Information Governing Group – MINUTES

Thursday 1 March 2018 (09.30–12.30)
British Dental Association, 64 Wimpole Street, London W1G 8YS

1. Welcomes and introductions (*on phone)

Elle	Baldry	EB	Kaleidoscope Consultants	Project Manager (ISA rewrite)
Richard	Baxter*	RB	Hounslow	GP Representative
Jan	Boucher*	JB	London Borough of Hammersmith & Fulham | Royal Borough of Kensington & Chelsea | Westminster City Council	Tri Borough IG and Caldicott Support
Mike	Davies	MD	NWL Collaboration of CCGs	Local Digital Roadmap Lead
Christine	Dunne*	CD	NWL Collaboration of CCGs	Deputy Director (Primary Care Systems)
Sanjay	Gautama (Chair)	SGa	Imperial NHST	Caldicott Guardian and Chief Clinical Information Officer
Sophie	Gomez	SGo	Imperial NHST	IG Research Officer
David	Grange*	DG	PKB	IG Manager
Steve	Janering*	SJ	Imperial NHST	Project Manager (CIE)
Ernest	Norman-Williams*	EN-W	BHH CCGs	IG Manager
John	Norton	JN	Lay Member CLCCG	Lay Partner
Ian	Riley	IR	NWL Collaboration of CCGs	Director of Business Intelligence
Kavitha	Saravanakumar	KSa	NWL Collaboration of CCGs	Deputy Director of Business Intelligence and Data Management
Raj	Seedher*	RS	Brent Council	IG Manager
Ritu	Sharma*	RS	The Hillingdon Hospital	Information Governance Manager
Laurie	Slater	LS	CWHHE	IG Lead
David	Stone	DS	Kaleidoscope Consultants	Managing Director (IG subject matter expert)
Katie	Stone (Notes)	KSt	NWL Collaboration of CCGs	IG Support Officer
Bill	Sturman	BS	NWL Collaboration of CCGs	Director, Informatics
Xavier	Yibowei	XY	NWL Collaboration of CCGs	Programme Manager
Lynn	Young	LY	Kaleidoscope Consultants	Senior Consultant (ISA rewrite)

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2. Apologies for Absence

Formal apologies for absence were received from Jo Andrews and Joanna Fox.

3. Confirm that the meeting is quorate

This meeting was considered quorate. But members raised again concerns over general attendance. The group asked that the ISA re-write project considered this problem as part of their review of governance arrangements. In particular there was thought to be issue with primary care and whether people attending could in any way be considered as representing primary care 'at scale' given that data controller accountabilities could not be delegated.

General points raised for consideration were:
- Review terms of reference to ensure the group could gain quoracy with ease.
- Resolve the issue of representation 'at scale' for general practice – would a Federation model work?
- Consider virtual environment with a voting capability for decisions.
- Consider if the Data Controller Console might have useful functionality.
- Think about the timing of the meeting and any regular clashes with other IG groups.
- Think about the money reserved for a GP web site and whether there is an option for a joined up initiative (and whether the web site might include voting capability).
- Ensure that any voting was accompanied with a duty to inform fully first.
- Make it a requirement that every CCG is represented.
- Could there be an annual face to face update event hosted in every CCG – a 'roadshow' approach.

DS pointed out that under new ISA should not have the same issues. Once signed, then role of Governing Group will change as the overarching agreement will rarely change. The focus will be on individual schedules for CIE and WSIC. The other schedules will be the responsibility of those parties. LS agreed with this, but said that regular reports from across all schedules would remain important to spot trends and ensure there was joint learning.

4. Conflicts of interest

Kaleidoscope Consultants Ltd had several people in the room as subject matter expert adviser to the Governing Group (David Stone); working on the ISA rewrite project (Lynn Young and Elle Baldry) and the IG support Officer (Katie Stone).

5. Minutes of the Governing Group meeting held on 1 February 2018

The minutes of the meeting held on 1 February 2018 were approved as an accurate record and can now be published on the web site.

6. Review of Actions Log

The action log was reviewed in full and is shown below. Members of the GG asked that in future updates were shorter and gave a brief update of the action rather than a re-run of the discussion. They also asked KSt to allocate more time to the item at the start of the agenda.

> ACTION:
> Action review
> Governing Group members to give only brief updates to progress on actions.
> ACTION:
> Action review
> KSt to allocate more time to the action review.

7. Notification of any breaches and actions taken

The GG emphasised how essential this item is and asked that it now appeared as a standard item on every agenda. They re-stated that Brent had a contractual duty to report breaches and ask that any procedures were reviewed to ensure they were being followed.

EN-W agreed to provide a full report for the April meeting of breaches and any Brent management protocols that ensure proper action and reporting.

RS explained that Brent were creating an 'incident management protocol' for dealing with a sudden attack and the lines of decision-making for a complete shutdown. He suggested that the WSIC programme consider this also including at what point Data Controller would be informed of any problems.

> ACTION:
> Data breaches and action taken
> EN-W to bring a full report to the April meeting.
> ACTION:
> Data breaches and action taken
> KSt to ensure data breaches becomes a standard item at all GG meetings.

8. NWL Information Sharing Agreement

DS reported that the signatory events had been well attended. They had showed that there were not any major concerns of data sharing as such. The groups were more concerned about subject access request and support for GPs. Some events had covered data flow mapping.

The team was now moving on to organising public engagement events and they were looking at coverage across the CCGs and a variety of time slots after comments that evenings were not convenient for everyone. So far it was clear that there was a high interest in learning about the arrangements rather than serious dissent. It was agreed that ideally there would be at least one clinician at every event.

DS explained that the first part of the ISA was ready, but they need to meet with Beachcroft about their advice note to confirm the governance structure for the data processor before they could complete the legal framework. The aim would be to fairly distribute the risk because although the data sharing code would not change under GDPR the risk to the data processor was greater.

The GG confirmed that they wanted early sight of the ISA and asked that the part that was ready is distributed.

> ACTION:
> ISA
> GG asked Kaleidoscope to circulate the part of the ISA that was ready to the group.

The GG questioned why Kaleidoscope were recommending a re-signing approach if the fundamentals of data sharing had not changed. DS explained that the ISA would have some re-wording to make it more precise and helpful based on greater experience.

LS asked about the MOU and DS explained it the operational part of the MOU would be in the relevant schedule. The principle/standards would be in the overarching ISA.

DS said that another piece of work underway was the review the contracts because of specific requirements from the Data Controller to the Data Processors; and the Data Processor to their Sub-Processors.

SG asked that exemptions for healthcare purposes be included in privacy notice work so that it was clear to patients when processing would not be stopped. DS agreed that clear and concise information about healthcare exemptions would be built into the ISA.

LS asked what the mechanism would be for distribution of the ISA to sign. DS stated hat he had been assured that the DCC would be ready in time for this work.

9. Briefing on ways to spread risk for the host Data Processor

IR reported that the DACBeachcroft advice had not been received in time for it to be considered at the meeting. He would organise for a briefing with a clear recommendation to be drafted for the next meeting and for someone from DACBeachcroft to attend for the discussion.

> ACTION:
> Data Processor advice
> Request a briefing for the GG with recommendation from DACBeachcroft and invite them to attend the next meeting.

10. Communications Sub-Group

The GG were told that Amy Darlington at ICHP had declined to be Chair owing to other commitments. She would agree to be a member. SG said he would talk to Paul Harrison about ICHT about taking on the role or recommending others. It was thought that it might be best if a Data Controller carried out the role of Chair.

DS suggested that rather than asking Data Controllers to nominate communications people from their area, setting up the sub-group and asking them to think about scope, it might be quicker to think of it as a mini project aligned with the ISA work. Part of the project scope would be to leave NWL Collaboration of CCGs with a structure of joint communication work that could continue for the wider digital agenda.

It was agreed that Kaleidoscope would create a project scope for drafting terms of reference, listing the tasks needed and setting up the Communications Sub-Group with an immediate action plan around the ISA work. This would be submitted to BS with costings for consideration.

> ACTION:
> Communications Sub-Group
> DS to create a project proposal with costings and submit to BS for his consideration.

11. Subject Access Requests

KSt explained that there were three connected items to covered under SARs: i) notifying of invitees for April meeting; ii) Streamlining the SAR process under the new arrangements; and ii) confirmation of a joint understanding of the current process and the use of the agreed template letter.

i)   KSt told the group that two patients had been invited to attend the April meeting which had been extended to allow time to properly discuss with them their concerns.

ii)   DS explained that every different schedule of the ISA might lead to separate SARs. All DCs would need a robust SAR process, but they should have a way to collaborate on their responses to aggregated data sets. It would be possible through contract to ask data processors to respond to SARs on behalf of the DC, but there might need to be a clinician involved as in some cases impact of disclosure would be a factor.

The GG felt that individual data subjects should not need to navigate across different data controllers and that giving them a good experience of making an SAR should be part of the design. Indeed, the SAR process should be streamlined and manageable for the data controller, data processor and data subject.

Consideration might be given to opening the link to PKB so patients could have additional self-service capacity. The risk would be that there would be intermediary clinician because it would bypass the SAR process. If this approach was taken, clinicians would need to be happy that patients see direct the data they are putting through.

iii)   The GG were reminded that it had been previously agreed that a template letter written by Kaleidoscope on instruction from Amanda Lucas should be used for all SAR requests on the WSIC data set. It had been discussed at a DSA sub group meeting and then at a GG meeting. The reply should refer them to the Data Controller who had supplied the data, but should be helpful in then listing which Data Controllers this is.

12. WSIC programme update

KSa ran through the slide presentation that had been circulated to the group in advance.

It was suggested that the WSIC programme (and Discover) be promoted at the public events. DS also suggested that they might wish to look into Test Beds Wave 2, but declared a conflict of interest as he was on the evaluation panel for this work.

The GG asked the WSIC programme to circulate screen shots of all the dashboards to the group as a reminder and to help them promote the programme within their organisations.

ACTION:
WSIC programme update
Circulate the slides of the dashboards to GG members.

13. CIE programme update

SJ ran through the detailed questions from his presentation which had been circulated in advance.

DS explained that ICHT should only offer a level of granularity that they can then deliver to the patient. Otherwise, they need to be clear about what expectations a patient might have. If opt out is possible then the impact of that decision (ie the risk) must be explained, alongside any advantages.

Codes will not be part of the overarching ISA, as the detail of specific sharing will be in the schedule and there is a lot of variation in how codes might be considered depending on sector.

SG asked if there could be some general codes agreed to sit above the schedules to improve efficiency. DS stated that there is not national guidance as part of summary care records, but a limited common set might be possible. It needed to be understand that some codes have a dual purpose. He felt that the ISA might offering national exclusion codes. But parties need to determine explicitly whether to use them in the specific schedule.

The GG stated that they would give a strong steer to aim for consistency and asked that this was included in the ISA project.

14. Scope of project to support for GPs

DS declared that Kaleidoscope had a conflict of interest as they had produced the scope and could carry out the work if they won it.

It was decided to discuss the detailed proposal off line.

15. Report from the meeting with the London-wide LMC

LS reported that a small group had met with the LLMC in February 2018 and it was agreed to keep lines of communication open. There had been many areas of common interest and the LLMC also struggled with how best to consult the primary care constituency. LS offered to report back in more detail at a future meeting if required.

16. Confirmation of recommendations from the DSA Sub Group

Data access contract for NIHR Imperial PSTRC
A version of the form with the postcode approach confirmed (just first three characters) submitted to the Governing Group for confirmation of the recommendation to agree the access request. GG agreed with the DSA sub group and proposal was approved.

Digital GG Data Access Request Form - Kam Panesar HHCP
DSA sub group recommended for six months and should then return for review. GG agreed with the DSA sub group proposal and approved.

Digital GG Data Access Request Form - LBHF_RBKC_WCC_PHI
DSA sub group recommended approval up to GDPR deadline and then review. GG agreed with DSA sub group proposal and approved.

CMC data request form
DSA sub group asked the WSIC programme to explore further the data and whether it was duplicated. If not, they should consider what is different and why and discuss this with LS before returning to the sub group with an updated request. This approach was agreed by the GG.

17. Update on activities from the Dataflows, Security and Access Sub Group

RS reported that the sub group had discussed the new terms of reference to be adopted to accommodate the needs of the Discover Programme. He explained that they were taking a two part approach and the Part B would be chaired by someone with research ethics knowledge. The new terms of reference would be shared with the GG at their next meeting.

18. Data Controller Console

KSt had invited the team to the meeting, but they were unable to attend. DS was in contact with them direct about progress. The GG were asked to note the GDPR gap analysis in their papers. There had been no update on progress towards the suggestions made at the January meeting.

19. IG Support Tracker

The IG support tracker was noted. Some finance information had now been added to track spend against supported projects.

20. Any other business

There was no additional business raised and the meeting closed.

The next meeting
 Thursday 19 April at the British Dental Association from 9.30am until 1pm.
The deadline to notify of agenda items is **Monday 9 April**.
The deadline for papers is **Wednesday 11 April**.
Papers will be issued on **Thursday 12 April**.

ACTION LOG

#	Date opened	Action	Who	Update	Date due	Open/closed
049	07/12/2017	**TPP – principles to stop sharing** LS to suggest some principles and a process for making a decision to stop TPP sharing.	LS	**01/03/2018** Need a facilitated discussion at future meeting so the 'room' develop the principles together.		**Open**
053	18/01/2018	**DCC** Request to the DCC project team DCC team to consider producing a set of short 'marketing' documents explaining the DCC, its purpose, how it fits with other pan-London initiatives, and its benefits (linked to each sector). Include development plans (in brief), timescales, how it is costed (now and in future), plans for demonstrating the DCC at work, expectations are from the project team (support, etc.) and from the organisation itself in terms of set up.	DCC	**01/03/2019.** Invite to 19 April meeting to discuss current status and scope of the project. **01/02/2019:** DCC project team invited to the 1 March 2018 meeting and reminded of these items.	19/04/2019 agenda if they are able to attend.	**Open**
058	18/01/2018	**DISCOVER:** ICHP to explore the additional risks to data controllers as a result of Discover and consider whether ICHP could indemnify data controllers to mitigate	Discover / AL		19/04/2019	**Open**

#	Date opened	Action	Who	Update	Date due	Open/closed
		any residual risk				
059	18/01/2018	**DISCOVER:** ICHP to work on the terms of reference for the Access Sub-group to include membership and responsibilities as defined in the proposed Data Research Access Group (DRAG)	Discover/AL		19/04/2019	**Open**
067	01/02/2018	**QUORACY** SG to contact organisations with patchy attendance particularly acute MH to encourage greater engagement. Other GG members encouraged to do the same.	SG and all GG	01/03/2018: CCGs need to nominate people to attend the meeting or be on call.		**Open**
088	01/03/2018	**ISA** GG asked Kaleidoscope to circulate the part of the ISA that was ready to the group.	Kaleidoscope ISA team		19/04/2019	**Open**
090	01/03/2018	**Communications Sub-Group** DS to create a project proposal with costings and submit to BS for his consideration	David Stone		19/04/2019	**Open**

ALL ITEMS CLOSED AT OR SINCE THE MEETING

#	Date opened	Action	Who	Update	Date due	Open/closed
091	01/03/2018	**WSIC programme update** Circulate the slides of the dashboards to GG members.	WSIC Programme	Circulated by email to the GG (16/03/2018)		**Closed**
089	01/03/2018	**Data Processor advice** Request a briefing for the GG with recommendation from DACBeachcroft and invite them to attend the next meeting.	Katie Stone / Ian Riley	Commissioned for 19/04/2018 and legal team invited to meeting.	19/04/2018	**Closed**
087	01/03/2018	**Data breaches and action taken** KSt to ensure data breaches becomes a standard item at all GG meetings.	Katie Stone	Now standard item on agendas.	19 April 2018	**Closed**
086	01/03/2018	**Data breaches and action taken** EN-W to bring a full report to the April meeting.	Ernest Norman-Williams	Reminder sent and on agenda for 19/04/2018	11 April 2018 (deadline to submit paper for 19 April meeting)	**Closed**
085	01/03/2018	**Action review** KSt to allocate more time to the action review.	Katie Stone	Actioned for 19/04/2018	19 April 2018	**Closed**

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084	01/03/2018	**Action review** Governing Group members to give only brief updates to progress on actions.	Governing Group	Included as standard on agendas.	19 April 2018	**Closed**
083	01/02/2018	**PKB PRIVACY NOTICE** PKB (DG) to circulate the privacy policy as a 'below the line' paper to a future meeting with the change to PN highlighted.	DG	PKB will bring to the meeting when ready.		**Closed**
082	01/02/2018	**RISK REGISTER** KS to set up a risk register review meeting with the Chairs, WSIC programme, ISA project and update the risk register for the 5 April meeting.	KS	01/03/2018. Risk register deep dive meeting booked for 19/04/2018. Will consider suggestion of using ICHT Datrix to provide better reporting functionality.		**Closed**
081	01/02/2018	**MOU AND NEW ISA** ISA team to ensure that they fully considered the needs of the MOU in their work, including the governance arrangements.	ISA project team	Noted by team.		**Closed**
080	01/02/2018	**GP SUPPORT IDEAS** DS to complete a draft scope for a GP support service for discussion at the next meeting (1 March 2018).	DS	01/03/2018. On agenda		**Closed**

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079	01/02/2018	**ADMIN SUPPORT: FEB TO APRIL** BS and IR to confirm arrangements from February 2018 until the new resources were in place.	BS/IR	01/03/2018. KS to formally write to BS regarding extension.		**Closed**
078	01/02/2018	**IG SUPPORT OFFICER ROLE** KS to send information to BS about the IG Support Officer activities.	KS	Activity list sent to BS with approx number of hours per item.	01/03/2018	**Closed**
077	01/02/2018	**CONSULTANCY RATE CARD** KS to handover the tracker to the WSIC Programme and inform the consultancies that they should approach them direct with their rates cards.	KS	Tracker sent to KSa with all current submissions. Concerned suppliers informed of new arrangements which would ensure commercial sensitive information was not shared.	01/03/2018	**Closed**
076	01/02/2018	**IG TOOLKIT AND CYBER SECURITY RECOMMENDATION**	KS	RS informed that it had been noted and if decisions were needed it needed to be resubmitted to correct committee with a cover note.	01/03/2018	**Closed**
075	01/02/2018	**NORTH WEST LONDON (NWL) CYBER SECURITY MATURITY MODEL AND CYBER SECURITY TOOLKIT**	KS	AA informed that it had been noted and if decisions were needed it needed to be resubmitted to correct committee with a cover note.	01/03/2018	**Closed**
074	01/02/2018	**NAO LESSONS LEARNT**	KS	AA informed that it had been noted and if decisions were needed it needed to be resubmitted to correct	01/03/2018	**Closed**

#	Date opened	Action	Who	Update	Date due	Open/closed
				committee with a cover note.		
073	01/02/2018	**CIE PROGRAMME** SJ to return to the GG with a report on the programme in primary care and giving access to patients.	SJ	01/03/2018. On agenda.		**Closed**
072	01/02/2018	**BREACHES** EN-W to bring a report on any breaches to the Governing Group and report on actions taken to ensure there are systems in place so this happens in future.	EN-W	01/03/2018. Was on agenda, but EN-W unaware. Now promised for 19/04/2018.	19/04/2018	**Closed**
071	01/02/2018	**ACCOUNT VALIDATION BY CGs** WSIC programme will send all Caldicott Guardians a list of people who have access from their organisation for verification and will let them know about the newly designed form.	WSIC programme	Complete		**Closed**
070	01/02/2018	**APPROVING ACCOUNTS** WSIC programme to implement the new training and spot checks and will amend the form to ensure the signatory is the Caldicott Guardian.	WSIC programme	Complete		**Closed**

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069	01/02/2018	**NEW ISA** DS to request a legal briefing for the GG's next meeting on the relevant benefits and risks of the LLP model for data processors from Data Protection specialist lawyers. BS to confirm which lawyers to use.	DS	01/03/2018: Briefing has been delivered and a note with a recommendation will be prepared for the next meeting.	19/04/2018 agenda	**Closed**
068	01/02/2018	**QUORACY** ISA project team to consider terms of reference of future governing group and consider mechanisms for using available technology to allow for more efficient and robust ways of communicating with a wider group of signatories.	ISA Project team	Noted by team.		**Closed**
066	18/01/2018	**DATA FEEDS (referrals) – DECISION:** The GG are asked to confirm that they agreed that the request for referrals data should be rejected until such time as the new ISA was agreed.	GG	01/02/2018: Agreed with the recommendation of the DSA sub group that this should be rejected at this time, but should be considered again.	1 February 2018	**Closed**
065	18/01/2018	**DATA FEEDS (Community) – DECISION:** The GG are asked to confirm that the community groups could send data to WSIC with appropriate due diligence taking place on their legal basis for processing	GG	01/02/2018: Agreed with the recommendation of the DSA sub group that this should be agreed.	1 February 2018	**Closed**

#	Date opened	Action	Who	Update	Date due	Open/closed
		and communication with patients.				
064	18/01/2018	**COMMUNICATIONS SUB GROUP:** KS to draft invitation for SG to issue to Amy Darlington inviting her to Chair a communications sub group and set up initial discussion about the work with DS and the project team.	KS	01/02/2018: Letter was issued to Amy Darlington from SG. Item is closed, but Communications Sub Group to be added to main agenda.	01/02/2018	**Closed**
062	18/01/2018	**DATA CLEANSE:** KS to undertake an initial review of what data sets are available and general evaluation of their accuracy and usefulness taking no more than one day at the rate quoted (£600). Subject to the outcome, Bill Sturman would need to be approached to approve any further work/funding.	KS	01/03/2018: Still need to identify a single point of truth for contacts. From that GG membership should be properly identified. Agreed method of collection/ownership. National List of Caldicott Guardians out of date. Think DCC would become the core source as it has to list names of who is sharing. 01/02/2018: Proposal rejected. GG stated that need to use information sources that exist.	04/04/2018	**Closed**
060	18/01/2018	**ISA:** **DS to share project plan for ISA with GG.**	DS	01/02/2018: Now a regular agenda item and will be handled during meeting.	1 February 2018	**Closed**
060	18/01/2018	**AMBULATORY REFERRAL:** It was agreed that there needed to be a meeting with ICHT and other stakeholders	Andrew Harrison	01/02/2018: Item closed and will be reopened when the meeting has occurred and there is a report to the Information Governing Group.	01/02/2018	**Closed**

#	Date opened	Action	Who	Update	Date due	Open/closed
		before the project could progress. This meeting should include project and ICHT. LS and Christine Gunn should be copied in so they were aware of progress.				
057	18/01/2018	ISA team to log that research issues are more fully addressed in the new ISA.	ISA project team	This is logged.	1 February 2018	**Closed**
056	18/01/2018	**DISCOVER – DECISION:** The meeting agreed the programme move forwards (using the DSA Sub-Group for Access Requests with an extended audience). The recommendation needs to be ratified by a quorate meeting. SG requested that all GG attendees read the papers provided ahead of a short validation discussion at 1 February Information GG meeting.	GG	The quorate meeting on 1 February agreed that the Discover programme would use the DSA sub group and new terms of reference would be agreed to cover their needs. Members with knowledge of research should be increased. The Information Governing Group approved the launch, but thought that there may need to be further assurances from Brent and a review of the FPNs being used to ensure it covered everything. Item would be closed, but Discover would return to a future meeting and report on progress. The regular DSA Sub Group update would cover the extension of the meeting's remit.	1 February 2018	**Closed**

#	Date opened	Action	Who	Update	Date due	Open/closed
052	18/01/2018	**Meetings** KS to ask PMO to extend the times of the Governing Group meeting on 1 February 2018 to 9am to 1pm. All outstanding agenda items should be moved to the new agenda (and will not be shown as individual action points).	KS	The meeting request was adapted and re-circulated. All outstanding agenda items were repeated on the agenda for 1 February 2018.	Immediate	**Closed**
051	07/12/2017	**Meetings** KS to inform PMO to cancel January and set up 18 January meeting as agreed.	KS	The meeting request was adapted and re-circulated	Immediate	**Closed**
048	07/12/2017	**TPP – validation list** **LS to bring validation list to a future meeting**	LS	01/03/2018: CD's team are putting the list together and will report back in due course. Will need to sense check with CCG colleagues. Progressing reasonably quickly.	19/04/2018 agenda	**Closed**
047	07/12/2017	**Communications sub group** KS to review the terms of reference of the previous group and bring a draft to the next GG.	KS	**01/02/2018:** This was discussed on 18 January 2018 and the revision of the ToR would be a task for the new sub group. Priority is setting up the group.	18 January 2018	**Closed**
041	07/12/2017	**London North West** **IR agreed to write to SP to confirm her preferred treatment of active and newly trained users.**	IR	01/02/2018: The process of involving CG had been reviewed and new arrangements were on the agenda. IR would confirm with Sonia Patel the current status of her termination for	19/04/2018 agenda	**Closed**

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#	Date opened	Action	Who	Update	Date due	Open/closed
				LNW from the ISA. Were we in a 'stop the clock' period while things were considered. Or was she satisfied with progress and withdrawing her termination?		
				If termination was to go ahead then discussions needed to start about exit and withdrawal of data held.		
038	07/12/2017	**London North West** **AL [IR] agreed to update the project tracker and post it on the web site.**	AL/IR	01/03/2018 Make sure it is on the list for the communications sub group work.		**Closed**
037	07/12/2017	**London North West** **AL [IR] agreed to seek greater clarification over the 'low risk' assessment.**	AL/IR	01/03/2018: SG to write letter updating LNW and asking them to confirm their current position. Report back to next meeting (item on agenda) 01/02/2018:Sonia Patel had asked for greater assurance on the low risk rating in the paper from David Newton that data could not be reidentified. IR agreed to speak with Sonia Patel again about this issue to confirm nothing more was required.	19/04/2018 agenda	**Closed**
036	07/12/2017	**London North West** **AL [IR] agreed to seek advice from**	AL/IR	01/03/2018: SG to write letter updating LNW and asking them to confirm their current position.	19/04/2018 agenda	**Closed**

#	Date opened	Action	Who	Update	Date due	Open/closed
		DACBeachcroft over any risks from past data sharing.		Report back to next meeting (item on agenda) 01/02/2018: IR met Sonia Patel and DACBeachcrofts LNW need assurance about what was happening August 17 and six months before. Assumed to be minimal risk, but action was agreed to write to people about what was held. There may be no one impacted and if they were it is likely to be a signatory.		
035	07/12/2017	De-identified contract AL [IR] agreed to contact DACBeachcrofts for them to validate that all their concerns had been addressed and the version circulated was the final version as agreed by them	AL/IR	01/03/2018: Item for next agenda. 01/02/2018: IR confirmed that they had a meeting with Beechcroft. It had been clarified that comments were on the form and not the contract itself. Those comments had not been fully reflected and would now be processed. The issue was how long access was granted form. Recommendation was six months before a return to the group to show continued need. IR would be preparing a final iteration and then come to the GG to sign off contract AND access form.	19/04/2018 agenda	**Closed**

#	Date opened	Action	Who	Update	Date due	Open/closed
019	05/10/2017	**SJ suggested that a WSIC update to be provided to the Portfolio Board**	BS	01/03/2018. On agenda for next meeting. Can now be closed. 01/02/2018. WSIC update would be sent to the Portfolio Board. BS would put WSIC on the agenda. 07/12/2017: WSIC Programme had not yet been invited to present at the Portfolio Board, but would be happy to attend and provide a demonstration. Bill Sturman agreed to organise an invitation.		**Closed**