



**Digital North West London  
Information Governance Group  
Thursday 7<sup>th</sup> July  
Time: 9.30-12.00**

*Venue: Room 5.1 and 5.2, 15 Marylebone Road,  
NW1 5JD*

**Minutes**

**ATTENDEES**

<b>Name</b>	<b>Role</b>	<b>Organisation</b>	<b>IN.</b>
Richard Baxter (Chair)	GP representative	Hounslow	<b>RB</b>
Adam Charles	Senior technical architect	NHS England (London region)	<b>AC</b>
Amanda Lucas	WSIC Dashboards & DW Programme Manager	NWL Collaboration of CCGs	<b>AL</b>
Araripe Garboggini	IG Manager	CNWL	<b>AG</b>
Ayub Pathan	IT Programme Manager	Harness Care GP Network	<b>AP</b>
Caroline Law	IG Manager	Chelsea and Westminster Hospital	<b>CL</b>
Janet Broadmore	Digital PMO	NWL Collaboration of CCGs	<b>JB</b>
Jason Clark	IG and Risk Manager	Brent	<b>JC</b>
Jo Andrews	IG Manager	North West London Healthcare Trust	<b>JA</b>
John Norton	Lay Partner	Central London	<b>JN</b>
Laurie Slater	GP IT Lead	Hammersmith and Fulham	<b>LS</b>
Mohammed Al Ubaydli	CEO	Patients Know Best	<b>MU</b>
Nilesh Bharakhada	GP	Hillingdon	<b>NB</b>
Phillip Robinson	IG Manager	Imperial NHS Hospital Trust	<b>PR</b>
Raj Seedher	IG Manager	Brent Local Authority	<b>RS</b>
Ritu Shama	IG Manager	The Hillingdon hospital	<b>RSh</b>
Sanjay Gautama	Caldicott Guardian	Imperial NHS Hospital Trust	<b>SG</b>
Selin Barnett	Digital Project Manager	NWL Collaboration of CCGs	<b>SB</b>
Sonia Patel	Digital Programme Director	NWL Collaboration of CCGs	<b>SP</b>
Stephen Janering	Project Manager - CIE	Imperial NHS Trust	<b>SJ</b>
Stephen Murphy	IT Commissioning and Information Governance Specialist	Triborough Council	<b>SM</b>

## PART ONE: Provider Partners

### 1. Welcome and Introductions – Sanjay Gautama

- Welcomed every member to the meeting

### 2. Minutes and Actions – Selin Barnett

- The minutes of the 5<sup>th</sup> May 2016 meeting were reviewed and agreed.

## ACTION UPDATE

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### PAUSED

#	Date	Action	Who	Update	Status
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. 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. National work paused.	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. C2C can explore this as part of the CIE platform.	Closed
103	08.09.2015	C2C team need to come back to Governance Group with feasibility data request	JH	Provider Partners have expressed concern.C2C could explore options with CIE Platform	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 Using Apollo as a 3 <sup>rd</sup> part supplier to extract GP Data therefore do not need direct DPA until functionality changes.	Closed
182	04.02.2016	AG/JC/SB to scope what will be appropriately to audit for partner providers and bring it	JC	Risk register to provide overview which providers need support and where are the gaps. Bring back at November meeting Picked up as part of proposed ICO	Closed Paused

		March meeting		audit that will be revisited in September/October meeting	
198	03.03.2016	SB ensure the Group is aware of the Change Academy and any other data sharing and access training opportunities	SB	Staff training will be picked up as part of the NWL Digital Programme	ClosePa used

### OPEN/CLOSED

#	Date	Action	Who	Update	Status
52	04.05.2015	Process and procedures documents need to be updated and signed off by Governance Group  Add terms and conditions onto user manuals	AL	On-going, more work needed by Data Processors. AL to bring back document to sign off.  New action opened see open action 250	Closed
89	07.06.2015	Social Care Partners to provide agreed minimum dataset for the WSIC Data Warehouse	AL	Harrow - sent data. Brent - sent data. Triborough transferring soon. Still need Ealing, Hounslow, Hillingdon Councils to send list.	Closed
164	04.02.2016	SB/SP to explore and understand the requirement for Royal Free to be part of Provider partners (paused till April)	AL	Further clarification around Royal Free is required. Consult with Anne Crofts.	Closed
166	04.02.2016	DS to share with the group paper on legal requirements to patient verification and citizen identity as discussed in the meeting with SG on 1 February	DS	Nothing has been submitted. Awaiting final approval. Bring to May meeting	Closed
173	04.02.2016	SP to bring back to the group mapping of the process for data requests sign off	SP	To be presented in June	Closed
177	04.02.2016	SB and DS to work on audit templates	SB	To be presented in June	Closed
178	04.02.2016	DS to test the audit templates with PR/RS/SH	DS	To be presented in June	Closed
199	07.04.2016	SB to ensure CIE consent engine demo is brought to May meeting (follow up from action #191)	SB		Closed
200	07.04.2016	PMO to review actions and amend as suggested	PMO		Closed
201	07.04.2016	JC/RH to provide report on GPs in NWL that have and haven't passed IG Toolkit	JC/ RH	To be presented in June	Closed
202	07.04.2016	JC to draft a response with RH reminding the practices that only practices with	JC	Summary report on exceptions would be beneficial.	Closed

		satisfactory for this year will have their data fed into dashboards. Share with SB for wider circulation once ready		To be presented in June	
203	07.04.2016	ALL to send comments to SB to incorporate into next ToR to be published	ALL	SB to publish after the meeting	Closed
204	07.04.2016	SB to send out doodle poll to the Group to see availability of all for the future meetings	SB		Closed
205	07.04.2016	JC to clarify recommendation 7.2. from Incident Working Group action plan to RB	JC	To be presented in June	Closed
206	07.04.2016	AL to keep Governance Group updated with progress of HSCIC data flows	AL		Closed
207	07.04.2016	AC to update ISA to reflect newly appointed Apollo Medical as sub-data processor for GP data	AC		Closed
208	07.04.2016	SJ to bring demo on the latest CIE programme progress to May meeting	SJ		Closed
209	07.04.2016	AS/JN/SJ to set up a meeting to discuss how the patients are recruited within the programme	AS/ JN/SJ		Closed
210	05.05.2016	SP to bring back assurance agreement, privacy policy and user acceptance agreement to this Group, for noting, in June	SP		Open
211	05.05.2016	AC to share the document on abbreviations and definitions as an addition to the ISA with the group	AC	Send around with ISA	Closed
212	05.05.2016	ALL to provide their comments on the revised ISA within a week	ALL	Provider partners emailed SB	Closed
213	05.05.2016	SB to create FAQs and one-pager to be included at the front of the ISA, then circulate to the Group, together with the summary pack	Sj	Letter, information and FAQ'd sent to all Provider partners	Closed
214	05.05.2016	SB to confirm to the group when the Privacy Impact Assessment will take place following the formal adoption of CIE	SB	October date set	Closed
215	05.05.2016	SB to send out CIE information and an official letter from the GG to the data controllers in common noting the change of ISA	SB	To be signed off and published online by 25 <sup>th</sup> July	In progress
216	05.05.2016	PAM to be brought back to July Governance Group meeting	SB	Carried over for future meeting in September	Open
217	05.05.2016	RB/AL to work together on re-writing the access rights for the access model	RB/ AL	On agenda	Closed
218	05.05.2016	RB/AL to hold a discussion with Royal Free on cross-border patients, exploring their principles and assumptions	SB/S P	Out of area provider standard sign up process to be confirmed at future meeting	Open
219	05.05.2016	SB to add citizen accounts and verification to future meeting	SB	AC to come back with verification process	Closed

<b>220</b>	05.05.2016	SB to add into ISA: 1) a requirement of the organisation to be CQC registered; 2) Apollo needs relating to all sub data processors	<b>SB</b>	Updated in digital iSA	closed
<b>221</b>	05.05.2016	AL/JC to bring penetration test from SECSU for discussion at the next meeting	<b>AL/JC</b>	AL to bring Wi-Fi network penetration testing to next meeting.	Open
<b>222</b>	05.05.2016	AL/SJ to meet to work up joint narrative for care staff and patients ref CIE and WSIC Dashboards	<b>AL/SJ</b>	In progress	Open
<b>223</b>	05.05.2016	PR to share the Google & Royal Free draft data sharing agreement with the Group	<b>PR</b>		Closed
<b>224</b>	0.07.2016	Everyone to formulate local responses to Caldicott 3 and review and send to SB	<b>All</b>		Open
<b>225</b>	07.07.2016	Caldicott 3 responses to be added to next month's agenda for further discussion	<b>SB</b>		Open
<b>226</b>	07.07.2016	Canvas and confirm attendance at August meeting in view of it being the holiday season	<b>SB</b>		Open
<b>227</b>	07.07.2016	Invite David Knight and Steve XXX from the Department of Health to the next meeting	<b>SB</b>		Open
<b>228</b>	07.07.2016	JA to feedback advice on third sector providers from the national SIGN group at the next meeting	<b>JA</b>		Open
<b>229</b>	07.07.2016	The GP IT Toolkit heatmap to be circulated to provider partners as a FYI	<b>SB</b>		Open
<b>230</b>	07.07.2016	Adoption and sign off of the ISA needs to be reviewed in relation to Caldicott 3	<b>SB</b>		Open
<b>231</b>	07.07.2016	SB to work with SJ on CIE escalation process for partner providers and be brought back to the group for discussion in August/September	<b>SB</b>		Open
<b>232</b>	07.07.2016	The PIA to be updated and signed off by October	<b>SB</b>		Open
<b>233</b>	07.07.2016	SM/SB/MJ to circulate the privacy and explicit consent statement MAU	<b>SM/SB/MJ</b>		Open
<b>234</b>	07.07.2016	SB to update the terms of reference	<b>SB</b>		Open
<b>235</b>	07.07.2016	SB to send out the new digital ISA to all provider partners	<b>SB</b>		Open
<b>236</b>	07.07.2016	SB/SP to engage with LLMC on the new version of the ISA	<b>SB/SP</b>		Open
<b>237</b>	07.07.2016	SB/SP to identify roles and responsibilities of the teams signing up to the ISA	<b>SB/SP</b>		Open
<b>238</b>	07.07.2016	Publish PKB DPA on the internet and publish to the Governance Group	<b>SB/SP</b>		Open
<b>239</b>	07.07.2016	AC to send PID to SB to circulate to members of the group	<b>SB</b>		Open

240	07.072016	AC to show patient verification version at a future meeting	AC		Open
241	07.07.2016	SB to clarify how and who could help AC pilot the consol in NWL	SB		Open
242	07.07.2016	SB/SP to bring back proposal of how GG would use and benefits of using the data sharing platform (HLP/NHS England)	SP		Open
243	07.07.2016	Clarify legal stance of 'direct marketing' to patients to improve health outcomes	SB/ SP		Open
244	07.07.2016	Highlight to partner providers that clauses 1.10 and 1.15 will be under review and subject to change once the extend of Caldicott 3 is implemented	SB		Open
245	07.07.2016	SB to look into establishing a population analytics group as part of the digital programme	SB		Open
246	07.07.2016	AL to go back to Apollo and ask for a variation in the DPA to speed up collection of data	AL		Open
247	07.07.2016	AC to help AL with missing CNWL Mental Health data for 2014/5	AC		Open
246	07.07.2016	AL to share version 2 of comms with JN and bring back for sign off			Open
247	07.07.2016	AL to bring back access working requirements to group			Open
248	07.07.2016				Open
248	07.072016	AL to articulate what other data sets are required for on-boarding of data for WSIC over next 6 months	AL		Open
250	07.07.2016				Open
249	07.07.2016	AL to send notification of chairs action for approval by group WISC dashboards	AL		Open
250	07.07.2016	WISC dashboards:Kaleidoscope commissioned and process procedure to be bought back to the Governance Group	AL	Request that this also contains the minimum requirements for joining the data sharing club	Open
251	07.07.2016	Align version 2 of WISC communication documents to CWHEE MOU and CIU	AL		Open
252	07.07.2016	Look into Re-instate sub-working groups to support WSIC and CIE	SB		Open
253	07.07.2016	AL to get in writing from HSCIC that they will allow us their reductive clear data flows	AL		Open
254	07.07.2016	Hounslow and Ealing council to send data to WISC Data warehouse	RB	Richard Baxter to take up with Hounslow Joint Care Board	Open

255	07.07.2016	AL to send SB the new specification of read codes	AL		Open
256	07.07.2016	AL to convene a working group looking at secondary care access to patients' records	AL		Open
257	07.07.2016	SB to update terms of reference to reflect adoption of CIE	SB		Open
258	07.07.2016	SJ to share Imperials sign up of patients process with all partner providers so they are able to get ready for on-boarding patients	SJ		Open
259	07.07.2016	SJ to email SP asking what the patient opt our process should be	SJ/SP		Open
260	07.07.2016	SB/SJ to identify escalation process to partner providers for CIE to be signed off at next Governance Group meeting	SJ/ SB		Open
261	07.07.2016	SB/SJ to explore on-boarding of urgent care providers, third party and out of area providers and add to agenda for future meeting	SJ/ SB		Open
262	07.07.2016	SJ to forward SP a forward business plan for CIE	SJ		Open
263	07.07.2016	Feedback to National Sign meeting view of third party providers joining the data control network	SJ		Open
264	07.07.2016	RB requested more primary care participation within the group	SB		Open
265	07.07.2016	Caldicott Guardians for all CCGs to be invited to join the group	SB		Open

### Calidcott 3 report – Extra Item added by Chairs

- SJ noted that the Caldicott 3 (C3) report was published 29<sup>th</sup> June and asked if everyone had been able to review it
- JN updated the group on the highlights of the report and noted he was pleased that it went some way to address some of the issues and also validate work in NWL already going ahead
- SP noted that the NWL IG Arrangements have been featured as best practise and would like to thank all who took part and contributed over the past 18 months
- LS expressed disappointment that the Caldicott report did not go far enough and needed to still address social care and the national consent question
- RS suggested that someone should collate responses and share with one another so that a collective response could be proposed by the group. SG agreed and asked SB to collate for group
- SP suggested asking some C3 staff to attend the next meeting to discuss next steps on consent and national review as suggested by David Knight
- SG asked SB to canvass attendance in August as this might be low due to holidays

### ACTIONS

- All to collate local responses to C3 review and send **SB**
- Caldicott 3 responses to be added to next month's agenda for further discussion
- SB to canvas and confirm attendance in August due to holiday season

- **SB** to invite David Knight from the Department of Health to the next meeting reference the Calidocct report and national consent model

### **3. Update to Signatories – Selin Barnett**

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- SB confirmed that there were 5 GP's that have signed up since the beginning of 2016
- SP requested that the Dashboards team send regular updates to the secretariat so updates can be more regular
- PR noted that we should now look to adopt urgent care centres and those 3<sup>rd</sup> parties that are now commissioned by the NHS and Councils to provide care on their behalf. Imperial are currently commissioning 3 centres that would benefit from both the CIE and the WSIC Dashboards however they are privately run
- SP confirmed that the vision was always to include those such organisations, however at the moment, we don't have clarity from the centre as to how this can be done and would welcome input and guidance
- JA offered to take the question to the national SIGN Meeting for further information as this was a national issue that needed to be addressed as there is no guidance as yet

#### **ACTIONS**

- JA to feedback advice on 3<sup>rd</sup> sector providers from national SIGN group at next meeting

### **4. GP Providers: Update on IG Toolkits –Jason Clarke BHH**

- JC explained that the IG Toolkit is primarily self-declared returns and should be always addressed as such. Happy to circulate heat map of areas after meeting
- AL confirmed that part of the criteria for being part of the adopters of the WSIC Dashboards is that all GP's need to have passed their IG Toolkit level 2 and were working with those that haven't to encourage them to complete before enabling
- RS suggested that the GP provider partners should be subjected to an independent external audit as larger partner providers such as acutes etc which would be in keeping with Caldicott 3 recommendations
- SB suggested that we include this when on-boarding new large providers and suggested that we ask one of our colleagues that worked at the ICO for help
- SG pointed out that all providers should have passed as a minimum their IG Toolkit Level 2 as discussed at the last meeting, and we will need to keep in mind for out of areas providers should they want to join the club
- AL confirmed that this should be part of the IG assurance documentation they have commissioned Kaleidoscope to develop

#### **ACTIONS**

GP IG Toolkit heat map to be circulated to provider partners as an FYI

### **5. Part B: ISA**

- Update on progress
- Decision on final draft
- SP noted that Part A has been signed off in a previous meeting and there was now a Data Processing Agreement between Brent CCG and PKB for part A to create the CIE records. The



Part B and the assurance document was the last piece of the puzzle needing r endorsement by the Governance Group so that the CIE can move forward

- SB confirmed the PKB DPA would be available to all on the website by next meeting, then went through the features of the new Information sharing agreement and highlighted the changes in the assurance document
- SB noted that Part B and PKB being a data controller on behalf of the patients for their CIE records will be subject to explicit consent of the patient and we would work with CIE to formulate an explicit consent explanation for patients and also the outstanding the privacy statement, both to be brought back to the group as possible
- SB, informed all of the liability cap of £5M for all providers would be in place for 2 years, which is the length of the commercial contract between imperial and PKB. The partner providers would be able to claim this through Imperial if there was a breach by PKB. SB will work with CIE Programme to clarify the process at next meeting and update TOR
- The governance Group, formally endorsed the new ISA and asked for next steps and requested LLMC engagement
- SB confirmed that the new ISA would go out ASAP with a letter to all provider partners and there would be a 2 week review period before formal adoption. The next steps are to update the PIA and terms of reference
- SP confirmed we would be now taking the ISA forward with the LLMC now adopted by the Governance Group. There was also a new discussion around the programmes CIE and WSIC now signing up providers to the ISA going forward and needs to be worked through as part of a roles and responsibilities piece
- AL confirmed that the WSIC Dashboards team are currently reviewing the FAQs on information sharing particularly in view of Caldecott 3
- SP, confirmed that the ISA stated that all fair processing needs to be signed off by provider partners so requested that any changes to comms must be signed off by the Governance Group.
- JN offered to reconvene the communication working group to help with version 2 of the FAQs

## **ACTIONS**

- Adoption and sign off needs to be reviewed particularly in relation to Caldecott 3
- **SB** to work with SJ on CIE escalation process for the partner providers, to be brought back to the group next meeting (Aug/Sept)
- The PIA to be updated and signed off by October
- SJ/SB/MA to circulate the privacy statement and explicit consent statement MAU
- SB to update the terms of reference
- SB to send out the new Digital ISA to all partner providers
- SB Look into re-instating Subworking groups to support CIE and WSIC
- **SB/SP** to engage with LLMC on the new version of ISA
- SP/SB to identify roles and responsibilities of teams signing up to the ISA Publish PKB DPA on internet and circulate to the governance group

## **PART TWO: Strategy and Innovation**

### **5. Healthier London Partnership: Health & Care Information Exchange, Data Sharing Platform- Adam Charles (AC)**

- AC gave an overview of the data sharing platform's capabilities and what this
- Meant for data controllers... The data console is a one stop location service for sharing records between organisations across London based on trust built and underpinned by rules and agreements either in the form of a base core information sharing agreement, or charter.
- In essence, it was a tool set to manage and broker centrally, information sharing agreements.

from a patient perspective, it is a trusted environment where they know who can see their data and how it will be used. Healthier London Partnership (HLP and 32 NWL CCGs are funding the first 3 years. Once up and running and thereafter, access will be paid by subscription, with early purchasers receiving it at a lower price

- A pilot in the CWHHE area will commence in September, feedback from which will help enable the console to be commissioned and built
- Version 2 of the data sharing platform will include an organisation profile will include ODS scores, Caldicott, CQC, IG, ICO number etc
- There was a group discussion around the scope of the HLP Platform and the programme and how this fits into the local platforms, i.e. NWL's CIE.
- AC confirmed that part of the HLP programme is a citizen identity piece to help areas identify patients are who they say they are, therefore being able to access their information online. Would like to link in with local programmes to help them with this piece that is also a national priority.
- SB asked if AC could come back to the group to keep them updated of progress as would be very interested locally.
- SJ requested that the PID for the HLP platform be circulated to group and asked SB/SP to come back to the group with a summary of how the data sharing platform would work and how it would benefit the IG managers in NWL before endorsement
- **SJ** went on to discuss the capabilities of platforms and asked the group for input into what the legal stance was on 'direct marketing' of patients to improve health outcomes
- RS confirmed Brent Council was also looking into this and has asked for a legal review and would be happy to share with group

## **ACTIONS**

- **AC** to send PID to SB to circulate to members of the group
- **AC** to showcase patient verification system at future meeting
- Bring back proposal of how GG would use, and the benefits of using the data sharing platform SB/SP
- RS to share legal review of 'Direct Marketing' with the group as an FYI

## **PART THREE: WSIC Dashboards**

### **8. WSIC Dashboards Programme Update – Amanda Lucas**

- Exclusion codes – update on sensitive codes
- Audit logs and access for secondary providers
- Anonymisation in context – update and impact on SUS data feeds
- WISC dashboards
- Programme update
- De-identified data sets

- AL reported a clinical user group with an initial focus of primary care development had been set up with TW chairing
  - AL had attended a social care data sets workshop looking at data feeds and costs
  - AL reported back to group that WSIC was part of a consortium in response to a ministerial roundtable. 4 pioneers and vanguard areas have been asked to lead on directives and golden pathways of care, demonstrating how using technology we can start to analyse patient costings. Which is inline with the future development of the integrated commissioning dataset and the requirements that have as yet to be defined locally.
  - **SP** asked that any data analysis must be shared back to the group
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- AL reported that the social care data set Release 5 is ready for deployment and would welcome support from Hounslow and Ealing Council, as those were the as yet to be collected.
  - RB confirmed that he would bring up request at the next Hounslow Council meeting.
  - AL workshop is planned on 20 July to demonstrate the WSIC dashboard which is already being used by Metro health and MDT. RB felt once demonstrated its potential will win hearts and minds
  - SP asked where the provider contribution fed into the provider dashboards. AL acknowledged more work was needed around provider dashboards and would welcome further support, particularly around data quality of acutes. Were currently having issues with CNWL 14/15 data
  - AG offered to help with an internal conversation on WSIC behalf, requested more information
  - SP confirmed that the NWL Digital programme would be working with partner providers on data quality as part of their new CQUINs and felt there was a need for a partnerships analytics group on population health deliverables.
  - AL noted a request to update the GP read codes in ISA, Apollo had identified inconsistencies between EMIS and SystmOne regarding sensitive codes. Apollo have updated their systems to mitigate the issue of sensitive codes being pulled through and AL will do regular checks on the data warehouse to check the same.
  - Group agreed to accept changes and would be noted in ISA when released
  - AL, confirmed that going forward it was requested that long term health care conditions be included in the dashboards for direct care and there would be more to offer the partner providers
  - **LS** asked how the dashboard could be used on lower risk patients
  - **AL**, wsic team are working to articulate what other data sets are required  
Long term and more work is needed on where the provider contribution feeds into the datawarehouse directly rather than from feeds from WSIC. Have set up user group on dashboard and how it feeds into ADPs and STPs
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- AL, to support the new developments of the WSIC dashboard, the team was looking at align Version 2 of WISC Communications documents with CWHHE MOU and CIE
  - AL agreed that Version 2 of the WSIC communications document needs to be brought back to governance group for sign off and was working with lay partner to develop.
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- JN requested that he also have sight of any developments as was chair of comms subgroup. AL agreed to take forward
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- AL updated group on secondary care access and what level of access that care professionals would have, particularly social care should have. AL thought this should be a limited view and

restricted to a search on the NHS number and another patient identifier. AL would like to ask for the providers to identify people in their organisations that can help with identifying who needs access and what they need access to, would like to convene a working group for secondary care which will look at a access through a pilot scheme.

- SG noted that Imperial would be keen to be part of this as would benefit from dashboards
- AL to bring back access working requirements to group

#### **ACTIONS**

- AG to help with internal CNWL mental health data cluster for 14/15 conversation on behalf of AL
- **AL** to get in writing from HSCIC that will be allowing us their reductive clear data flows
- AL to send SB the new specification of read codes, SB will publish online
- AL to articulate and bring back to group what other data sets are required for on-boarding of data for WSIC over next 6 months
- AL to send SB the email sent to chairs regarding the action Apollo had taken
- AL to share version 2 of comms with JN and bring back for sign off
- AL to bring back access working requirements to group
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#### **10. CIE - Stephen Janering**

- Go-Live dates for the Hillingdon early adopters is in 2 weeks
- Imperial have signed up 11 patients for the rheumatology pilot using a new sign up process
- Roll out plans will follow for providers such as Hillingdon Hospital, , LNW and ChelWest
- SJ asked for advice on how out of area providers such as Hillingdon Hospital, 111 and Co-ordinate my Care could be onboarded when they had not signed the ISA In answer to SP's advice that they should be signatories and adopters, SJ asked what the process was. SP advised that they should be asked to sign the ISA but that a separate meeting with herself, SB, SG and SJ to look at onboarding partner organisations should be convened
- SP felt that disconnected partners need to form an onboarding group
- SJ confirmed CIE will be sharing paediatric data as part of the care information exchange
- SJ confirmed that CMC data has been duplicated into the platforms.
- SP requested that CIE forward a business plan so that areas such as IG do not get neglected
- In response to SJ's request about clarifying what the patient opt out proposal should be,
- SP requested he email his questions to her for a response

#### **ACTION**

- **SB** to update terms of reference to reflect adoption of CIE
- **SJ** to share Imperials sign up of patients process with all partner providers so they are able to get ready for on boarding patients
- Forward view of CIE and partner providers for governing groups, regular updates going forward as a standing item
- **SB/SJ** to Identify escalation process for partner providers for CIE, to be signed off at next Governance Group

- **SB/SP** Explore on boarding of urgent care providers, third party and out of area providers and add to agenda for future meeting
- Feedback to National Sign Meeting view on third party providers joining data controller network
- SJ to forward SP a forward business plan for CIE
- SJ to email SP asking what the patient opt out proposal should be

#### **11. AOB**

#### **ToRs**

#### **ACTIONS**

- **RB** requested more primary care participation within the group would be useful
- Caldecott Guardians for the CCGs also to be invited