Strategic Information Governance Network – Chairs' Group Minutes of Meeting

Date: Wednesday 18 January 2012

Meeting: 10:30 – 12:30

Attendees:					
Name	**Inits**	**SIGN Org / Posn**	**Name**	**Inits**	**SIGN Org / Posn**
Marie Greenfield	MG	DH IG Policy Branch (Chair)	Vanessa Kaliapermall	VK	DH IGPB
Jo Andrews	JA	London IG	Barry Moult	BM	East of England IG Forum
Penny Baxter	PB	Greater Manchester IG Group (GMIGG)	Carl Starbuck	CS	NYHDIF IG Sub-group
John Brent	JB	DH IGPB	Clive Thomas	CT	South Central London SIGN
Shane Dark	SD	West Mids IG Group	Helen Thorn	HT	SWIG Forum
Nicola Gould	NG	Surrey IG Group	Christine Hardie (Item 9.c. only)	CH	NIGB
Nicky Huntley	NH	NE IG Group			
Robert Irwin	RI	Lancs & Cumbria IG Group	Phil Harriman	PH	DH IGPB (Secretariat)
Apologies:					
Derek Wilkinson	DW	Cheshire & Merseyside IG Group	Lindsay Wells	LW	East Mids SIGN Group

Item No:	Subject	Action

1. **Apologies For Absence.** As shown above.

2. **Minutes of Previous Meeting.** Approved.

3. **Matters Arising From The Minutes and Outstanding Actions**. The actions from the previous minutes were complete with the exception of:

(a). 18 January 2012: 3.a. RI requires security advice on Huddle and Drop Box. JB has requested advice from Infrastructure Security Team. No response as yet. **JB**

(b). 05 July 2011 111: Ongoing, RI to provide information sharing guidance for Job Centre Plus. RI to email the IGPSecretariat mailbox with details. **RI**

(c). 08 September 2011 121: Ongoing, All comments received have been noted and recorded. IGTT – Review question complexity and content to be instigated as an agenda standing item. **PH**

(d). 10 November 2011 3.b: No response received from BC. JB to ask BC if this is now to be closed as no responses received. **JB**

(e). 10 November 2011 4.a: The outline agenda is currently with the Chair and Phil Walker for consideration. **Chair**

(f). 10 November 2011 9.b: Ongoing, No information received to date.   LW

4.   Administration Points

a.   No update.

5.   Standing Agenda Item – Information Governance Policy.

a.   **Data Loss Serious Untoward Incidents (SUI).** Following recent communications and meetings between Ministers, Sir David Nicholson and the Information Commissioner Christopher Graham regarding the importance of the protection of patient/personal information particularly with the changes planned to commissioning structures and with increasingly diverse care providers. We have been asked by Sir David and the Department of Health's SIRO to review and future proof NHS IG data handling arrangements. Initial work includes:

(1)   Agreeing to share intelligence with the Information Commissioners Office regarding details of data handling incidents and breaches of the DPA 98.

(2)   The NHS Operations Board are exploring the potential inclusion of an Information Governance/Data Loss Indicator on to the DH Dashboard. A draft product is being developed for discussion and review at the NHS Operations Board February meeting and if accepted the indicator could be introduced from April 2012.

(3)   The proposed indicator would report, in the first instance, on large NHS providers ("trusts") and Commissioners and would be based on broader IG performance to provide the context for incidents. These details of IG performance would be obtained from the IGT annual published assessments. The proposed Indicator would provide details of numbers and types of incidents and actions by the ICO ie Enforcement Notices, Fines.

(4)   We are also exploring options for recording incidents through the IGT. We understand the current incident reporting database STEIS (Strategic Executive Information System) is to be hosted in the short term by a London Trust and we will be looking at the implications of this move and timescales.

(5)   The current NHS data handling SUI guidance is to be reviewed and refreshed. SD agreed to share with the group a working document he has produced on the management of SUIs for the West Midlands Region.   SD

(6)   Any volunteer to take part in a sub working group to look at the options for recording data handling incidents and updating the NHS data handling SUI guidance should register interest via the Secretariat mailbox.   All

More will be said about the above at future meetings.

6. **Standing Agenda Item - Information Governance Toolkit (IGT).**

   a. **IGT Requirement 516 – Mental Health Trusts.** Leeds NHS Foundation Trust is considering allowing MH clinicians to carry out a small amount of high-level ICD-10 coding, in addition to the coding currently done by the formally trained clinical coder. Given the requirements of IGT requirement #516 their attendance at a 'full three-day course' would be problematic. Lynn Bracewell from the Data Classifications team has done some work around this area and should be in a position to provide clarification for circulating to the group.

   PH

   b. **'Deep Dive' Update. T**he deep dive review should be seen as an evidence "review" not an audit and as such the review report should be seen as general feedback document not as a formal audit report. Any organisation who believed that evidence provided as part of the review process had not been taken into account by the review team and therefore the review had comprised their position/post etc. should write to PW/MG via the Secretariat mailbox to be considered for an independent review. (PW/MG will expect to see a full audit trail of communications between the organisation and the review team). Lessons had been learned from this experience and confirmed that Acute efforts should remain on achieving v9 compliance rather than reviewing evidence for an anonymous national report from a previous year.

   MG

   c. **IGT v10.** Thanks to all those who contributed comments and suggestions for functional/technical changes to v10. Many of the suggestions will be implemented; where we are not able to implement a change feedback will be provided.

   (1)   As part of the application for authorisation exercise, Clinical Commissioning Groups (CCGs) will be asked to publish an IG assessment. To support the process a CCG view will now open on or before 1st March 2012 (ie during lifetime of v9). More details will be provided shortly.

   (2)   Any Qualified Providers (AQP). The following website will contain information for organisations seeking contracts under the 'any qualified provider' heading: http://www.supply2health.nhs.uk/S2HHome.aspx

   (3)   The website is very new, only a couple of weeks old and new content is being added all the time. However, the group are asked to note the eight AQP National Service Priorities described on the site. The IG Policy Team will be adding a statement on IG once we have the approach agreed but as a minimum new view for AQPs is planned for v10.

   d. **Knowledgebase Review.** The knowledgebase review work continues but the rebuild has been put back to v11 because of the work needed to support the new commissioning structures and the products described at Agenda item 5.

7. **Standing Agenda Item - Information Governance Training Tool (IGTT).**

   a. **Multiple User Accounts Update.** JB described the proposed 'Multiple Profile Update' accounts functionality which will be managed by either the Exeter Helpdesk or locally by organisation administrators using a csv spreadsheet for a maximum single upload of 500 staff. Initial comments on the draft process specification have been received and will be circulated to the group by JB. Additional comments on the process and functionality to be sent to the Secretariat mailbox by 3 Feb 12.

   JB

   All

All correspondence to: CFH.IGPSecretariat@nhs.net

8. **Standing Agenda Item - IG Bulletin.**

   a. No update

9. **Any Other Business.**

   a. **IGT – Requirement for Hosted Organisations.**
   Does the requirement for hosted organisations to complete their own IG toolkit returns exclude their compliance to the requirements from the host organisations return? There are two options. The hosted organisation completes its own return or the hosting organisation includes the hosted organisation in the single return which covers both organisations.

   b. **IGT – Submissions Guidance.**
   Is there any updated information or guidance available on the IG Toolkit submissions planned for CCGs and Commissioning Support Organisations? This was discussed earlier see item 6.c.

   c. **NIGB IG Lead – Social Care.**

   Christine Hardie introduced herself and briefed the group on her work towards raising the profile of IG within social care and trying to broaden this to a corporate level within local authorities, as part of this the NIGB are building a network which is hoped will capture a cross-section of people involved in IG from social care, Health, voluntary and independent sector.

   Serious untoward incidents (SUIs) are also of concern and Christine is developing guidance for local authorities which links with the work previously done in health (the NIGB will be seeking approval of the Information Commissioner), it is hoped that this will encourage a more consistent approach to SUI reporting, recording and management across organisations.

   There are plans to hold three IG workshops in June 2012 in Leeds, Birmingham and London, details will be released shortly.

   The NIGB are in contact with public health and are working with them to support IG within organisations during the transition.

   The NIGB are currently reviewing and developing their website and hope that this will become a more useful resource for IG professionals, staff and the public.

   There are a small group of social care IG leads who are happy to support the review of the social care IG toolkit as and when the resources are available.

   The future of the NIGB is still uncertain, at the moment the plan remains that the organisation will be abolished in March 2013, how the functions will be devolved and who will pick them up is still to be decided.

   d. Due to time constraints additional 'Any Other Business' points could not be raised. Any point group members intended to raise for discussion please send to the IG Secretariat mailbox for consideration and answer.   All

10.   **Date of Next Meeting. D**ate of next meeting to be agreed

List of Actions

Owner	Action No	Action Required	By Date (if stated)	Status
Meeting: 05 July 2011				
PH	111	Guidance on information sharing for multiple agency community budgets to be circulated by DH IGPB ('Leicestershire Together') when available.	No Date.	Ongoing
Meeting: 08 September 2011				
JB	121	IGTT - review question complexity and content (Transferred to 18 January 2012, Item 3.c.)	No Date.	Closed
Meeting: 10 November 2011				
JB	3.b.	JB to contact BC re outstanding action 114 (from mtg 5 Jul 11) (Records management discrepancy between DH and NHSLA guidance. Send discrepancy details to Chair (via secretariat).	No response to date.	Ongoing
JB	4.a.	Circulate initial agenda items for Joint workshop (SHAIG Leads and SIGN Chairs) (and previous SHAIG Minutes) Date is dependent on room availability in London.	A.S.A.P.	Ongoing
JB	6.a.	Contact BM for detail on requests to provide inappropriate evidence to support the attainment level claimed	By next meeting	Done (Magi Nwolie)
CS	6.b.(1)	Provide Information Sharing Protocol templates for circulation to Group.	11 Nov 11	Done
All	6.b.(2)	IGT Version 10. Any content changes suggestions to secretariat mailbox by mid Jan 12.	31 Dec 11	Done
All	6.b.(3)	IGT Version 10. Any function changes suggestions by end of Nov 11 to secretariat mailbox.	30 Nov 11	Done
JB	8.a.	Circulate IG Bulletin to Group	12 Nov 11	Done
JB	9.a.	The guidance on IPad security to be issued to all group members.	12 Nov 11	Done
LW	9.b.	Health & Social Care – analysing patient/user Experience. LW will provide Chair with details of issues which obstruct analysis of care across Health & Social Care for service improvement.	No response to date.	Ongoing
All	9.c.	How to make the SIGN group better – suggestions to secretariat mailbox.	No date.	Ongoing
Meeting: 18 January 2012				
JB	3.a.	Request security guidance on Huddle and Drop from Infrastructure Security Team for RI.	A.S.A.P.	Ongoing
RI	3.b.	Circulate to the group Information Sharing guidance for Job Centre Plus.	A.S.A.P.	Ongoing
JB	3.c.	IGTT – Review question complexity and content to be instigated as an agenda standing item (transferred from 08 Sep 11, Item 121).	No date.	Ongoing
SD	5.a.(5)	To share with the group a working document produced on the management of SUIs in the West Midlands Region.	A.S.A.P.	Ongoing

All	5.a.(6)	Any volunteers to take part in a Sub working group to discuss the proposed draft data loss agenda to register their interest via the Secretariat mailbox.	1 Feb 12	Ongoing
PH	6.a	Circulate to the group the document produced by Lynn Bracewell from the Data Standards team on IG Toolkit Requirement 516.	A.S.A.P.	Ongoing
MG	6.b.	Any specific problems encountered with the 'review' reports should be passed along with the audit trail via the Secretariat mailbox to be considered for an independent review.	A.S.A.P.	Ongoing
JB	7.a.	Circulate to the group the initial comments on the 'Multiple Profile Update' accounts upload process draft specification.	19 Jan 12	Done
All	7.a.	Any additional comments on the process and functionality of the 'Multiple Profile Update' process to be sent via the Secretariat mailbox.	3 Feb 12	Ongoing
All	9.d.	Any points intended for discussion under '*Any Other Business*' be sent to the IG Secretariat mailbox for consideration and answer.	A.S.A.P.	Ongoing

All correspondence to: CFH.IGPSecretariat@nhs.net