

Minutes
Strategic Information Governance Network (SIGNs) Chairs Meeting
Location VC Leeds (Trevelyan Square - Bevan room VC) London (Tavistock
House VC Blake Room)
Date 4 February 2016 Time 12.30-3.30pm

Present

Leeds

Phil Walker- Information Governance Alliance - Chair
 Marie Greenfield- HSCIC
 Jenny Pope - HSCIC
 Anita Kullar - HSCIC
 Richard Birmingham - HSCIC
 Liane Cotterill – North East SIGN
 Cora Suckley –Cheshire and Mersey SIGN
 Sue Meakin – Yorks and Humber SIGN
 Ralph McNally – Leeds City Council

London

Stephen Elgar - IGA
 Andrew Harvey _ Sussex IG network
 Barry Moulton – East of England SIGN
 Penny Taylor South West SIGN
 Claire Robson Kent and Medway SIGN
 Jo Andrews – London IG
 Ranisha Dhamu – Local Government Association
 Marie Matthews – East Midlands SIGN
 Stephen Moore – Ambulance IG group
 Amy Ford – South East CSU
 Andrew Babicz – London Authority

	Presented by	Paper	Time
1. Introduction and Chair's Welcome	Phil Walker (DH/IG Alliance)		12.30
2. Apologies			12.35
Apologies were received from ; Jenny Spiers, Bridget Francis, Helen Speed, Jonathan McKee, Nicky Huntley, David Stone, Carol Mitchell, Hayden Thomas, Debbie Terry, Nicola Underown, Charlotte Piper, Trevor Peacock.			
3. Minutes of the Last Meeting	Phil Walker (DH/IG Alliance)	Yes	12.35
The minutes were agreed with minor corrections			
4. Actions arising from last meeting	Phil Walker (DH/IG Alliance)	Yes	12.40

Please see the end of the minutes. Actions of last meeting have been included for completeness

Of interest for the actions;

- Phil Walker agreed to contact Hayden Thomas directly about any outstanding actions.
- Penny Taylor agreed to send in to send in SIRI examples

5. SIGN Chairs update

Round Table

12.50

Jo Andrews London IG forum – The HSCISC Burden team gave a talk on the process to assess an information burden.

Ranisha Dhamu - Local Government Association –

- reported that the general Data protection regulation had been discussed by Social Care providers.
- 15 sites were asked to pilot the digital maturity index.

http://www.local.gov.uk/chip/-/journal_content/56/10180/7469111/ARTICLE

- 83% of local authorities were now engaged with the child protection information system (CP-IS), 55% of health bodies were also engaged.

Andrew Babicz – London Authority-

- the London Authority is working with the Local Government Association to establish a line of communication with IG managers working in Local Authorities with a view to establishing a community of interest.

Marie Matthews - East Midlands SIGN- not met recently.

Bridget Frances – West midlands SIGN-

- the meeting had discussed the Shropshire NHS mail pilot to enable secure sharing. A satisfactory IG toolkit is still required before organisations can be accepted onto NHS Mail.
- The group agreed that there could be no watering down of the Toolkit requirement.
- There was concern that cyber training would involve multiple platforms and login details. The better care fund team had attended the SIGN meeting.
- Scadox had given a useful presentation.
- NHS mail 2 had also presented.

Stephen Moore – Ambulance IG forum – The group had met on 19 January.

- IG training was proving difficult to implement
- In house training was being developed that will be easier for their mobile workforce to access.
- Ambulance managers had spoken of their satisfaction with the current audit arrangement in response to the IG toolkit workshops where the mood was for stronger audits.
- ICO work with ambulance IG functions had proposed training based on The National Archives training
- The records management code draft was discussed and the 1 year for telephony was felt too short and they would stick with current arrangements.
- CCTV was an issue as police were requesting more images as more recordings are made eg vehicle cams and body cams.

Andrew Harvey –Sussex wide IG Group- last met in November

- Setting up a group sharing platform
- Local sharing protocol has been redrafted
- They wanted to know about the National Data Guardian report
- SIRI grading was an issue
- Caldicott group has started with 7 attendees for the first meeting
- Training was a big issue across Sussex

- Cloud based storage was generating questions
- Goddard review discussed
- The National Archives held a 20 year rule event
- Care Cert communications were erratic and did not give much information
- March timing of IGA conference was not great for IG managers to be released

Barry moult – East of England SIGN-

- Issues with health ombudsman not using NHS mail – Egress solution used instead which created issues form NHS
- N3 is being reported used by companies with no IG toolkit
- NHS SIRO and Caldicott training was expensive and provided by private companies. I would make sense for IGA to source training and accredit it.
- SIRI grading was an issue
- Scandox had delivered a good informative presentation
- The group had discussed the implications of cyber training
- Current CQC inspections did not go into any detail with IG
- BT future hospitals launched

Penny Taylor – SW SIGN-

- Positive meeting for IG managers
- Records survey from TNA has highlighted they did not know what could be transferred to a place of deposit
- Patient email contact had been discussed
- Incident reporting and when patients need to be informed had been discussed
- BYOD highlighted the differing approaches of organisations
- The group had noted that many junior doctors were aware of Caldicott and confidentiality issues
- Caldicott guardians struggled to be released to attend meetings or training for their role

Claire Robson- Kent and Medway – Not met since the last SIGN Chairs meeting

Ralph McNally – Health and Social Care Network project – reported that

- The alpha pilot had been extended to July
- PSN can now link directly to N3
- HSCN will now be taken forward as the N3 replacement as endorsed by the National Information Board
- Both Wakefield and Leeds pilot sites could now access national applications like CH-IS and SystemOne
- Business case is now signed off and Tom Denwood is the HSCIC director with responsibility
- A draft Communications plan had been started
- Care Cert would need to respond quicker for Local Authorities and the Lincolnshire ransom ware incident was not prevented
- A security sub group will look at using cyber essentials but it is a lower bar than current PSN standards

Sue Meakin – Yorks and Humber SIGN –

- Cyber training had been discussed and two related training courses was not wanted
- Email spam was on the rise
- Goddard enquiry had raised concern about long term storage
- Invoice validation remained an issue

Cora Suckley – Cheshire and Mersey SIGN –

- Training was an issue
- Same issues as other groups without repeating the list

Liane Cottrell – NE SIGN –

<ul style="list-style-type: none"> Lack of communication about what other groups are doing eg connected health cities <p>Jenny Pope – HSCIC internal IG - no update</p>			
Break 14.00			
6. Information Governance Alliance (IGA)	Stephen Elgar (IG Alliance)		14.15
<p>Stephen Elgar gave an update;</p> <ul style="list-style-type: none"> Webinar sessions in progress Planning for next year in progress Records Management Code at an advanced stage Anonymisation standard no published IG glossary nearly finished More short guides in development Better car workshop supported by IGA National initiative to support information sharing 			
7. National Data Guardian /CQC reports into information security	Phil Walker (DH/IG Alliance)		14.30
<p>The report had not yet been released. QCQ report confirmed to be with Secretary of State and some information has been put into the public domain such as the report will deal have a consultation period. The National Data Guardian will comment of consent and data security. A security standard will be recommended.</p>			
Break			
8. Information Governance Assurance Framework (IGAF) - Health and Social Care Information Centre	Marie Greenfield (HSCIC Head of External IG Delivery)		14.45
<p>IGAF2 Alpha to beta product update IG Toolkit Development v14 IG Toolkit workshops feedback</p>			
<p>IG training</p> <p>The current plan is to provide a new platform by the end of 2016.</p> <p>The IG toolkit would remain central to delivering any new recommendations that may come out of the National Data Guardian report. However it looks unlikely that any concrete proposals will be produced until after the consultation on the report has finished and then the Department of Health give a formal response and then the work is commissioned from HSCIC. This may take several months.</p> <p>The current thinking is that any new standard will remain focused on the controls in ISO 27001 as the current IG toolkit. At the moment is looks highly likely that the current IG toolkit for large originations will remain as is for both V13 and V14.</p> <p>The Small organisations IG toolkit will continue to progress from Alpha to Beta in June 2016.</p> <p>The PSN had been mapped for the Code of Connection to the IG toolkit for V14 following changes to the CoCo.</p> <p>The CQC had indicated their desire to include SIRO and Caldicott roles in the Leadership key line of enquiry and to be given a list of those organisations that met the standard set by HSCIC.</p>			

Information from the IG Toolkit workshops had fed into the process for the National Data Guardian report and had been useful in guiding current issues with the IG toolkit.			
9. NHS England			15.00
No Update			
10. Any Other Business	Phil Walker (DH/IG Alliance)		15.20
Ranisha Dhamu - Local Authority colleagues will be encouraged to bring a health colleague to the Local Government IG network. Andrew Harvey – SIRI benchmarking was problematic and SIGNS could share.			
11. Dates of the next meetings 14 April Leeds Trevelyan Square, Diggory room. London –HEFC building Finlaison House 12-4			15.25

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	Close PW will pursue out of meeting
5 Action HT to investigate the IG aspects of the pass through survey re audit.	Close PW will pursue out of meeting
6 Action HT to look at the grants template and see if it mentioned IG and the toolkit.	Close PW will pursue out of meeting
7 ACTION – PW requested SIGNs for some example SIRI scores where they felt there was a discrepancy with the scoring matrix.	Closed Penny Taylor had been talking to other organisations about this issue and

	would share with the group when completed.
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Actions 11 December

Action	Closure
1 Action PW talk to Apps work stream	Closed NHS Choices were engaged with IG at HSCIC
2 Action SD sharing platform for SIGNS	Closed Part of website work
3 Action RB report to next SIGN on Goddard	Closed - Scope is so wide there is a blanket stop on all record destruction for children's records and other areas identified by the enquiry.
4 Action SE to consider addition of PAS access in IGA sharing materials	Closed it will be considered in any future sharing materials. At present access it to all or no records in PAS due to historic access control models.
5 Action ALL contact IGA about any news stories wanted or potential articles for future newsletters	Ongoing
6 Action PW to find out about NHS number on prescription forms	Closed it is not necessary to have the number on the prescription form but it helps
7 Action SE to find out about prisoners addresses and the best way to record this in the record.	Closed – HSCIC team looking at integrating prison health SystemOne onto PDS.

Actions 4 February

Action	Closure
Action PW inform Care Cert team about timeliness of communications	
Action PW to look at implications of BT future hospitals for IG	
Action MG when the SIRI report is published this will be an agenda item for SIGNS and the group can talk about grading issues.	