

MINUTES

Strategic Information Governance Network (SIGNs) Chairs Meeting
Location VC Leeds (Vantage House Boardroom) London (Tavistock House VC
Blake Room)

Date 4 December 2015 Time 11-2pm

Present

Leeds

Phil Walker - IGA
Helen Speed – Lancs and Cumbria SIGN
Michael Goodson – NHS England
Liane Cottrell – North East SIGN
Richard Ives- HSCIC
Dayam Macintosh - HSCIC
Richard Birmingham -HSCIC
Anita Kullar - HSCIC
Paul Gardner – East Midlands SIGN
Sue Meakin – Yorks and Humber SIGN
Ralph McNally – Leeds City Council/
Anita Segar – Centre of Excellence for Information Sharing
Collin Owen – Greater Manchester SIGN

Redditch

Shane Dark - IGA
Bridget Frances - West Midlands SIGN

London

Stephen Moore - Ambulance IG forum
Trevor Peacock - University College London
Clare Robson - Kent and Medway
Jamie Sheldrake – Kent and Medway SIGN
Penny Taylor - South West SIGN
Barry Moulton – East of England SIGN
Nicola Gould – Surrey SIGN
Jonathan McKee – London IG forum
Jo Andrews – London IG Forum

	Presented by	Paper	Time
1. Introduction and Chair's Welcome	Phil Walker (DH/IG Alliance)		11.00
2. Apologies			11.05
Apologies were received from Marie Greenfield, Andrew Babicz, Jenny Spiers, Linda Pickup, Hayden Thomas,			

3. Minutes of the Last Meeting	Phil Walker (DH/IG Alliance)	Yes	11.05
There were some typing corrections given and the minutes have been changed accordingly.			
4. Actions arising from last meeting	Phil Walker (DH/IG Alliance)	Yes	11.10
Phil Walker reviewed the SIGNs Two actions were added to the list at the end of these minutes 1 Action PW talk to Apps work stream 2 Action SD sharing platform for SIGNS			
5. SIGN Chairs update	Round Table		11.20
<p>Bridget Francis W Midlands SIGN</p> <ul style="list-style-type: none"> Discussed the implications of the Goddard Enquiry which at the moment seemed like a blanket retention of all NHS Children's records until further notice. <p>Stephen Moore Ambulance IG Forum</p> <ul style="list-style-type: none"> No meeting this period CQC inspection had not picked up on any IG issues which might drive change in Trusts DH and Home office had invited consultation of (Regulation of Investigatory Powers) RIPA bill and the ambulance service needed to access location data in emergency. Ambulance service had worked with the ICO on an awareness campaign but the draft materials produced by the ICO for asset owners were not comprehensive. The National Archives were working with them of AO training. Standard on accessible information was discussed and the ambulance service were having difficulties implementing it. <p>Trevor Peacock University Research Network</p> <ul style="list-style-type: none"> Met in October and HSCIC contract discussed HSCIC account manager for data access contacts had helped deal with concerns They had asked for a single/simplified application process to get data from HSCIC and ONS through the IGARD process <p>Jamie Sheldrake – Kent and Medway SIGN - The SIGN meeting had focused on comments for the IG toolkit workshops.</p> <p>Penny Taylor – SW SIGN</p> <ul style="list-style-type: none"> IGA had provided an input into the group Vexatious questions had been discussed TNA and an archivist from the local place of deposit had spoken to the group CQC and ICO audits had taken place across the patch as well as toolkit auditors Commissioner continue to ask for patient identifiable data Use of pseudonyms is in place of identifiable information HSCIC/DSCRO cannot supply data from non NHS organisations so commissioners are forced to ask for it directly Invoice validation was discussed. <p>Barry Moulton – East of England SIGN</p> <ul style="list-style-type: none"> November meeting well attended ICO investigation of incidents seems to have changes and no fines have been issued and the ICO are looking at if harm has occurred. The Toolkit scoring matrix does not have a direct question about harm for incidents Trusts struggle with the 112 training requirement The SIGN felt that some proportionality in who receives what level of training was needed 3rd party access to PAS was becoming an issue which could lead to an interruption in patient care if it was not allowed 			

- KPMG had issues some SIRO guidance but this was not well received
- The IG group were struggling to engage with the HRA and research community for the fast track applications which seem to bypass the local ethics committee and so the IG scrutiny that they can give.
- A local CCG had used a zero hours contract to get around the DPA and data controllership issues with the local multi-disciplinary team attached to the A&E department.

Nicola Gould – Surrey IG Group

- Frimley Park Hospital had an ICO visit
- Research and consent had been discussed
- Integrated sharing is an issue similar to other areas.
- Meeting the training requirement is an issue
- A local safeguarding sharing agreement had been made

Jo Andrews – London IG forum

- The Social Care group had disbanded due to poor attendance
- The health records forum had a session on role based access
- The IG forum had looked at 5 different models of sharing for care purposes
- IGA had talked about the records management code work
- Safe harbour implications were discussed
- IGT 201 2b requirement was discussed and different ways of evidencing patient engagement
- IG professionalism and the need for a unified system of qualifications and experience for IG staff. There was a demand to get the basic IG knowledge and experience.
- ICO was also starting to ask about harm in respect of incidents
- ICO was looking to prosecute for inappropriate access to health records
- CQC had visited some sites to look at IG
- Training for non NHS organisations was an issue as they cannot normally get access to the IG training tools because of capacity issues.

Richard Ives – CareCert programme

- Looking to procure a training platform for cyber security
- 9,500 people are on the network to receive messages

Helen Speed- Lancs and Cumbria

- Won an award for the Sharing system
- Looking at a franchise system and investment for wider use in the sharing community
- Discussed EU directive change
- IGA will give a talk on the sharing work they have been doing

Collin Owen - Greater Manchester SIGN

- The implications of the Goddard enquiry were discussed
- Parental access to records was discussed

Paul Gardner – E midlands SIGN

- A university training for staff in IG was thought inadequate for integrated sharing
- Discussed when ISAs are needed for direct care between trusted NHS partners
- Social Care colleagues felt HSCIC did not represent them very well
- Sharing partners differed over the definition of consent
- Scanning and legal admissibility were discussed

Sue Meakin – Yorks and Humber SIGN

- November meeting had discussed cyber security

<ul style="list-style-type: none"> • There had been a spike in spam emails • Invoice validation continued to be an issue • They had discussed the IG workshops • Goddard enquiry was an issue <p>Ralph McNally – Leeds City Council PSN/N3 Health and Social Care Network (HSCN)</p> <ul style="list-style-type: none"> • Pilot of HSCN in Yorks and Humber to extend to end of January • SystemOne, EMIS, Exeter data, and the Child Health Information Sharing system are not working in the Pilot sites of HSCN • Batch tracing service will be added later • Rationalisation exercise of PSN and IG toolkit underway to look at overlapping requirements. 7 requirements will need more evidence and 2 will be automatically covered to level 2 in the local authority view. • The business case for the HSCN is not with the Department of Health and the Cabinet office for sign off. If accepted N3 will be retired. • Once HSCN is rolled out certain services will only be accessible with a relevant satisfactory IG toolkit to evidence good data handling. 			
Break 12.30			
6. Information Governance Alliance (IGA)	Stephen Elgar (IG Alliance)		12.45
<p>Phil Walker and Stephen Elgar gave an update.</p> <ul style="list-style-type: none"> • Workplan for IGA will be published in January • Professionalism in IG – working with NHS England and Health Education England • IGA working with the National Data Guardian on a number of issues • Newsletter had been launched • Feedback suggested and an Email to patients guide was wanted • IGA working with better care fund sites through 12 workshops 			
7. National Data Guardian Consultation See link https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/461993/Consultation_ND_Guardian_accessible.pdf	Phil Walker (DH/IG Alliance)		1.00
The consultation was part of an increased role and this had included a series of 60 visits undertaken by CQC and HSCIC. A report will be released at the end of January which may have a large impact on information governance in health and social care.			
8. Information Governance Assurance Framework (IGAF) - Health and Social Care Information Centre IGAF2 Alpha product update IG Toolkit Development IG Toolkit workshops	Marie Greenfield (HSCIC Head of External IG Delivery)		1.15
<p>Phil Walker gave the update</p> <ul style="list-style-type: none"> • The beta of the small organisations IG toolkit was planned for release in June 2016 • Work was starting on the IG toolkit for larger organisations with the workshops and capturing changes in national policy • A series of webinars was in progress and details can be found on the IGA website • IG toolkit workshops were in progress 			

<ul style="list-style-type: none"> Work had begun on revising the IG toolkit knowledgebase 			
9. NHS England	Hayden Thomas (NHS England)		1.30
<p>Michael Goodson gave an update.</p> <ul style="list-style-type: none"> An emergency care short guide is in production Prime Minister's challenge fund guide in production S251 for invoice validation will be renewed 			
10. Any Other Business	Phil Walker (DH/IG Alliance)		1.40
<ul style="list-style-type: none"> It was noted that Caldicott networks were struggling because of other work pressures of the Caldicott Guardians It was felt an IG award would be helpful for good practice There was a question about the use of NHS number of prescription forms There was a question about prisoners addresses There was a question about the data migration issue from Rio to SystemOne. There had been a reported issue about sensitive records becoming visible post migration. This was known and has been reported. 			
11. Dates of the next meetings 4 February			

Actions

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.	

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	Shane Dark (IGA) is looking at this issue
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.	completed

Action	Closure
1 Action PW talk to Apps work stream	
2 Action SD sharing platform for SIGNS	
3 Action RB report to next SIGN on Goddard	
4 Action SE to consider addition of PAS access in IGA sharing materials	
5 Action ALL contact IGA about any news stories wanted or potential articles for future newsletters	
6 Action PW to find out about NHS number on prescription forms	
7 Action SE to find out about prisoners addresses and the best way to record this in the record.	