

Strategic Information Governance Network (SIGN) Chairs' Group

Minutes of Meeting

Date: Monday 22 October 2012

Meeting: 11:00 – 12:30

Attendees:					
Name	Inits	SIGN Org / Posn	Name	Inits	SIGN Org / Posn
Marie Greenfield	MG	IG Delivery (Chair)	Christina Munns	CM	IG Delivery
Jo Andrews	JA	London IG (Acute)	John Rees Millbourne	JRM	East of England IG Forum
Penny Baxter	PB	Greater Manchester IG Group (GMIGG)	Carl Starbuck	CS	NYHDIF IG Sub-group
Alison Baylis	AB	West Midlands SHAIG Forum	Adam Tuckett	AT	SWIG Forum
John Brent	JB	IG Delivery	Cora Suckley	CS	Cheshire & Mersey IG Group
Nicky Huntley	NH	NE IG Group	Liz Taggart		SWIGG (Sussex Wide IG Group)
Robert Irwin	RI	Lancs & Cumbria IG Group	Clive Thomas	CT	South Central London SIGN
Lucy Michalski	LM	IG Delivery	Darran Turley	DT	East Mids SIGN Group
Barry Moulton	BM	East of England IG Forum	Phil Walker	PW	DH Head of Info Standards and IG
Apologies:					
Peter Conoulty	PC	London IG	Jamie Sheldrake	JS	Kent & Medway IG Group
Andi Scott	AS	Kent & Medway IG Group			
Nicola Gould	NG	Surrey IG Group			

- | Item | Item description | Action |
|------|--|--------|
| 1. | Apologies For Absence. As shown above. | |
| 2. | Minutes of Previous Meeting. Circulated with agenda for information. | |
| 3. | Matters Arising From The Minutes and Outstanding Actions. Not applicable due to extended period since last meeting. | |
| 4. | Admin Points. | |
| | a. Restructuring (IG Delivery). DH/NHS restructuring has separated responsibilities and roles between DH, NHSCB and an IG Delivery Team. Phil Walker is Head of Information Standards and IG in the DH External Relations Directorate; NHSCB are in process of recruiting posts and will develop IG strategy which the restructured IG Delivery Team will assist in implementing. | |
| 5. | Standing Agenda Item - IG Policy. | |
| | a. Policy Points. | |
| | (1) IG Toolkit review. DH/NHSCB and other organisations have established an IG Professional Leadership Group (IGPLG) to lead IG through the transition period. The "Strategies, Levers" workstream has initiated a review of IG Standards. The IG Toolkit will be reviewed for effectiveness and appropriateness. Two workshops (attended by output user organisations e.g. CQC and another for user organisations e.g. NHS Trusts) held in October 2012 will develop the questions for the consultation process. Consultation will begin in November 2012 via a communications programme and close around January 2013. The report will be | |

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CFH.IGPSecretariat@nhs.net

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	<p>published by the IGPLG. Comments / suggestions will be gathered in various formats. The IG Toolkit currently has ministerial approval for use across NHS assurance and was previously reviewed in 2004 (National Programme for IT) and 2008 (Data Handling Review). Should the review make alternative recommendations or amendments, the IG Toolkit will, nevertheless, remain in use until any changes are in place.</p>	
	<p>(2) IG Toolkit Vers 11. Preparation of the new version has begun. Users will initially be contacted regarding function and technical suggestions. A later exercise will gather content change suggestions. There may be a necessary delay to content changes to reconcile recommendations published in the Caldicott 2 report. Intended changes under consideration are: development of a Public Health view; change to Airwave requirement, addition of data loss indicator functionality.</p>	
	<p>b. Caldicott 2 Review. The review panel has been asked to make recommendations on the balance between sharing personal information and protecting individuals' confidentiality. CT described the progress of the evidence gathering sessions. The final report, expected to include an Executive Summary, will be made to Ministers in spring of 2013. CT will provide papers for circulation and made a request for comments from SIGN Chairs on the education, training and regulation questions by 2 Dec 12.</p> <p>c. Records Management during transition. There is currently work ongoing at DH to address the transfer of functions including records through the appointment of transition directors. [NB: This was subsequently published on 25 October 2012 "Handover and close down guidance for transition to the new health and care system" available at: http://www.dh.gov.uk/health/2012/10/handover-guidance-transition/]</p>	<p>CT circulated papers 22 Oct 12</p>
	<p>(1) to (3) Data Protection. The NHSCB Informatics Model configuration is still under consideration by DH, NHSCB and IG Delivery. It is now probable that the Data Management Centres will be subordinate to the NHSIC rather than NHSCB. CSUs may be subordinate to Business Services Authority. Data Protection obligations will follow the legal data controller entity, however, that is structured. Fair processing will be achievable supported by utilising normal correspondence to patients i.e. it is not expected that an expensive campaign will be required to achieve fair processing.</p>	
	<p>d. Disposal and Destruction of Sensitive Data. The lack of secure destruction of digital data has been highlighted in recent data breaches reported by the Information Commissioner. Free software for in-house use is available but these will have associated risks such as responsibility disclaimers whereas an approved product will provide heightened assurance. A number of organisations used industry approved companies.</p>	
	<p>e. NHS standard contract Acute Trusts and Councils. NHSCB will be reviewing commissioning contracts. It is expected that the content will move toward compliance monitoring. The terms and conditions in standard contracts will be replicated in other contracts.</p>	
	<p>f. SUS contract. Jeremy Thorpe will be asked what the new SUS system will be as the NHSIC will be replacing the contract in 2013.</p>	<p>JB</p>
<p>6.</p>	<p>Standing Agenda Item - IG Toolkit (IGT).</p>	
	<p>a. Optometrists - IGT. It remains the policy that completion of the IGT is necessary action. This requirement is set out in the Joint Letter from NHSCE and ICO published in September 2011.</p>	
	<p>b. PCT Cluster IGT Completion. It is appreciated completion of the IGT in March 2012 by staff transferring to CCGs and CSUs or undergoing employment changes will be a difficult process, however, the policy will remain to ensure organisations maintain focus on these important issues and use resources to the best effect. It is acknowledged that a rational approach should be applied (including IGT audit</p>	
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	<p>priorities) to maintain adequate information assurance and boards should be kept fully informed of their risks and the rationale applied.</p> <p>c. CSU Information Assurance. It was suggested that CCGs need assurance from CSUs via completion of an IGT assessment. In some cases CSUs have been provided with IGT accounts to begin work on the assessment, however, not all CSU were in a position to begin the assessment.</p>	
7.	Standing Agenda Item - IG Training Tool.	
	a. Change to Helpdesk Arrangements 31 Oct 12. Previous paper circulated with agenda.	
8.	Standing Agenda Item - IG Bulletin.	
	b. Next Bulletin. To be confirmed.	
9.	Any Other Business.	
10.	Date of Next Meeting. To be confirmed.	

List of Actions

Owner	Action No	Action Required	By Date (if stated)	Status
Meeting: 22 October 2012				
JB	5f	Contact Jeremy Thorpe for info	Dec 12	Ongoing