Digital North West London
Information Governance Group
Thursday 1st September 2016
Time: 9.30-12.00

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

Minutes

ATTENDEES

Name	Role	Organisation	IN.
Richard Baxter (Chair)	GP representative	Hounslow	RB
Amanda Lucas	WSIC Dashboards & DW Programme Manager	NWL Collaboration of CCGs	AL
Araripe Garboggini	IG Manager	CNWL	AG
Ayub Pathan	IT Programme Manager	Harness Care GP Network	AP
Angeleca Silverside	Lay Partner	Lay Partner	AS
David Stone	Consultant	Kaleidoscope Consultants	DS
David Granger		Patient Knows Best	DG
Graham Trainer	IG Manager	ChelWest	GT
Ian Riley	Director of Business Intelligence	NWL Collaboration of CCGs	IR
Jason Clark	IG and Risk Manager	Brent	JC
John Norton	Lay Partner	Central London	JN
Janice Boucher	Caldicott Support	Triborough	JB
Katrina Smith	Information Governance & Risk Manager	WLMHT	KS
Laurie Slater	GP IT Lead	Hammersmith and Fulham	LS
Marcin Dabrowski	IT CQUINs Project Lead	HRCH	MD
Mohammed Al Ubaydli	CEO	Patients Know Best	MU
Raj Seedher	IG Manager	Brent Local Authority	RS
Ritu Sharma	IG Manager	The Hillingdon hospital	RSh
Sanjay Gautama	Caldicott Guardian	Imperial NHS Hospital Trust	SG
Selin Barnett	Digital Project Manager	NWL Collaboration of CCGs	SB
Sonia Patel	Digital Programme Director	NWL Collaboration of CCGs	SP
Simon Howarth	Dept SIRO	London North West Healthcare NHS Trust	SH
Stephen Janering	Project Manager - CIE	Imperial NHS Trust	SJ

PART ONE: Provider Partners

1. Welcome and Introductions – Richard Baxter

- Welcomed every member to the meeting

2. Minutes and Actions – Selin Barnett

- The minutes of the 5th May 2016 meeting were reviewed and agreed.

ACTION UPDATE

PAUSED

#	Date	Action	Who	Update	Status
100	08.09.2015	RACIE of the proposed Programme to be shared with the Governance Group	**JH**	Paused until 2016.	**Paused**

OPEN/CLOSED

#	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. Paper not published or released. Covered in Caldicott 3 Review.	**Closed**
210	05.05.2016	SP to bring back assurance agreement, privacy policy and user acceptance agreement to this Group, for noting, in June	**SJ MA**	Update to be brought back in Oct.	**Open**
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 25th July	**Closed**
216	05.05.2016	PAM to be brought back to July Governance Group meeting	**SB**	Carried over for future meeting in September	**Open**

218	05.05.2016	RB/AL to hold a discussion with Royal Free on cross-border patients, exploring their principles and assumptions	SB/SP	Out of area provider standard sign up process to be confirmed at future meeting	**Open**
221	05.05.2016	AL/JC to bring penetration test from SECSU for discussion at the next meeting	AL/JC	AL to bring Wi-Fi network penetration testing to next meeting.	**Open**
222	05.05.2016	AL/SJ to meet to work up joint narrative for care staff and patients ref CIE and WSIC Dashboards	AL/SJ	In progress	**Open**
224	0.07.2016	Everyone to formulate local responses to Caldicott 3 and review and send to SB	All	On agenda this month	**Closed**
225	07.07.2016	Caldicott 3 responses to be added to next month's agenda for further discussion	SB	On agenda September	**Closed**
226	07.07.2016	Canvas and confirm attendance at August meeting in view of it being the holiday season	SB	September meeting running	**Closed**
227	07.07.2016	Invite David Knight and Steve XXX from the Department of Health to the next meeting	SB	Formal response from GG submitted	**Closed**
228	07.07.2016	JA to feedback advice on third sector providers from the national SIGN group at the next meeting	JA	To be chased up	**Open**
229	07.07.2016	The GP IT Toolkit heatmap to be circulated to provider partners as a FYI	SB	Circulated to group	**Closed**
230	07.07.2016	Adoption and sign off of the ISA needs to be reviewed in relation to Caldicott 3	SB		**Open**
231	07.07.2016	SB to work with SJ on CIE escalation process for partner providers and be bought back to the group for discussion in August/September	SB	On agenda – escalation process to be signed off	**Closed**
232	07.07.2016	The PIA to be updated and signed off by October	SB		**Open**
233	07.07.2016	SM/SB/MJ to circulate the privacy and explicit consent statement MAU	SM/SB/MJ	Duplicate	**Closed**
234	07.07.2016	SB to update the terms of reference	SB	Update circulated to group. Awaiting responses.	**Open**
235	07.07.2016	SB to send out the new digital ISA to all provider partners	SB	Circulated to wider provider partners.	**Closed**
236	07.07.2016	SB/SP to engage with LLMC on the new version of the ISA	SB/SP	Update on agenda, in progress	**Open**
237	07.07.2016	SB/SP to identify roles and responsibilities of the teams signing up to the ISA	SB/SP	TBC	**Open**
238	07.07.2016	Publish PKB DPA on the internet and publish to the Governance Group	SB/SP	On website, circulated to group.	**Closed**
239	07.07.2016	AC to send PID to SB to circulate to members of the group	SB	To be brought back to the group.	**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	To be presented back in October	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	October meeting	Open
243	07.07.2016	Clarify legal stance of 'direct marketing' to patience to improve health outcomes	SB/SP	RS circulated legal advice	Closed
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	ISA under review by LLMC	Closed
245	07.07.2016	SB to look into establishing a population analytics group as part of the digital programme	SB	TOR for subgroup circulated	Closed
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	Apollo DPA signed and GP data to be collected.	Closed
247	07.07.2016	AC to help AL with missing CNWL Mental Health data for 2014/5	AC	CNWL data collected	Closed
246	07.07.2016	AL to share version 2 of comms with JN and bring back for sign off	AL	To be taken to comms sub-group	Open
247	07.07.2016	AL to bring back access working requirements to group	AL	To be picked up in sub-group TOR	Closed
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
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 CIE	AL	As part of sub-group	Open
252	07.07.2016	Look into Re-instate sub-working groups to support WSIC and CIE	SB	TORs proposed	Closed
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	Published on website	Closed
256	07.07.2016	AL to convene a working group looking at secondary care access to patients' records	AL	As part of sub-group	Closed
257	07.07.2016	SB to update terms of reference to reflect adoption of CIE	SB	Circulated to group	Open
258	07.07.2016	SJ to share Imperials sign up of patients process with all partner providers so they	SJ	SB to circulate to group	Open

		are able to get ready for on-boarding patients				
259	07.07.2016	SJ to email SP asking what the patient opt out 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		Duplication	**Closed**
261	07.072016	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		Duplication	**Closed**
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**
266	01.09.16	Verification and sign up of patients, to be put on agenda for future meeting, using national guidance and working together as a community bring together a NWL Process	SB			**Open**
267	01.09.16	Bring back national guidance for 3rd party sign up and sharing for future agenda item	SB			**Open**
268	01.09.16	Richard and Laurie to have conversations with federations about independent representation to sit on the governance group to be updated at next meeting	RB LS			**Open**
269	01.09.16	Governance group members to review and comment back on TOR	All			**Open**
270	01.09.16	Update the TOR to reflect the comments in the initial discussion. Including working to agree lay partner wording	SB			**Open**
271	01.09.16	Sonia to go back to legal advisors to establish how far the ISA can be stretched, testing it to make sure that we align and make best use of resources.	SP			**Open**
272	01.09.16	Look at alignment of agreements in NWL data controller console	SB SP			**Open**
273	01.09.16	Look at aligning MOU and NWL ISP	SB LS			**Open**
274	01.09.16	Group and programmes to comment back on sub-groups (2 week period)	All			**Open**
275	01.09.16	Governance group to comment back on security incident protocol	All			**Open**
276	01.09.16	Laurie to update the governance group with royal college guidelines and response to using apps, integrated systems and	LS			**Open**

		analytics tools			
277	01.09.16	joint letter with LLMC to GP's end of October			**Open**
278	01.09.16	SG to take back PKB's outstanding items back to CIE Programme board: Privacy policy and User agreement and timeline for preference settings.	**SG**		**Open**
279	01.09.16	One pager on Digital NWL Programme as standing item on agenda	**SB**		**Open**
280	01.09.16	Governance group to comment and review Digital Sharing workstream, welcome suggestions on new items for the strategy and forthcoming deliverables for the NWL provider partners.	**All**		**Open**
281	01.09.16	Update from the pilot CIE GP practices for the next meeting (October)	**SJ**		**Open**
282	01.09.16	AL to bring back update on the user case for secondary care for the WSIC Dashboards	**AL**		**Open**

- Minutes from July passed
- There was a group conversation around IG Toolkits and how to move forward with supporting primary care more
- LS noted that this was an ongoing issue in CWHHE and has been brought up several times over the years, how do we make sure that GP's are adhering to the rules and regulations and who is helping them achieve this?
- DS noted that there was a risk around this as a health community on a national level, we need to make sure that GP's are engaged in IG
- SP assured the group that this was on the roadmap for NHS England and should expect that something should be coming out soon

- SP updated the group on the Healthier London Partnership (HLP) the data controller console is currently in development and we would be bringing it back to future meeting. Have been working with them to further develop the offering and have indicated that NWL are still interested in becoming a test site for the first release.

- Group requested to discuss verification in more detail
- SG, confirmed that PKB is looking into linking into the national
- LS look as a community to have a uniform sign up process of patients
- DS block on national process at the moment, due to household macerating which is another risk, vouching overcomes the risk however as we move forward and want people to sign up and vouch online, this process will need to be improved.
- RB, to be brought back on agenda for future meeting, using national guidance and working together as a community bring together a NWL Process

- There was group discussion around representation of GP's on the Governance Group, with all in support of more representation
- LS noted that it was very important that GP's are kept informed of the decisions and are involved as much as possible
- RB stated that ideally it would be better if federations nominated attendees that were independent of CCGs so there is a fairer process for involvement
- SG would like to link into the Caldicott guardians also being involved, would like to emphasise that this is all part of the same decision structure so that GP's are informed and they have confidence in the actions and decisions happening. Build trust and transparency.
- RB will take this back and have a think about how we can better engage with GP's and they have a mechanism for them to feedback into the decisions.

Action: verification and sign up of patients, to be put on agenda for future meeting, using national guidance and working together as a community bring together a NWL Process

Actions: bring back national guidance for 3rd party sign up and sharing for future agenda item

Actions: Richard and Laurie to have conversations with federations about independent representation to sit on the governance group to be updated at next meeting

3. Update of Governance Documents; Governance group terms of reference, sub-groups and security protocol

a. Governance Group TOR
- SP opened and emphasised the groups potential role in the wider agenda, moving from an IG Group that just covers the ISA to a more strategic and representative group for health and social care, supporting the 'Digital' Agenda and reporting up to the 'Digital NWL Programme Board'. There is also a role for the group, respecting data controllers in common and assisting the programmes with Data Quality, IG and co-design in the respective sub-groups. Working better together under the local digital roadmaps and the digital programme banner under the Sustainability and Transformation Plans (STP), keeping in step with the national work.
- SB presented the new Terms of Reference (TOR) and pointed out that the review and update is also in relation to the formal adoption of the CIE. Would welcome comments back from the group, 2 weeks review.
- SG, Terms of reference needs align that to how to ISA works itself and be agnostic of the system itself. Would rather use a single mechanism that is already signed up to as a structure, to get the best out of the ISA.
- SP, governance group has initially was set up around the ISA however as this and other sharing agreements are aligned to the NWL ISP which the group could also become custodians of the overarching NWL Protocol. There is also another action on me to go back to legal advisors to establish how far the ISA can be stretched, testing it to make sure that we align and make best use of resources. HLP Data controller platform will make sure
- SG, Alignment to MOU to align and reference is also important.
- LS, the MOU we would like to be the rolling document and would welcome the alignment to take on the new work on doing

- DS, group has a status in law that needs to make sure that is reinforced. Need to make sure that this is not lost in the new TOR.
- RB, moving national picture however we need to have operational static points where we can strengthen our agreements so alignment is important going forward.
- JN, picked up the paragraph 9 in reference in the lay partners, would like some clarity on voting members and roles
- SB confirmed that the lay partners are voting members, would touch base with both John and Angeleca to get new wording.

Action: Governance group members to review and comment back on TOR

Action: update the TOR to reflect the comments in the initial discussion. Including working to agree lay partner wording

Action: Sonia to go back to legal advisors to establish how far the ISA can be stretched, testing it to make sure that we align and make best use of resources.

Action: Look at alignment of agreements in NWL data controller console

Action: Look at aligning MOU and NWL ISP

b. Sub-Groups
- SB, noted that these are about supporting the programmes WSIC and CIE to help them to move forward when required at pace. Have sent to both programmes for comment back to make sure that these are of help to them, would welcome comment back.
- SG, would like to make these system agnostic as well

Action: Group and programmes to comment back on sub-groups (2 week period)

c. Security Incident Protocol
- SB, this document is an update to the security protocol that we signed off 12 months ago and takes into account the adoption of the CIE as imperial are the hosts of that system. This version goes a bit further into details and further outlines process, protocol and incidents, would welcome feedback on this.
- SB, recognise that this might be covered with the piece that Kaleidoscope is doing, so would welcome comment and alignment.

Action: Governance group to comment back on security incident protocol

4. Update on LLMC Engagement

- SP, As part of the wider consultation with the data controllers in common, the updated of the digital ISA was send for a review period, GP's then contacted the LLMC for their view. There are some items that we are working with them to address however they were initially positive and supportive to the proposed ISA and the system it relates to.
- SP, Initial next steps are revising the ISA with their initial tidy ups and points they make, want to include the GMC guidance needs to be listed.
- SP, Items to be worked on further with them:

A) Uploading patient information and the general responsibility of the GP to act on that information, we will send over PKB user agreements. They have proposed to review in respect to the GMC guidance on integrated systems and tools.
 B) Re-signing of the ISA or further engagement with GP's as the CIE is a large adoption

- LS noted that point A is a system wide discussion and there has been debate about integrated tools and systems in the royal college of GP's. Would be willing to take this up and report back to the governance group?
- SP, good news is that they are happy to assist with re-signing and also a joint letter out to members. Operationally that means that we can continue with the WSIC dashboards as is (based on Dec update), AL asked whether this will inhibit the ability of WSIC to sign up other practices?
- AL, Can they use December agreement?
- SP, there will be confusion in system around version control if using different versions; will be detrimental to system cohesion. Would be helpful to understand the next few months of sign up of further GP's for WSIC to see if this will cause an issue if they would like to sign more GP's up so we can indicate if there will be a time lag.
- SG, will there be any big changes suggested by LMC? If not, we should be using the current ISA version on an understanding there might be a few revisions in the near future. Don't want to be signing 2 different agreements.
- JN noted that there was also a lot of confusion in Central London GP's already in reference to the ISA, CLH have said they would be willing to sign and then others are wont sign.
- RB, need to get alignment and communication with the dashboards team and the sign up of more GP's to make sure that they are signing up are the correct messages both sides. Team need to take the letter that goes out with the ISA out with them to explain the versions.
- SB, noted that when signing up new GP's the dashboards team will need to also note that the agreement hold 2 systems and has changed to include Part B patient access and information. Need to make GP's aware of this from start so there are no surprises.
- SG, need to be careful of the residence of re-signing, took 12 months to on-board CIE and PKB, don't want to through every time, would be preferable not to have to re-signing if on boarding of new systems.
- SP, LLMC would like to see the user acceptance protocol.
- SB noted to the group that there are still some outstanding items from PKB that they have not yet completed, user agreement, privacy policy and timelines for preference settings that they promised to work with lay partners on has not yet been signed off. Risk is on imperial as host of system once on boarding other organisations.
- AS noted that with more access to more systems, it will be harder for care professionals to decide which ones to use and when, will cause confusion.
- RB and SG assured AS this is currently happening now and as a care professional it is up to the individual to make an assessed decision.

Action: Laurie to update the governance group with royal college guidelines and response to using apps, integrated systems and analytics tools

Action: joint letter with LLMC to GP's end of October

Action: SG to take back PKB's outstanding items back to CIE Programme board: Privacy policy and User agreement and timeline for preference settings.

5. Digital NWL Programme: Digital Sharing Workstream

- SG asked if the CQUINs have landed yet? And would like a communication flow to this group so we can support the Digital CQUINs so we can understand where this group lands and how we can align and support digital roadmaps.
- SP, could produce one pager of NWL digital programme as standing item for this group.
- SB, noted that this is a forward plan for this IG group, to develop strategy and the
- SP, brings back the programmes need to give the group lead in times so we can support for discussion

Action: One pager on Digital NWL Programme as standing item on agenda

Action: Governance group to comment and review Digital Sharing workstream, welcome suggestions on new items for the strategy and forthcoming deliverables for the NWL provider partners.

6. NWL Provider Partners Review and response to Caldicott 3 review

Summary of conversations was submitted to Caldicott review and can be found online
http://integration.healthiernorthwestlondon.nhs.uk/Images/upload/Summary%20of%20Caldicott%203%20Review%20by%20North%20West%20London%20Digital%20IG%20Governance%20Group.pdf

7. Care Information Exchange Programme Update: GP data

- SJ, updated the group to inform them Patients Know Best (PKB) is now demo'ing extracting and collect patient information from EMIS GP Systems into the CIE. there is a recognition by the programme that there is an extra functionality required to filter sensitive codes from GP systems before they are collected and linked to provide an integrated care record. There was a proposal that take the national SCR exclusion codes from one pilot practice in Hillingdon, for a period of a few weeks to a couple of months while PKB develop the their direct EMIS extraction, filter which will comply with the exclusion codes in the ISA.
- AS stated that the idea situation was to align the exclusion codes already identified through the WSIC dashboards work
- DS problem there is a disconnect between these requirements, shouldn't be in the GP record unless there is a legitimate reason for it to be there, so as a starter for 10 this is the most sensible way forward until they develop requirement further.
- SG, align with national standards on both programmes and align across the sector
- LS, need to make sure that those GP practices that are proceeding with the view that we are working with the LLMC to update and work through the ISA
- SB, enquired as to the timelines for the functionality of both the patient preferences and the extraction? As you are increasing and on-boarding more GP practices we need to make sure that both the exclusion codes and the patient preferences are being adhered to.

- MA, confirmed that this is currently happening, there is the ability to manually sort through the data such as sexual health, but need to develop the functionality further.
- SG, the safety net is that if the patient is concerned then they can stop the information all together.
- SJ, only transferring patient information that have specifically opt-ed into sharing their information for the pilot.
- RB, would like to see the update from the pilot practices for the next meeting.

Actions: update from the pilot CIE GP practices for the next meeting (October)

8. WSIC Dashboards Update

- AL, Continue to deploy up to GP practices, 52 practices are live with their data, 200 GP's have signed the Apollo form. Currently focusing on the at-scale GP networks so we can help develop how they will use the dashboards.
- Al, Currently a Clinical advisory user group for the WSIC Dashboards meeting,that are currently focusing on the long term conditions for direct care use.
- SP, would be good to see how this fits in with the NWL Digital Programme and how it feeds in.
- AL, currently quite GP focused but needs to move into secondary care, and
- SG, run a workshop to develop user case around the uses of secondary care and make sure the user cases are nailed before release to help direct secondary care colleagues. Would be good to bring this back to the group, to inform them how it will work, security policy, RBAC, how we would make it work.
- AL, doing the same with social care. Have also extended the secondary PODs based on the recommendations of the clinical user groups; now collecting direct access, maternity and critical care however there are gaps in NHS number for certain acutes.
- Agreement to proceed in Harrow in GP. Metro health in Hillingdon are currently using it.
- H&F moving forward, user cases being formulated and discussed and moving forward, tangible benefits.

Action: AL to bring back update on the user case for secondary care for the WSIC Dashboards