**Whole Systems IG Governance Group**

**6<sup>th</sup> January 2015**

**Attendees**

- ➢ Dr Aumran Tahir (Chair) (AT)
- ➢ Sonia Patel (SP)
- ➢ Alastair Gilchrist (AG)
- ➢ Alistair Robertson (AR)
- ➢ David Stone (DS)
- ➢ Simon Howarth (SH)
- ➢ Bryan Joseph (BJ)
- ➢ Alyson Hope (AH)
- ➢ Raj Seedher (RS)
- ➢ Jason Clarke (JC)
- ➢ Selin Barnett (SB)

**Apologise**

- • Dr Ian Goodman (IGo)

**Part one; Governance & Terms of Reference**

- • AT opened the meeting and welcomed the new members. It was noted that for future meetings it was important that GPs from all localities will need to be sufficiently represented in the group as data controllers.
- • SP, stated that it would need to be up to each area to decide who are the most appropriate people to fairly represent their areas
- • AT suggested that once sufficiently established, it would be a good to get GP networks to nominate a GP to represent their network, as networks were forming geographical areas it would be a fairer representation.
- • SP agreed to take up as part of ISA signature
- • **ACTION: revisit GP network representation in April when more established**
- • There was group discussion around lay representative; how many are needed, how would they be identified and how would they be invited?
- • Group agreed that patient representation is important to the board.
- • **ACTION: SP to follow up with CCGs to nominate patients from their areas**
- • The group then discussed the appropriate representation at the group from Brent CCG as data processor, group felt that this was appropriate they attend as a guest but will not have voting rights.
- • **ACTION: SP to follow up with Brent CCG to confirm nominated representative as data processor**
- • Group also felt that they might need to think about inviting SE CSU to also attend, but would discussed with Brent representation at next meeting.
- • **ACTION: AT to ask Brent CCG representative about identifying representation from SE CSU at next meeting**
- • BJ asked what the remit for invites is? Who out for the wider NWL providers can or cannot attend or invited by group?

- AR stated that the group needs to be aware that they are able to invite whomever the group likes however invitees do not have a vote, only partners who have signed an ISA as a data controller can vote and are not classed as data controllers.
- RS asked if governance group can have the other advisors to the group? Would like to be advised on the physical hosting of the data. A class consultant at some point to come in and do an audit and test on hosting system for assurance.
- DS stated that penetration test with independent company will be done before the data will be moved around, including from the interim system (Concentra) to the long term Solution (Hitachi platform). Assurance will fall to CCG IG lead for BHH & CWHHE to imitate.
- **ACTION: Jason Clarke to help present to the group what an independent audit will look like for the group, what resources are needed**
- AG, ISA needs to be affectively communicated to the public, this should fall under the groups remit
- **ACTION: Add terms of reference (TOR) communication to the public**
- DS suggested to add that the driver of the uses of the data needs to be a governance group as they will need to specify and sign off uses; however eventually the uses of the data will come from the front line staff who will drive the uses from a need.
- **ACTION: Add uses and specification of data sues to come from governance group to TOR**
- AG stated that there is also a need to make sure that the IG group to Communicate to collaboration board
- **ACTION: group to identify appropriate representation of governance group to Collaboration board to keep them updated**
- RS said that he foresaw a number of working groups for specific decisions and uses of data; governance group will need to oversee those working groups and to bear this in mind for all members.
- BJ would like to see a formal plan to see what the other project groups are doing.
- SP, suggested that the Whole Systems Data Warehouse Operational Set-Up Group, would be should report back to group until the go-live date when the ops group will be disbanded into BAU, this will give the governance group site of work being undertaken, progress and keep them at the centre of decision making.
- Group agreement, AT would be the appropriate person to report back to governance group as he chairs both groups, due to joint membership it was agreed that the Chair should have voting powers.
- **ACTION: Add WS DW Ops Group standing item to agenda, AT to report to group.**
- **ACTION: Add to TOR, Chair has voting powers in governance group**
- Group discussion around IGT toolkit for providers, consensus that if any partner is going to miss 2014/2015IGT score then the group would like to know as they might be able to help/advise. It was noted that HRCH partner does not reach requirements and that not all GP practises in NWL has passed.
- **ACTION: Jason Clarke to report back to group, which GP partners are compliant with IGT toolkit scores.**
- DS stated that the funding to support the GP practises in London come from the CSU's. 14/15 support for the GP IT support has not been sent out yet. Will need to monitor where it is distributed.
- SP noted that reporting and escalation needed to be formalised with Brent CCG; Taking a paper on the 20th Brent Exec to be informed of the movements and the relevant connections to the Governance group. Happy to share at next group

- **ACTION: reflect Brent CCG reporting lines in terms of reference**
- RS, will need to have a repository for documentation for the partners
- **ACTION:  SB will look at best way to connect everyone to the share documents**
- AR, Corium of the group will need to be at least half total membership, however as the group increases need to make sure it will be proportional to the membership and availability of members
- SB noted that corium will need to be the formal members of the governing group with voting powers
- AT noted that this was to be keep under review so as the group grows it might be hard to get 30-40 people to come to be half.
- DS stated that if the data controllers don't attend then group isn't unable to make decisions
- SP suggested if there are decisions that are needed and there isn't a corium people, the governance can request the adoption of the decisions virtually
- RS stated that the TOR will need to reflect that what will happen if data controllers do not attend regularly
- **ACTION: TOR to reflect virtual decisions can be taken if corium is not available in exceptional circumstances**
- **ACTION: TOR will need to reflect that what will happen if data controllers do not attend regularly**
- Group agreement that papers will be released 5 working days before the meeting and minutes will be released within 72 hours of the meeting
- BJ, chair be a corium, need to make sure that the chair is present or nominated deputy chair is present.
- Group felt that partners need to be defined more clearly in TOR, can patient representatives vote?
- AR stated that there is a difference between a partner and provider partner.  As it currently stands patients do have voting rights, as they are representing on behalf of the population in North West London, they are there to advise the data controllers.
- SP, patient representation should support the provider partners. Could use representation for Healthwatch as an independent body?
- AT, need to ask lay partners Advisory group about this, to see how they would be comfortable, would it be better to invite an independent body or lay partner per CCG.
- **ACTION: SP to take back to lay partner advisory group and report back to Governing Group**
- RS, will this group come under FOI requests?
- AR stated that representatives are part of public bodies; group membership will be able to send papers as required.
- AT, suggested the frequency of meetings, can we do monthly until set up and then can go back to every 3 months

**Part two; Data & Data Processors**

**Hammersmith &Fulham Request**

- On behalf of Tony Willis, request to an extension on Appendix 6- Delivery timetable of direct care purposes. Requesting care planning 12 months and care planning to 9 months instead, from the commencement of the ISA being signed and distributed.  This is due to the MOU and defining a model of care for WSIC project locally which will delay the role out of the ISA.
- Group agreed that this will be sufficient

- **ACTION: Amends to ISA to reflect H&F request**

**Part Three; Addendums for Data Processors**

- SP requested for a formal acknowledgement that EMIS and TPP (SystmOne) are subcontractors for the Whole Systems Governance Group
- Group formally recognise EMIS & TPP

**Data specification**

- SB updated group on background exclusions codes for SystmOne practises, requesting the formal adoption of CVT3 exclusion codes
- Group formally adopted CVT3 exclusion codes
- **ACTION: Update ISA to reflect**

- SB updated group on background of request from social care partners to update minimum dataset and requested for formal adoption of new social care minimum data set to the WSIC data template
- Group formally adopted update of Social Care Datasets
- **ACTION: Update Data Templates to reflect decision**

- BJ noted that, religion should be added to the minimum dataset and the sexuality as this can have an effect on the way patients are treated.
- **ACTON: Add to next agenda**

**Timescales for the data processor**

- SP presented request on behalf of Ealing CCG, there is a need to put some more definitive timelines for moving the current Concentra strategic solution to the long term Hitachi platform. Ealing are keen to have this added to the ISA. Looking to have this complete in July 2015. Would like to ask the group to accept and add to the ISA?
- DS, How much risk is there to delivering to the timeline?
- AG stated that there would be risks on both sides
- AT, stated that the group will need to make sure that this is recorded on the risk register to reflect and track the progress
- **ACTION: Add moving strategic platforms on risk register**
- There was some discussion where this would fit, who would be the accountable for the build and delivering on time to the partners.
- It was agreed that Brent CCG would responsible for delivering Hitachi solution on behalf of the data controllers and felt that the data processor link needs to be clearer in the ISA, need to link it all together.
- Group agrees that need to update Appendix 6- needs to be updated and add to 11.2.1 to limit the delivery to July 2015
- **ACTION: Update Appendix 6- and add to 11.2.1 to limit the Hitachi delivery to July 2015**

**Part Four; Incident reporting**

- AT noted to the group that there was been a near miss: PID data was transferred into the Concentra solution without the right safeguarding in place.

- Classification was a breach of information, but there was no access from Concentra, nobody accessed the data and SE CSU deleted all files before it was accessed by humans.
- DS, stated there needs to be a formal process in place to ask this governance group what data can be moved and accessed.
- AT stated that this was a misunderstanding however we need to make sure that this doesn't happen again.
- Agreement that the governing group needs to instruct Brent CCG as data processor to move data and decisions on the processing of data need to come back to the group for approval.
- It was also noted that once moving to BAU then it will make sure that there is an SRO for the data on behalf of the governance group so that the data decisions can happen more quickly.
- Agreement that the operational set up will be the link through Dr Aumran Tahir, and governance group will instruct the WS DW Ops group to instruct Brent CCG to collect data on behalf of the governance group.
- BJ requested this be reflected as a pictorial representation in the TOR.
- **ACTION: Pictorial reporting through chair to be added in the ToR**

| Action No. | Date | Action | Assigned to | Status/Update | Status |
|---|---|---|---|---|---|
| 1 | 06.01.2015 | revisit GP network representation in April when more established | AT | | Open |
| 2 | 06.01.2015 | follow up lay partner representation with CCGs to nominate patients from their areas | SP | | Open |
| 3 | 06.01.2015 | follow up with Brent CCG to confirm nominated representative as data processor | SP | | open |
| 4 | 06.01.2015 | AT to ask Brent CCG representative about identifying representation from SE CSU at next meeting | AT | | open |
| 5 | 06.01.2015 | present to the group what an independent audit will look like for the group, what resources are needed | JC | | open |
| 6 | 06.01.2015 | Add terms of reference (TOR) communication to the public | AR | | open |
| 7 | 06.01.2015 | Add uses and specification of data sues to come from governance group to TOR | AR | | open |

| 8 | 06.01.2015 | Group to identify appropriate representation of governance group to Collaboration board to keep them updated | AT | | open |
|---|---|---|---|---|---|
| 9 | 06.01.2015 | Add WS DW Ops Group standing item to agenda, AT to report to group. | SB | | open |
| 10 | 06.01.2015 | Add to TOR, Chair has voting powers in governance group | AR | | open |
| 11 | 06.01.2015 | Report back to group, which GP partners are compliant with IGT toolkit scores. | JC | | open |
| 12 | 06.01.2015 | reflect Brent CCG reporting lines in terms of reference | AR | | open |
| 13 | 06.01.2015 | look at best way to connect everyone to the share documents | SB | | open |
| 14 | 06.01.2015 | TOR to reflect virtual decisions can be taken if corium is not available in exceptional circumstances | AR | | open |
| 15 | 06.01.2015 | TOR will need to reflect that what will happen if data controllers do not attend regularly | AR | | open |
| 16 | 06.01.2015 | SP to take request for representation to lay partner advisory group and report back to Governing Group | SP | | open |
| 17 | 06.01.2015 | Amends to ISA to reflect H&F request | AR | | open |
| 18 | 06.01.2015 | Update ISA to reflect CTV3 exclusion codes | AR | | open |
| 19 | 06.01.2015 | Update Data Templates to reflect decision on social care data update | SB | | open |
| 20 | 06.01.2015 | Religion and the sexuality should be added to core dataset Add to next agenda- RJ to present | RJ | | open |

| 21 | 06.01.2015 | Add moving strategic platforms on risk register | SB | | open |
|----|------------|--------------------------------------------------|-----|--|------|
| 22 | 06.01.2015 | Update Appendix 6- and add to 11.2.1 to limit the Hitachi delivery to July 2015 | AR | | open |
| 23 | 06.01.2015 | Pictorial reporting through chair to be added in the ToR | SP/AR | | open |