accurate with minor corrections. **1 Action RB Publish SIGNS chairs agenda and notes on internet.**			

4. Actions arising from last meeting	Phil Walker (DH/IG Alliance)	Yes	12.15

The actions were reviewed. There is a list at the end of these minutes summarising the actions of this and earlier meetings for completeness.

5. SIGN Chairs update	Round Table		12.25

Nicky Huntley North East SIGN
- First meeting of NE SIGN held with good attendance across health and social care.
- GDPR presentation by Beechcrofts
- Child Protection-Information System
- Next meeting in November

Barry Jackson – Yorks and Humber SIGN
- The group has a self-help element
- Working on Local Authority representation
- Data Sharing was a common issue
- The next meeting will look at patient online access to records

Ralph McNally – Leeds City Council/ Health and Social Care Network
- HSCN Delegate pack explained how N3 would change to HSCN
- There was a memorandum of understanding crown commercial services
- Statement of Compliance will be replaced with a connection agreement. Using services once connected will be dependent on an information governance toolkit
- N3 may continue for another 2 years to accommodate the transition
- Leeds are developing a single platform between health and local government
- WARPS (Warning and Advice Reporting Service) working well
- GDPR collaboration was being developed between Yorks and Humber and Greater Manchester

Colin Owen – Greater Manchester SIGN
- Cyber Security and IG are working together
- The many information sharing agreements were becoming cumbersome to manage
- The value of some sharing agreements was questioned
- Reported issue with IG Toolkit Uploading evidence
- Data Well is being set up to be a repository for the non-care sharing

Cora Suckley Cheshire and Mersey SIGN
- The value of information sharing agreements was also an issue with an information sharing gateway under development
- GDPR lack of information
- An exemplar information asset register was showcased at the local meeting
- Medical devices were creating issues as they can be hacked or disabled others contain data

- RAPT tool created privacy issues as it downloaded all staff by grade and pay

Penny Taylor SW SIGN:

- 15 July was last meeting
- Co-chair is now Dhiraj Tailor
- Information Asset Register Presentation from Core Stream
- Cyber security overview from Plymouth City Council
- Many members are attending the Secure South West event at Plymouth University
- Discussion around BS10008, only one organisation is accredited
- SW SIGN have revamped the Devon ISA – it is now Peninsula ISA, However Local Digital Roadmap team is also developing an ISA. We don't need both.
- Much anxiety about losing the IGT training eLearning tool
- N Devon have offered to be an early adopter of NHS Digital's CareCERT eLearning
- A key activity is support of "Success regime" (financial recovery and sustainability)

Andrew Harvey - Sussex-wide IG Group:

- 2 recent meetings in July & Aug
- Sussex-Wide Information Sharing Protocol,
- NDG and CQC Reports
- Issues to learn from Information Sharing elsewhere: Google and the Royal Free and Merseyside 12 million records shared
- Local Digital Roadmaps
- Sharing of best practice documents and guidance between attending organisations
- Private Healthcare Information Network and the Competition and Marketing Authority
- Staffing profiles of IG teams in different organisations
- Use of video conferencing
- Decommissioning of buildings

Mik Horswell Thames Valley IG Group:

- Interoperability application is being implemented across the partnership of 102 GPs & 6 unitary Local Authorities (Graphnet Care Centric as supplier)
- Berkshire ISA core partnership agreement with schedules for each sharing purpose
- Each partner must have N3 connection and Level 2 IGT

- Arrangement is for Data Controller in Common for application and governance is through this Thames Valley IG group

Jamie Sheldrake Kent and Medway SIGN:

- There has been a recent theft of Birth, Marriages, Death certificates from Local Authority
- Members have questions on CyberSecurity
- Some members have sent detailed response to recent NDG report
- What is the position of Risk Stratification and Invoice Validation S251
- CSU has developed a training programme for taking on and growing competence and skills of IG staff: 2 year Band 5 with training to Band 6 – can apply for Band 7 (Amy Ford is leading this)

Barry Moult East of England SIGN:

- Sept meeting - 8 CGs and SIROs attended – 65 attendees
- Dilys Jones provided an update on GDPR & Stephen Elgar on IGA and Anonymisation Guidance
- IG professionalism
- PHIN (Competition and Marketing Authorities order on private healthcare) remains an issue – Awaiting NHS England statement
- HRA – what is the product of the IG consultation on proposed new IG arrangements for providers dealing with research data requests?

Heidi Doubtfire Wessex/Hampshire Group:

- There is an issue on boundaries for groups of organisation collaborating on integration – e.g. discussion among members on collaboration with Portsmouth to Brighton
- Wiltshire and Hampshire "single view" and also the separate to Hampshire shared record
- Tier 1 ISA in place across member organisations which includes Police & Charities
- Members hope to support new phase of interoperability re: LDRs
- Salisbury hospitals have specific national issues with information sharing through relationship with the military and tertiary services of plastics and spinal injury (e.g. current active military re-patrician from Germany)
- There is a significant local issues with NHSmail 2 migration – the product appears technically unstable and local administrators are being locked out
- On a related matter members request that NHS Digital carries out application upgrades outside of busy times and also evening when ward hand overs take place
- Members are keen to have a wide discussion of utility of a single application being used to hold a note of all staff with access to patient information;

currently beginning to use NHS Digital RA system (CIS) – is there an appetite for a national database to hold details such as ID and DBS checked to appropriate standards?

- Access control is becoming more complicated as systems and services become more integrated
- When the IG newsletter was produced by NHS England it had greater commissioning content and CCG staff seemed to accept statements in it as definitive guidance

2 ACTION – request for IGA to work better with NHS England on IG advice for re-commissioning

3 ACTION - HD to send details of letters of complaint to NHS Digital to IGA (re: service issues with NHSmail and also with down time of systems)

Stephen Moore - National Ambulance Trusts IG Group;

- Sept meeting - National IG leads meeting have reoccurring issues in terms of grey areas around direct care:
  - o Appropriate sharing with providers,
  - o Improving patient outcomes – e.g. patients who use service frequently
  - o Audit of end-to-end care pathway
  - o EUGDPR – plenty of guidance – NHS guidance not likely until April
  - o Migration of stored voice recordings in context of change from analogue to digital systems
- National Ambulance Group has been in negotiation with ICO office (lead auditors) on agreed joint work programme; this has stalled

Jo Andrews London IG Group update:

- Sept meeting (61 attendees): theme was development and use of Apps and Social media for patients with 3 speakers and perspectives:
  - o Dr Mark Taylor (NDG panel member),
  - o Richard Graham (Social Media trends),
  - o Alexia Tonnel (National Institute for Health and Care Excellence Director of Evidence resources)

4 ACTION – request for IGA national guidance on handling of patient physical notes in context of Digital 2020 and also the Goddard enquiry (FAQ please)

5 ACTION –request for refreshed guidance to CCG on data access audit

Break			
6. NHS England – SIRI level 0 and 1 incidents	Nigel Williams (NHS England)		1.30

Nigel Williams explained that NHS England wanted more information about incidents and were looking at mandatory reporting of level 0 and 1 incidents. The logical step would be to use the IG Toolkit SIRI tool to collect them. One aspect of GDPR is reporting. Level 2 incidents are sometimes reported on STEIS and NHS England see the level 2 incidents in the SIRI tool but there other incidents are not routinely reported.

6 Action NW to write to SIGNs with proposals for a workshop on the NHS England SIRI stream.

7. National Cyber Security Centre	Dan Harte/ Sam Bevan Pan Government Accreditors – CESG Digital		1.50
Put back for a later meeting			
8. Information Governance Alliance (IGA) IGA Workplan IGA networks	Stephen Elgar (IG Alliance)		2.10

Phil Walker and Steve Elgar gave an update;

- The 22 November was the date for the next IGA conference at Edgbaston in Birmingham.
- Sharing with police guidance in development
- Consultation on public interest disclosures decision tool
- Police sharing for care purposes (custody suites)
- Anonymisation guidance in final stages
- Professionalism work still on the agenda

Webinar programme

12.10.16 12:30 – 13:30 "NHS number - update on current IG position and NHS Digital services" – Speaker: Stephen Elgar and others to be agreed

27.10.16 12:30 – 13:30 "5-step Blueprint & information sharing framework – in the new context of Digital Roadmaps, Sustainability and Transformation Plans (STPs) and NHS's Five Year Forward View" – Speaker: Stephen Elgar and others to be agreed

November – local perspectives on success with implementing extended GP records			
December - national perspectives on the developing scene of Ambulance services			

9. Information Governance Assurance Framework (IGAF) - Health and Social Care Information Centre IG Toolkit Development IG Training tools update National Data Guardian report update	Marie Greenfield (HSCIC Head of External IG Delivery)		2.25

Consultation on the National Data Guardian report had ended and now a formal Department of Health response was awaited which may not be until late 2016. NHS Digital will probably receive a formal instruction a short time after this.

NHS Digital have already started on the development of recommendations of the NDG review as best they can without a formal instruction. Rob Shaw the Director of Operations is the senior responsible owner at NHS Digital, Dan Taylor is responsible for the programme and the Alan Morton Programme Manager. They are currently engaging with stakeholders. They will look at the current IG toolkit and talk to SIGNs, the profession, ICO and others.

The development will take time and a V15 of the IG toolkit is planned. The main issue for any future development is how the 10 standards outlined in the NDG report will sit with the IG toolkit. Will they be integrated into the toolkit or will the 10 standards be separate.

7 Action RB invite Alan Morton to a future SIGNs meeting.

Training – a refreshed module for IG training was now with E learning for health the partner organisation contracted to deliver the product. A launch is planned before the end of 2016. This is separate to a cyber security module which is being developed separately.

The IG essentials module will replace the introduction to IG and will take less than an hour to complete. The content has been kept to a bare minimum to get the same subjects to be delivered in a shorter time. It is planned to work with the national learning management systems.

The new provider will also be responsible for a helpdesk and any technical issues once released. A communications release had been written but had not yet been signed off for release.

10. NHS England	Nigel Williams (NHS England)		2.40

Nigel Williams gave an update; • Two IG teams at NHS England are aligning their work. • NDG falls under National Information Board domain J for Cyber security • Ownership of commissioning data was being worked out • Invoice validation work was also still ongoing			
11. Any Other Business	Phil Walker (DH/IG Alliance)		2.50

Phil Walker advised that he may not be in post after January 2017 due to a Department of Health exit scheme. Future arrangements would be communicated with the SIGNs groups.
 	
• Several AOBs that members that couldn't be answered in the room:
    o Movement of original paper records; some Trusts don't accept paper records, instead they scan and send back. Some providers that are transferring care will not receive notes back. At the same time other providers / parts of the country are demanding original paperwork
    o Pressure from CCG to undertake audits needing access to patient – "NHS England guidance is now out of date"
    o Lack of progress on IG Training Tool – implications concern NHS organisations progress against and also reputational risk for NHS Digital
    o Some larger organisations that do not load evidence of IG Toolkit have been asked for full set to be passed to NHS Digital
    o FOIs are being raised by one NHS organisation against other NHS organisations; peer to peer does not appear to work – what can we do?			

12. Dates of the next meetings Wednesday 14 December 10-1			2.55

Outstanding Actions from previous meetings

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

Actions June 27

Action	Closure
1 Action Stephen Elgar to provide an update on the National Privacy Impact Assessment via the Newsletter	Expected January
2 Action –RM send link to the HSCN agreement to SIGN	Completed

3 Action MG to report on V15 timetable to next meeting	On September agenda
4 Action Point – SE IGA statement where can local issues be "signed off"	Completed IGA provide a helpdesk service. Some major issues need a commission
5 Action SD to consider Thames Valley as a SIGN	Completed
6 Action IGA to talk to NHS England about Competition Marketing Authority request.	Ongoing
7 Action PW to explore how best to encourage appropriate sharing of child protection reports with GPs and the need to mark as private/seal the record using GP system controls	Ongoing
8 Action All please contact IGA to request specific webinars on topics covered by the IGA.	Ongoing

26 September

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2 ACTION – request for IGA to work better with NHS England on IG advice for re-commissioning	
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