

Strategic Information Governance Network – Chairs’ Group

Minutes of Meeting

Date: 05 July 2011 **Time:** 13:00 – 14:30

Attendees:

Name	Inits	SIGN Org / Posn
Marie Greenfield	MG	DH IGPB (Chair)
Penny Baxter	PB	Greater Manchester IG Group
John Brent	JB	DH IGPB
Beverley Carter	BC	South Central London SIGN (Des)
Peter Conoulty	PC	Cheshire & Mersey IG Group
Shane Dark	SD	WM SHAJ IG Forum
Nicola Gould	NG	Surrey IG Group
Nicky Huntley	NH	NE SHA
Robert Irwin	RI	NE Lancs IG Group

Name	Inits	SIGN Org / Posn
Barry Moulton	BM	East of England IG Forum
Remi Ogbe	RO	London IG Group
Jenny Spiers	JS	Greater Manchester IG Group
Carl Starbuck	CS	Yorks & Humb SIGN
Clive Thomas	CT	South Central London SIGN
Adam Tuckett	AT	Avon IM&T Consortium
Phil Walker	PW	DH IGPB
Lindsay Wells	LW	East Midlands SIGN
Phil Harriman	PH	DH IGPB (Secretariat)

Item No:	Subject	Action
1.	Welcome, Introductions and Apologies. Chair opened meeting, welcomed members and introductions made. Nil apologies – all present.	Nil
2.	Terms of Reference.	
	a. The Terms of Reference (ToR) were circulated and several amendments suggested. The Secretariat will circulate a digital copy for additional comments which should be returned within two weeks. The Secretariat will table the amended ToRs at the next meeting.	PH All PH
	b. It was suggested to lengthen the meeting to two hours rather than 90 minutes. Secretariat asked to note. In addition a room can be made available following the end of the Chairs meeting to allow subsequent networking / discussion.	PH
3.	Standing Agenda Items.	
	a. These will evolve in future meetings. Items already suggested are: (1) IG Policy. (2) IG Toolkit. (3) IG Training.	
	b. The Secretariat will note additional suggestions if members send initial suggestions within two weeks and update agenda for next meeting.	All PH

4. **IG Policy Team Updates.**

a. **IG Toolkit v9 - PCT Cluster Reporting.**

(1) Following the creation of PCT and more recently SHA clusters, we will be asking PCTs affected by Clustering arrangements to publish an assessment for IGT v9 at cluster level only. This means an assessment that covers all the PCTs in the Cluster and any separate Cluster management and administrative arrangements. PCTs affected by PCT Clustering will not be asked to submit a baseline assessment in July. DH IGPB is developing a Cluster view on and will upload codes to permit assessments to begin when the codes are released. Individual PCT IGT evidence will not be rolled over to the Cluster assessment but the PCT's IGT accounts will be accessible to facilitate the population of the new PCT Cluster assessment. A guidance sheet confirming the requirement set together with a schedule of Clusters, composite PCTs and codes will be published shortly.

b. **IGT Vers 8 Deep Dive.**

(1) DH IGPB will be carrying out a limited deep dive review of IGT Vers 8. This is only for Acute Trusts and will be a non-threatening review which aims to provide feedback on IGT returns. The aims are to:

- (a) Test the effectiveness of audit methodology.
- (b) Quality assure the evidence submitted.
- (c) Provide anonymised feedback to the NHS in general and specific confidential feedback to individual Trusts.
- (d) Identify examples of best practice.

(2) The review will be limited to five requirements (101, 112, 308, 401 and 402) and cover those for which Level 2 or Level 3 was claimed. Trusts will be asked to supply evidence if this has not been uploaded in to the IGT. Trusts that fall within the scope of the review will be contacted shortly.

c. **IGT Vers 10 Development.**

(1) DH IGPB is reviewing and improving the IGT knowledge base (KB) - parts of which are overdue a refresh. New exemplar materials are being sought from IG Leads and this will be advertised in the IG Bulletin. Secretariat will ask Steve Shaw, who is leading on the KB review project, to update the Group at next meeting.

PH

(2) IGT support and guidance for Local Govt and Voluntary Sector is to be improved. A KB Voluntary Sector review group has been set up and Members are invited to forward details of Local Government contacts interested in forming a similar group.

All

5. **Data Losses.**

a. The recent London data loss incident has generated renewed emphasis on NHS information security including encryption and IG Training for staff.

We need to ensure that legal accountability for Hosted Organisations (e.g. Public Health Observatories, Health Informatics Services) is fully understood. Workstreams will be established to drive improvement (similar to the previous IG Assurance Programme (IGAP)).

- b. The Group discussed how to identify and ensure all hosted services were included in IGAP. Options included the reviews of Information Asset Register; Information Flow Mapping exercises and the options of the hosted unit completing a discrete IGT assessment or being included in the hosting organisation's assessment. A major consideration was that any ICO investigation would be directed at the Data Controller with legal accountability.

6. **IG Transitional Arrangements.** DH IGPB is involved in the changes and will be issuing guidance as situation develops.

7. **Items Raised For Discussion**

a. **IG Bulletin.**

(1) A draft IG Bulletin was tabled for comments and it was suggested that in future the Bulletin might helpfully include sections on:

- (a) Registration Authority (RA).
- (b) Legislation related to IG.
- (c) Common Service Call Queries.
- (d) Freedom of Information (FOI).
- (e) Records Management (RM).
- (f) Audit.

(2) It was agreed that the Bulletin will be distributed to the SIGN Group one week prior to general circulation. Distribution via IGT bulk messaging function and consideration to be given to setting up a national distribution list similar to RA network.

(3) The Secretariat was asked to circulate digital draft to the Group following meeting and additional comments / additions sent to the Secretariat within 2 weeks.

PH
All

b. **IG Training Target / Requirement.**

(1) The Cabinet Office IG training requirement that all staff are properly and appropriately trained and their knowledge updated on an annual basis is unchanged. The extension to June 2011 for 8-112 was extraordinary and staff who completed their training between 01.04 and 30.06.2011 and were included in plans submitted as evidence to support v8 31.03.2011 submissions, should be counted as having completed training during the lifecycle of IGTv8. These staff will be required to refresh training during life cycle of IGTv9 i.e. before 31.3.2012.

- (2) The strategic options for NHS e-learning are currently under review. Until the future direction of travel is understood, the full catalogue of IG e-learning modules will remain on the IGTT platform only and the three mandated modules will also continue to be accessible on National Learning Management Solution (NLMS) for those organisations that have implemented that solution. The policy team have received a number of requests from organisations for copies of IGTT modules to host on local LMS. A decision regarding releasing materials for local hosting will be made once the future is clearer. The request for an IGTT National User Group was noted and will be considered again once the future is understood. LW keen to be involved in this group.
- (3) The training programme had been a great success which was attributable to the work of IG Leads across the NHS in England.
- (4) It was commented that IGTT modules are long and training can be much shorter delivered face to face. This is an acceptable alternative as long as comprehension is tested and the materials are derived from IGTT and/or approved by DH IGPB.

c. **Data Sharing.**

- (1) Clarity was requested over best practice when sharing data with social services or other access to clinical records for audit purposes. DH IGPB is currently involved with a project 'Leicestershire Together' which is a partnership of the local councils, NHS and other agencies including the voluntary sector. Guidance will be shared when available. PH

- (2) Leeds has placed emphasis on data sharing for several years and has tried and tested process for developing clear documentation.

- d. **Mobile Devices Security.** A request was made for members to share any technical design, documentation or knowledge on the management of mobile devices for the storage of data (email, retention, files, encryption support). The Infrastructure Security Team (IST) has been asked for guidance for devices such as iPhones, iPads. This will be made available by IST when available. PH

- e. **Foundation Trusts IGT Three - Stage Reporting.** Monitor advice differs from DH Policy regarding FTs and the 3 stage reporting for the IGT. DH policy remains clear that FTs should carry out 3 stage IGT submission. Chair to contact Monitor. MG

8. **Any Other Business.**

- a. **Records Management in Transition.** Discussion on the management of legacy records and legal accountability. DH IGPB is currently developing guidance on records management during the transition aimed at PCTs and

SHAs, Initial materials are scheduled for publication by end July 2011. It was suggested that there is a discrepancy between DH and NHSLA guidance and an action was assigned to draw this to the Chair's attention.

BW

b. **National Systems Incident Reporting.** Discussion on how to manage and escalate incidents involving Local Service Providers (LSP) as this seems to differ between SHAs. Data Management events may be handled differently to actual incidents. There are two systems in place; SUI Guidance and NPSA guidance. The Strategic Executive Information System (STEIS) is still being used by DH.

c. **IGT Requirement 9-110.** IGT guidance advises organisations to seek legal advice rather than providing examples of clauses which would provide cost saving. Secretariat will pass comment to DH IGB review team for IGT v10.

PH

9. **Next Meeting.**

PH to circulate following this meeting (since confirmed as 08.09.2011)

PH

List of Actions

Owner	Action No	Action Required	By Date (if stated)
PH	101	Terms of Reference - circulate digital draft	ASAP
All	102	Terms of Reference –comments to Secretariat	20/07/11
PH	103	Amend Terms of Reference and table for next meeting	For next meeting
PH	104	Meeting duration extend to two hours.	To note
All	105	Standing agenda items list – comments to Secretariat	20/07/11
PH	106	Standing agenda items added to agenda	For next meeting
PH	107	Invite Steve Shaw to update on KB work at next meeting.	For next meeting
All	108	Group invited to forward details of Local Government contacts to Secretariat	20/07/11
PH	109	IG Bulletin – circulate digital draft for comment / collate suggestions	ASAP
All	110	IG Bulletin - comments / additions to IG Secretariat	20/07/11
PH	111	Guidance on information sharing for community budgets to be circulated when available	Ongoing
PH	112	IST Guidance on mobile working to be circulated when available	Ongoing
MG	113	Chair to contact Monitor re mixed messages	For next meeting
BW	114	Send discrepancy details to MG (via secretariat)	ASAP
PH	115	Pass request to review team for IGT V10 (for IG clauses to be included in IGT Req 110)	For next meeting
PH	116	Arrange date / time next meeting.	

All correspondence to: CFH.IGPSecretariat@nhs.net