

**North West London Whole Systems
 ISA Governing Group Meeting
 4th February 2016
 Time: 9.30am – 12.00pm**

**Venue: British Dental Association,
 64 Wimpole St, London W1G 8YS**

ATTENDEES

Name	Role	Organisation	Attendance	IN.
Sanjay Gautama (Chair)	Caldicott Guardian	Imperial NHS Hospital Trust	Yes	SG
Jason Clarke	IG Manager	BHH- Brent Host	Yes	JC
Jahan Mahmood	GP	Wembley GP network (brent)	Yes	JM
Raj Seedher	IG Manager	Brent Local Authority	Yes	RS
John Norton	Lay Partner	Central London	Yes	JN
Caroline Law	IG Manager	Chelsea and Westminster Hospital	No	CL
Rory Hill	IG Officer	CHWHHE	No	RH
Cyndee Massa	Deputy IG Manager	CLCH – Deputy	Yes	CM
Sheri Ekladios	IG Manager	CLCH	No- deputised	S
Araripe Garboggini	IG Manager	CNWL	Yes	AG
Anne Crofts	Partner	DAC Beechcrofts	Yes	AC
Alex Fosh	Legal Advisor	DAC Beechcrofts	Yes	AF
Mary Umrigar	IG Manager	Ealing Council	No	MU
Laurie Slater	GP representative	Hammersmith & Fulham	No	LS
Vijay Patel	IG Representative	Harness GP Network	Yes	VP
Alan Meakin	IT project manager	Harrow Council	No	AM
Reena Parmar	IG Manager	Harrow Council	No	RP
Kuldhir Johal	CCG GP IT Lead	Hillingdon CCG	Deputised	KJ

Michael Davies	IT Lead	Hillingdon CCG	Deputising for KJ	MD
Richard Baxter	GP representative	Hounslow	Yes	RB
Gary Wilsher	IG Manager	Hounslow Council	No	GW
Samantha Gautama	IG Officer	Imperial College Healthcare NHS Trust	Yes	SGa
Phillip Robinson	IG Manager	Imperial NHS Hospital Trust	No	PR
Stephen Janering	Project manager- CIE	Imperial NHS trust	Yes	SJ
David Stone	IG Consultant	Kaleidoscope	Yes	DS
Kate Glass	Network Manager	Kilburn GP Network	Yes	KG
Simon Howarth	Deputy SIRO	London North West Healthcare NHS Trust	No	SHo
Sonia Patel	NWL Informatics Lead	NWL Collaboration of CCGs	Yes	SP
Selin Barnett	WSIC Project Manager	NWL Collaboration of CCGs	Yes	SB
Alina Gritsenko	WSIC PMO	NWL Collaboration of CCGs	Yes	AGr
Ian Riley	Director of Business Intelligence	NWL Collaboration of CCGs	Yes	IR
Amanda Lucas	WSIC Dashboards & DW Programme Manager	NWL Collaboration of CCGs	Yes	AL
Dr Mohammed Al Ubaydli	CEO	Patients Know Best	No	MUb
Ritu Sharma	IG Manager	The Hillingdon Hospital NHS FT	No	RSh
Stephen Murphy	IT Commissioning and Information Governance Specialist, Adults Social Care Shared Services	Triborough	No	SM
Janice Boucher	Borough Information Governance and Caldicott Support Manager	Triborough	Yes	JB

Angeleca Silverside	Lay Partner	West London	Yes	AS
Katrina Smith	IG Manager	West London Mental Health NHS Trust	No	KS
Graham Trainor	IG Manager	West Middlesex University Hospital	No	GT

PART ONE: Provider Partners

1. Welcome – Sonia Patel

- Introductions for new members.

2. Minutes and Actions Update – Selin Barnett

- The minutes of the 7th January 2016 meeting were reviewed and agreed.

ACTION UPDATE

Action No.	Date	Action	Assigned to	Status/Update	Status
52	04.05.2015	Process and procedures documents need to be updated and signed off by governance group	AL	On-going, more work needed by Data Processors AL to bring back document to sign off.	Paused
68	04.06.2015	ISA Governance Group to send letters to the CCGs to ask for them to encourage the GPs that have not passed the IGT in March but have signed the ISA letters, to ask them to be compliant and confirm.	JC RH	Paused however it will be picked up again by JC who will provide an update to governing group. JC attended meetings with Harrow, Brent and Hillingdon CCGs giving them an update on the GP toolkits. JC will be attending Practice Manager forums and engaging with the Practice Managers to ensure that the compliance for the 8 CCGs is exactly where it's meant to be. To hold off until April.	Open
70	04.06.2015	Explore Tier, for an independent review of security arrangements and provide feedback to the governance group.	SP	SP to bring back to group after Data Warehouse is operational. To be picked up in February meeting. Closed – February's agenda	Closed
89	07.06.2015	Social Care Partners to provide agreed minimum dataset for the WSIC Data Warehouse	All	Harrow Sent data. Brent Sent data. Triborough transferring soon. Still need Ealing, Hounslow, Hillingdon Councils to sign list.	Open
92	04.08.2015	Circulate National Partners Summary of WSIC Programme once available	SP	First draft was circulated for comment, waiting for LGA to write up case study.	Paused

				<p>DS met with WELC who do not believe that IGA understand what we are doing nor do they think that they will publish material. SB to circulate link to recent publication.</p> <p>National work paused.</p>	
100	08.09.2015	RACIE of the proposed Programme to be shared with the Governance Group	JH	Paused until 2016.	Paused
101	08.09.2015	Imperial Healthcare Partners to come back to the Governance group to answer questions on data flows, IAO, Clarification of hand-off of liability (roles and responsibilities), patient complaints procedure and demonstration or proposal of look up tool.	JH	Paused until 2016.	Paused
102	08.09.2015	Legal review of changes of WSIC ISA and associated risks to be brought back to Governance Group	JH	Provider Partners have expressed concern.	Paused
103	08.09.2015	C2C team need to come back to Governance Group with feasibility data request	JH	Provider Partners have expressed concern.	Paused
106	06.10.15	The Governance Group agreed to ask Dr Ben Lucas to chair a group to finish the work on the definition of risk stratification.	ALL	<p>SB Ben Lucas to join GG, pickup March agenda</p>	Open
122	05.11.2015	Governance Group to nominate GP co-chair, to be discussed and adopted in 2016	SG	Richard Baxter and Jahal Mahmood nominated as co-chairs	Closed

125	03.12.2015	DS agreed to look at recommended assurance that the governance group should be seeking from signatories and to report back at next meeting.	DS	On agenda, to be discussed	Closed
126	03.12.2015	JC to get DPA's with TPP, System One.	JC	Following up, will be in place by March 2016. Ongoing	Open
127	03.12.2015	SP/SB/DS Bring back Data Controllers rights and duties instructing data processors to next meeting.	SP/SB/DS	On agenda, to be discussed	Closed
129	03.12.2015	SG our next meeting, all providers are to give an update on how they are managing comms.	ALL	SB sent out reporting templates, awaiting further response. February presentation.	Closed
133	03.12.2015	RS to take November possible incident investigation further on behalf of the data controllers to be reported back in January.	JC	To be discussed on Feb agenda. February presentation.	Closed
134	03.12.2015	RS to take November possible incident investigation further on behalf of the data controllers to be reported back.	RS	Update on January agenda. This is a copy.	Closed
137	03.12.2015	AL to bring demo dashboards to next meeting.	AL	March agenda	Open
144	07.01.2016	SG requested that a separate list should be created for actions that are paused	NH	On minutes	Closed

145	07.01.2016	SG requested an audit of the attendance register for the last 12 months and for a letter to be drafted to those who have not attended informing them that decisions are being made at meetings.	SG	Reviewed by all once group has migrated (ref Digital IG Group)	Closed
146	07.01.2016	JC to circulate BHH report to the Governance group.	JC	Comes back in April - toolkits	Open
147	07.01.2016	SB to publish all DPAs online and circulate link to website location.	SB	SB is waiting for all DPAs to be done. SP requested for online upload	Open
148	07.01.2016	SP to pick up action 139 at the next Design Authority meeting.	SP	On agenda, closed and actioned	Closed
149	07.01.2016	ALL to look at McKinsey MOU	ALL	Signed and sent to governance group	Closed
150	07.01.2016	<p>SG to relay queries from the Governance group to Caroline Bailey and McKinsey. The group are seeking the assurance of the following:</p> <p>Sponsorship from Hillingdon provider partners.</p> <p>That the MOU sufficiently covers activity broader than multi-disciplinary support in terms of service level and new care models.</p> <p>Any IP pertaining to the analysis carried out</p> <p>Who owns it?</p>	SG	Call set up for 13 Feb between SG and Caroline Bailey to discuss further, update at March meeting	Closed
151	07.01.2016	SB to have the GP data requests signed off by a	SB	Queries from Philip, no further feedback, Sam to chase. Close update	Open

		GP representative.		<p>– 10 Feb</p> <p>SP Ref no to the data requests. No idea what's requested. A tracker to be designed specifically for this group.</p> <p>Next meeting to have provide an update on the visibility of the above</p>	
152	07.01.2016	RS to make recommendations and draft a brief conclusion report about the incident presenting it to the Governance group in April.	RS	<p>Ongoing</p> <p>To be presented back to the group in march</p>	Open
153	07.01.2016	SG has requested a letter of support to be drafted on his behalf for RS .	SB	Co-chairs will take forward with programme team on behalf of the governance group	Closed
154	07.01.2016	JC to give an update at the next Governance group meeting about the Exec committee meeting that he is attending.	JC	JC highlighted outstanding actions to the group	Closed
155	07.01.2016	AL to work with RS to ensure that there are plans in place prior to mitigation ahead of the next Governance group meeting in relation to the CSU and Mckinsey response that are due on the 19 th of January.	AL/RS	ongoing	Open
156	07.01.2016	SB will report back to the Governance group with an update about the Comms that has gone out at next meeting.	SB	On agenda, noted that some outstanding reports by provider partners and will follow up with those individually	Closed
157	07.01.2016	The Governance group to have sight of QC advice (highly confidential) to be circulated by ET .	ALL	Governance group have asked SB?SP to take forward on their behalf	Closed
158	07.01.2016	Members of Governance group are to submit any	ALL	Closed – todays agenda	Closed

		comments that they may have regarding the updated ISA to ET .			
159	07.01.2016	ET to compile comments into a document and circulate with Governance group.	ET	Closed – papers today	Closed
160	07.01.2016	AL to provide an update to Governance group at next meeting.	AL	On agenda	Closed
161	07.01.2016	Key outcomes of workshop to be shared with Governance group - Steve to send comments to SB who will circulate.	SJ/SB	Closed – update from CIE	Closed
162	07.01.2016	(SJ) to review invites and invite both Angeleca Silverside and John Norton to CIE workshops.	SJ	Invited	Closed
163	07.01.2016	SB to send out Doodle poll regarding new dates for workshops; Steve happy to reschedule.	SB	All have been invited to meetings	Closed
164	05.02.2016	SB/SP to explore and understand the requirement for Royal Free to be part of Provider partners (paused till April)	SB/SP		Paused
165	05.02.2016	AS to write up the point made on whether the patient information will be classed as a medical record or otherwise, and share it with the CIE programme team	AS		Open
166	05.02.2016	DS to share with the group paper on legal requirements to patient verification as discussed in the meeting with SG on 1 February	DS		Open
167	05.02.2016	SB/Beachcroft to hold a discussion with PKB on the current user	SB		Open

		agreement and present their findings to the group at March meeting			
168	05.02.2016	All to comment on the re-drafted ISA and return to SB by 17 February	ALL		Open
169	05.02.2016	CIE adoption carried over to March Agenda	SB		Open
170	05.02.2016	AL present dashboard demo in March	AL		Open
171	05.02.2016	SB to follow up on the provider partners' process comments	SB		Open
172	05.02.2016	AL requested further clarification as to the process for sign off of data items	AL		Open
173	05.02.2016	SP to bring back sign off process and mapping back to group for March/April	SP		Open
174	05.02.2016	RS to hold conversations with South East CSU and feed back to the group	RS		Open
175	05.02.2016	JC to feedback to the group next month on Brent CCG Exec group meeting	JC		Open
176	05.02.2016	AL promised to follow up on the new process implemented by SE CSU and provide assurance to group	AL		Open
177	05.02.2016	SB and DS to work on audit templates	SB		Open
178	05.02.2016	DS to test the audit templates with PR/RS/SH	DS		Open
179	05.02.2016	RB to help SB with CWHHE fair processing	RB		Open
180	05.02.2016	SG to provide an update on media channels to Imperial for the WSIC and CIE programmes	SG		Open
181	05.02.2016	All provider partners to provide update on fair processing	ALL		Open
182	05.02.2016	AG/JC/SB to scope what will be appropriately to audit for partner providers and bring it March meeting	AG/JC/S B		Open

183	05.02.2016	ICO audit to start in May	ALL (tbc)		Open
184	05.02.2016	Working group to scope what is needed from provider partners to help with ICO audit	LS/AG/S B/JC		Open
185	05.02.2016	AL to provide procurement update for GP data	AL		Open

3. Update Provider Partner Sign Up – Selin Barnett

- **SB** updated the group that so far Hammersmith and Fulham had 60-70% sign up which marked successful engagement with the practices. Amongst others, Central London CCG had 19 practices signed up so far but more work needs to be done; and after speaking to Simon Gordon, a greater priority needs to be given to MoU.
- **RB** asked if caldicott guardians are able to sign ISAs on behalf their GP networks.
- It was then confirmed that this was previously explored and confirmed that all data controllers have to sign individual ISA's.
- **SP** informed the group that there was a request from Brent Early Adopter area to adopt Royal Free into the provider network and this information needs to be examined if there is any substance to it.
- **SG** stressed the importance to understand where the group positions itself with relation to the Royal Free, e.g. what are we offering to them, facility for IG governance, we would need to stress the commitment that comes along with signing the ISA, are they going to use the dashboards as well; are they going to be part of the governance group? Fair processing etc.
- **RB** emphasised that the scope needs to remain on patients. There needs to be a clear distinction between the member and contributor. **KG** added that this cannot be constricted by patient geography.
- **SG** said the clear guidance on policy and management has to be in place.
- **AS** requested a need for a clear diagram for each function to delivery of care, what will be used for what and why. Current use of multiple systems has to be justified and accounted for.

ACTIONS

- **SB/SP** to explore and understand the requirement for Royal Free to be part of Provider partners (paused till April)

4. CIE Adoption into ISA Protocol B Update – Anne Crofts

- Proposed changes
- ISA restructure
- Q&A

- **AC** presented the list and RAG rating of all risks that the group should be aware of. She highlighted that the major issue of dealing with Patients Know Best (PKB) system is the liability – where will the responsibility for the data lie –PKB or providers? It also carries a great reputational risk. At this stage we cannot recommend that the ISA with CIE adopted in is fit for purpose and should not be circulated. More work is needed to bring this to a ready state.
- **SG** ascertained it would be reasonable for PKB to be used a processor and for anyone being able to contribute with the patient's consent. **SG** asked if there are any specific Information Governance risks that the group should be aware of.
- **AS** made a valid point on how the information to be treated, whether it is a medical record (permanent) or it is simply a system a patient will choose to opt in/out of. Will PKB also be there to continuously provide this service to which **SP** said that before the system is live there are opportunities to work through the issues with PKB.
- **AC** brought everyone's attention to Red RAG risk – clause 18.6 and 21.1 on national authentication program to which **SM** noted that the concept of the whole roll out plan and earlier adopter plan have to be seamless for the patient and to focus around providers offering the service to their patients.

- **AS** noted that the provider may be liable for the data loss or mismanagement as the patient has signed up directly with them and not PKB to which **SM** responded that NWL, as data controllers, have to assure that the right level of data security is in place.
- **DS** added that patient has to be authenticated and verified at the point of accessing PKB portal. **RB** highlighted there are currently very soft patient authentication in place at their GP practice.
- **SG** underlined that the group would like to see the proposed validation route from PKB and the need for complete visibility and access to the record.
- **RS** stated there was so much focus on the data damage that the other aspects of data management are going amiss, e.g. data quality, the timeliness of data. **SB** mentioned there some provision made to account for the data quality.
- **SB** touched on the privacy impact officers' role – support within each organisation directly linked in to the centralised program helping with the overall data quality and initial fixes, a go-to person.
- **AC** brought everyone's attention to Red RAG risk – clause 20.14 on audit and updated everyone that there is an ongoing dialogue with PKB for further information on record loss.
- **AC** continued with Red RAG risk – clause 21.2 on indemnity loss with PKB stating that their contractual commercial responsibility is with the Imperial College London. A change of contract has been suggested, might be possible to add other partners to the contract to which **SM** suggested 3 options: we take the indemnification to the whole systems; PKB takes on the indemnification or Imperial indemnifies the whole systems for any damages/losses by PKB. Third option is preferred
- **AC** highlighted that there were still some outstanding issues to be addressed by PKB, - PKB's communications to patients and fair processing. What PKB are doing with their data and PKB's user agreement which effectively will be distributed to patients once redrafted and approved.
- **SB** noted that even though best efforts were made, we were unable to finalise as capacity issues with PKB and asked for support from CIE programme to bring PKB to the table. It was then noted that provider partners' comments would be welcomed on the re-drafted ISA and urged for the return of all comments by 17 February.

ACTIONS

- **AS** to write up the point made on whether the patient information will be classed as a medical record or otherwise, and share it with the CIE programme team
- **DS** to share with the group paper on legal requirements to patient verification as discussed in the meeting with **SG** on 1 February
- **SB/Beachcroft** to hold a discussion with PKB on the current user agreement and present their findings to the group at March meeting
- **All** to comment on the re-drafted ISA and return to SB by 17 February
- CIE adoption carried over to March Agenda

5. Terms of Reference & Review of Membership Update – Alexandra Fosh

- Agenda item moved to March meeting

6. Data Request – Amanda Lucas and Angela Wolff

-Age

- **AL** updated the group about two data requests put forward in January for non-controversial, non-sensitive fields to be included within the dashboard which will improve the data accuracy. The current data received through the data specifications cannot be broken down

into specific pieces of data, e.g. blood pressure readings. **SG** agreed that the data requests for additional fields were reasonable.

- **AW** stated that from a professional point of view the dashboard has activity and cost, so unless there is a clear reconciliation of costs, the costs that are presented on the dashboard will be inaccurate. This cannot be provided without the data field – age.
- There was a group discussion around how data requests are signed off going forward. **SG** requested that process to be mapped out and brought back to the governance group.
- **SP** noted that we had discussed before and a new agile process was proposed however data decisions will always need to come back to the governance group for their approval.
- **SB** noted that a paper was circulated however a provider partner had objected and was waiting to hear back from them on process comments, however they are not in attendance at this meeting so will have to follow up with them.

The group agreed that age is not an identifiable data.

ACTIONS

- **AL** present dashboard demo in March
- **SB** to follow up on the provider partners' process comments
- **AL** requested further clarification as to the process for sign off of data items
- **SP** to bring back sign off process and mapping back to group for March/April

PART TWO: Audits

7. IG Incident Update & Next Steps – Raj Seedhar

- **RS** received the responses back from SE CSU and McKinsey and was reviewing all evidence and needed a steer from the group on how they would like the evidence reviewed and which Ratings system linked to the number of recommendations based on the severity of the recommendations. 2 options could either use ICO ratings or Cerna ratings.
- **SG** asked the group if it agrees to the ratings to which **AG** responded that ICO ratings need to be considered and perhaps followed enabling the use of only one system.
- **RS** noted that ICO ratings use the same colour RAG system however they are not based on the severity of the outcomes but how many points are outstanding.
- **RB** empathised that it was best to have an ICO style review as this was the most thorough and we need to make sure that other stakeholders like GP's are assured that all is safe.
- **SB** noted that Brent would also need to provide a wrap up report back to the governance group in response to this as the host.
- **JC** noted that the Brent CCG Exec group were aware and would be working to provide a response to align with findings. Would provide feedback to the group in March.
- **RB** queried whether the October incident was closed down properly and asked **AL** what the outcome was; and was the new process implemented by SE CSU.
- **AL** promised to follow up and provide assurance to group.
- **IR** noted that he and **AL** would like to be part of review and would happily support any meetings with SE CSU and McKinsey.

The group came to a conclusion that it needs assurance around those incidents and the overall process moving forward both as the governance group but also as a delivery group. The right levels of transparency and visibility have to be managed appropriately.

ACTIONS

- **RS** to hold conversations with South East CSU and feed back to the group
- **JC** to feedback to the group next month on Brent CCG Exec group meeting
- **AL** promised to follow up on the new process implemented by SE CSU and provide assurance to group

8. Proposed Annual Auditing – David Stone

- **DS** thinks we need reporting that will allow NWL to monitor the parties within the agreement and that everything being said is being followed through. Audit templates need to be created and tested He will create the audit templates for each one. He will test it with Philip and Simon and Raj and brings it back for March.

ACTIONS

- **SB** and **DS** to work on audit templates
- **DS** to test the audit templates with **PR/RS/SH**

9. Fair Processing Update – Selin Barnett

- **SB** mentioned that not all templates have been returned back from the Group.
- **SB** drew attention to two heatmaps within the presentation slides, emphasising that in BHH Neil Smith put the strategy together to support GPs; however further help with approaching CWHHE is needed.
- **SB** urged the group to support her in the fair processing roll out as this is the basis of implied consent for the collection, processing and usage of data for care staff.
- **AG** questioned the availability of the media to support the activities; there might be conflicting messages with host organisations communication documents and **SG** reassured that there is a variety of media linkages at their disposal and it is not limited solely to the leaflets.
- **AL** mentioned that part of their engagement with proof of concept practices, they have provided them with the fair processing checklist and are waiting for the responses to that, which have been positive so far.

ACTIONS

- **RB** to help **SB** with CWHHE fair processing
- **SG** to provide an update on media channels to Imperial for the WSIC and CIE programmes
- **All provider partners** to provide update on fair processing

10. Voluntary ICO Audit – Selin Barnett

- **SB** proposed to do an ICO audit in April as the GPs would have completed their IGT toolkits.
- **SB** presented the slide deck to the group and requested what the next steps should be from the provider partners. It was highlighted that if he audit option is chosen, ICO will be asking for interviews and paperwork. Data request forms need to be prepared. The findings will be published online, and there is a certain amount of risk involved.
- **AG** confirmed that ICO audit always ask for the information to be published publicly or not. He was unsure on the scope of the audit – whole systems or individual provider work. It is very time consuming process and the clear scope needs to be thought through.
- **SG** highlighted that ICO is here to look at the processes, to make sure that the governance is right and questioned whether the audit should be led by Brent to which **JC** responded that

we need to look at the governance first and review of the host arrangement with the understanding of what Brent's role in this is.

- **SB** proposed that this was up the governance group; they could get a review that would best suit them, open for discussion but would ask that this be after toolkits and would look to start in April/May.
- **SP** emphasised that having done the audit will benefit us with the continuous recognition of our good work, proposed a working group to scope what is needed from provider partners to help with ICO audit.
- **AG** agreed to be part of group to scope out requirements as he has recently been through the similar process.
- **SP** offered that Laurie Slater might also want to be part of scoping.
- **SB** offered to take this forward for group and would work with ICO to assist with the audit. Group agreed to start the process in May.

ACTIONS

- **AG/JC/SB** to scope what will be appropriately to audit for partner providers and bring it March meeting
- **ALL (tbc)** ICO audit to start in May
- **LS/AG/SB/JC** to scope what is needed from provider partners to help with ICO audit

PART THREE: Programmes

11. WSIC Dashboards Programme Update – Amanda Lucas

-GP Data Update
-Local Roll Out

- **AL** updated the team. The data sets have been received from 1 practice with the other 2 expected by shortly. Full set of data will be received and available by mid-February. Initial validation will be done against the fields that they are expecting to see in the dashboard. There will also be engagement with the practices, for them to do some local dashboard validation at their end. Procurement process for a third party data extraction services has been started – with the aggressive timescales. The group will be updated at the next meeting with the recommendation for the agreed supplier.
- **AL** confirmed there are multiple steps to the data flow and they will continue working with West London, Brent and Hillingdon CCGs practices to demonstrate the value and benefit of the system before wider engagement.

ACTIONS

- **AL** to provide procurement update for GP data

12. CIE Programme Update – Stephen Janering

-Workshops Update
-Privacy Impact Officer

- **SJ** updated that one workshop has been held this week; two more workshops to be held next week to cover social care.
- **SJ** mentioned that testing is progressing for Imperial, North West London and Hillingdon.

13. NWL Digital Roadmaps – Michael Davies

- **MD** gave a brief overview of the presentation slides.
- **SP** mentioned that this governance group as a response to the digital changes will transform into Digital IG Group giving the opportunity to its members to support and scope future IG requirements with **SB** adding the group will hold wider remit and more strategic output.

The group has agreed for the transition of this group into Digital IG Group for North West London with a changed scope and potential additional members.

14. AOB

- **SM** brought the subject of co-chairing nominating **RB** and **JM** bringing the right level of governance group agreement to have 3 chairs, to maximise all experiences, SG for Acute, RB for CCG and JM for GP Providers.

11. NEW ACTIONS

Action No.	Date	Action	Assigned to	Status/Update	Status
164	05.02.2016	SB/SP to explore and understand the requirement for Royal Free to be part of Provider partners (paused till April)	SB/SP		Paused
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166	05.02.2016	DS to share with the group paper on legal requirements to patient verification as discussed in the meeting with SG on 1 February	DS		Open
167	05.02.2016	SB/Beachcroft to hold a discussion with PKB on the current user agreement and present their findings to the group at March meeting	SB		Open
168	05.02.2016	All to comment on the re-drafted ISA and return to SB by 17 February	ALL		Open
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174	05.02.2016	RS to hold conversations with South East CSU and feed back to the group	RS		Open

175	05.02.2016	JC to feedback to the group next month on Brent CCG Exec group meeting	JC		Open
176	05.02.2016	AL promised to follow up on the new process implemented by SE CSU and provide assurance to group	AL		Open
177	05.02.2016	SB and DS to work on audit templates	SB		Open
178	05.02.2016	DS to test the audit templates with PR/RS/SH	DS		Open
179	05.02.2016	RB to help SB with CWHHE fair processing	RB		Open
180	05.02.2016	SG to provide an update on media channels to Imperial for the WSIC and CIE programmes	SG		Open
181	05.02.2016	All provider partners to provide update on fair processing	ALL		Open
182	05.02.2016	AG/JC/SB to scope what will be appropriately to audit for partner providers and bring it March meeting	AG/JC/SB		Open
183	05.02.2016	ICO audit to start in May	ALL (tbc)		Open
184	05.02.2016	Working group to scope what is needed from provider partners to help with ICO audit	LS/AG/SB/JC		Open
185	05.02.2016	AL to provide procurement update for GP data	AL		Open

12. PAUSED ACTIONS

Action No.	Date	Action	Assigned to	Status/Update	Status
52	04.05.2015	Process and procedures documents need to be updated and signed off by governance group	AL	On-going, more work needed by Data Processors AL to bring back document to sign off.	Paused

92	04.08.2015	Circulate National Partners Summary of WSIC Programme once available	SP	<p>First draft was circulated for comment, waiting for LGA to write up case study.</p> <p>DS met with WELC who do not believe that IGA understand what we are doing nor do they think that they will publish material. SB to circulate link to recent publication.</p> <p>National work paused.</p>	Paused
100	08.09.2015	RACIE of the proposed Programme to be shared with the Governance Group	JH	Paused until 2016.	Paused
101	08.09.2015	Imperial Healthcare Partners to come back to the Governance group to answer questions on data flows, IAO, Clarification of hand-off of liability (roles and responsibilities), patient complaints procedure and demonstration or proposal of look up tool.	JH	Paused until 2016.	Paused
102	08.09.2015	Legal review of changes of WSIC ISA and associated risks to be brought back to Governance Group	JH	Provider Partners have expressed concern.	Paused
103	08.09.2015	C2C team need to come back to Governance Group with feasibility data request	JH	Provider Partners have expressed concern.	Paused
139	03.12.2015	SB to share details of Government Verify with the governing group	SB/SP	DS involved in national work will link in when scope of programme is established.	Paused
164	05.02.2016	SB/SP to explore and understand the requirement for Royal Free to be part of Provider	SB/SP		Paused

		partners (paused till April)			
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