



**Digital North West London
Information Governance Group
Thursday 1st December 2016
Time: 9.15-12.00**

Venue: 5th Flr Boardroom, British Dental Association, 64 Wimpole Street, W1G 8YS
Minutes

ATTENDEES

Name	Role	Organisation	IN.
Amanda Lucas	WSIC Dashboards Programme Manager	NWL Collaboration of CCGs	AL
Angeleca Silverside	Lay Partner	West London	AS
Araripe Garboggini	IG Manager	CNWL	AG
Abhi Abraham	Security Officer	NWL CCGs	
David Stone	Consultant	Kaleidoscope Consultants	DS
David Granger	IG Manager	Patient Knows Best	DG
John Norton	Lay Partner	Central London	JN
Katrina Smith	IG Manager	WLMHT	KS
Kate Glass	Network Manager	Brent – Kilburn	KG
Laurie Slater	GP IT Lead	Hammersmith and Fulham CCG	LS
Mohammed Ali	IG Manager	HRCH	MA
Philip Robinson	IG Manager	Imperial Hospital	PR
Raj Seedhar	IG Manager	Brent	RS
Sanjay Gautama	Clinical Director/ Co-chair	Imperial	SG
Saira Arif	Project Support Officer	Digital NWL Programme	SA
Simon Howarth	Dept SIRO	LNWH	SH
Sonia Patel (CHAIR)	Digital Programme Director	NWL Collaboration of CCGs	SP
Stephen Janering	Project Manager - CIE	Imperial NHS Trust	SJ
Steve Murphy	IG Manager	Triborough	SM
Fred Gregory	IG Manager	CLCH	FG
Jacqui Sinclair	Interim IG Manager	BHH	JS
Christina Meehan	Project Manager	Healthy London Partnership	CM
Craig Tucker		NHS 111	CT

PART ONE: Governance

1. Welcome and Introductions –



- Welcomed every member to the meeting

2. Minutes and Actions – Sonia Patel

- The minutes of 3rd November 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
259	07.07.2016	SJ to email SP asking what the patient opt out process should be	SJ/SP	Once C3 signed off, bring to December.	Paused
277	01.09.16	joint letter with LLMC to GP's end of October	SJ/SP	Finalising revisions to comments from LLMC on Digital ISA before proceeding	Paused
230	07.07.2016	Adoption and sign off of the ISA needs to be reviewed in relation to Caldicott 3	SB	ISA adopted, to be taken back to legal advisors. Caldicott 3 not signed from DoH yet.	Paused
251	07.07.2016	Align version 2 of WISC communication documents to CWHEE MOU and CIE	AL	As part of sub-group	Paused

OPEN/CLOSED

#	Date	Action	Who	Update	Status
210	05.05.2016	Bring back assurance agreement, privacy policy and user acceptance agreement to this Group, for noting, in June	SJ MA	User acceptance agreement was being worked on by lay partners. Currently with Michael Morton. SP to pick up with Michael. AS to follow up. Action to be complete by Xmas.	Open
221	05.05.2016	AL/JC to bring penetration test from SECSU for discussion at the next meeting	AL/J C	Amanda to close down with written confirmation of outcomes of the penetration test. Raj to acknowledge written evidence.	In progress
236	07.07.2016	SB/SP to engage with LLMC on the new version of the ISA	SB/ SP	LMC satisfied, joint statement drafted.	Closed
248	07.07.2016	AL to articulate what other data sets are required for on-boarding of data for WSIC over next 6 months	AL	Action to be part of sub committee.	Open
254	07.07.2016	Hounslow and Ealing council to send data to WISC Data warehouse	RB	Sub committee	Closed
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	Highlight report requested from sub group.	Sub group



264	07.07.2016	RB requested more primary care participation within the group	SB	Advice required from LMC with members support.	Closed
279	01.09.16	One pager on Digital NWL Programme as standing item on agenda	SB	Still working with comms team to develop what this will look like.	Open
281	01.09.16	Update from the pilot CIE GP practices for the next meeting (October)	SJ	CIE update	Closed
282	01.09.16	AL to bring back update on the user case for secondary care for the WSIC Dashboards	AL	User case scenarios still being worked on. (Secondary care)	Open
285	06.10.16	Protocol to mention what is and what isn't an incident, needs more work around the definitions and levels	All	Discussed on agenda.	Closed
286	06.10.16	The protocol to go to the Security, Access and Security Committee for further comment, to be signed off in December	All	Discussed on agenda	Closed
287	06.10.16	The following providers to test Data Controller Console: Philip from Imperial, Chelwest, Jo from LNW, Janice from TriBorough Social Care; Richard and Laurie to undertake beta testing. Digital Team to set up.	Digital Team	Discussed on agenda	Closed
288	06.10.16	PKB to confirm timeline for development of the GP data filter as mentioned in previous meeting.	DG	Discussed on agenda	Closed
289	06.10.16	Kaleidoscope to update on development of Operating Manual for the WSIC dashboards.- For separate discussion on the agenda of the Governing Group	DS	Discussed on agenda	Closed
290	06.10.16	AL to bring back to the group, the drafted paper which Kaleidoscope will review – this will help explain how different providers/systems access the data.	AL	Discussed on agenda	Closed
291	06.10.16	RS to liaise with SB and provide ideas / methodologies used around PIA	RS	To be addressed in April 2017 in time for new legislation.	In Progress
292	06.10.16	Kaleidoscope to liaise with SB ref the operating manual to make sure it is aligned with current Gov. Group documents. DS to bring update to future agenda	DS	Discussed on agenda	Closed
294	06.10.16	Agreed that discussions around bringing in other partner providers needs to be put as an item on agenda for the Sub Group for Access and Security.	Digital	Discussed on agenda	Closed
295	06.10.16	SG and SP to discuss further the question around funding of PIA as there are 2 hosts of 2 systems on the same ISA.	SG/SP	To revisit in April 2017	In Progress
297	06.10.16	SB to work with GG and Programmes to prepare paper on risks and issues for next meeting.	SB/GG	Risk and issues log developed and on agenda for discussion.	Closed
298	06.10.16	Set up a Controls Table identifying what the controls are for WSIC Dashboard- RS.	RS	April 2017	In Progress



299	06.10.16	LS to bring back to MOU once adopted and proposal for aligning governance groups.	LS	LS updated	Closed
302	06.10.16	Find out who the Caldicott Guardian is for Royal Brompton & Harefield Hospital	SB	Part of on boarding	Closed
303	06.10.16	SB to liaise with SJ about going out to Harefield and Royal Brompton with CIE to get them on board.	SB/S J		Closed
304	06.10.16	CMC to be invited to Future IG Group to understand the processes and design principles adopted by the IG Group. (LS) Invite to January Meeting.	Digit al		Open
306	03.11.16	To add following substantive item to next meeting's agenda: ACP development and ISA	SB	On agenda	Closed
307	03.11.16	HLP to bring back roll out plan of DCC in December when they attend	HLP	On agenda	Closed
308	03.11.16	AS to provide group with User Matrix example	AS	To be sent to SJ	Open
309	03.11.16	SJ to keep Register of PIO but shared with Gov. Group	SJ		Open
311	03.11.16	Sub group to be set up to work with SJ-NB/LS/Katrina Smith to be part of a discussion around sharing of mental health records.	Digit al	Discussed at sub committee. Clinical leadership group?	Open
313	03.11.16	Update Incident Protocol to show that Partner providers incidents relate to are made aware	SB	On agenda	Closed
314	03.11.16	DG to send information the CL about PKB incident ref Chel West	DG	Covered in sub group	Closed
315	03.11.16	DG to provide a formal letter from PKB with assurances that issues are being resolved and things are in place.	DG	Letter done, DG to send to SB	Closed
316	03.11.16	DG to share NCRS blog link with group	DG	Shared in last session.	Closed
318	03.11.16	DE identified data request and children's data request to be resubmitted with proposed changes	AL	Sub group. Still questions to be addressed.	Open
319	03.11.16	Six monthly plan for WSIC dashboards needed to help with organising sub groups	AL		Closed
320	03.11.16	WSIC dashboards team to update the data access request form, send to Governance group,	AL	Action in sub group	Sub group
321	03.11.16	AL, conformation to group that the children's data asked for is same as adult	AL	Sub group	Closed



		data requirements. Specifically noted around children's mental health data and bring back to the group			
322	03.11.16	AL and team to collect the names of the various Information Asset Owners for each provider as they progress. These names and details to be then held by the Governing group.	AL	To be done through tool	Closed
323	03.11.16	Bring back proposed Children's data set for group to review as part of data collection	AL	Data group	Open
324	03.11.16	AL to bring back user cases of children's data usage before collection for more than H&F area	AI	Complete	Closed
325	03.11.16	AL and Tiffany to collect the names of the various Information Asset Owners for each provider as they progress. These names and details to be then held by the Governing group.		Collected through tool.	Closed
326	03.11.16	ACP to be an item on agenda for next meeting.			Closed
327	01.12.16	More information requested on the costings on the DCC to be circulated as well as the user guides.	CM		Open
328	01.12.16	Amend scoring for each risk on risk register, modify changes suggested and re circulate risk register.	Digital		Open
329	01.12.16	Everyone to review the Incident Management protocol and provide comments.	All		Open
330	01.12.16	RS to think about TOR for new suggested operational group/ what to call it.	RS		Open
331	01.12.16	TOR to be reviewed by all, comments to be provided to team.	All		Open
332	01.12.16	Action: For sub group – include decision and recommendation log so it is clear to the IG group what is being sought approval.			Open
333	01.12.16	Invite Dawn from NHSE to future meeting.			



334	01.12.16	SP to look at the operating manual and have discussion with DS.	SP/D S		Open
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- Minutes from November passed
- Discussion with LS regarding getting more GP representation at the IG Group.
- LS has also pushed for IG Lead per CCG, but resources and funding is tight. LS is happy to report back to them, but it would be ideal for each GP IT Lead to be represented.
- SP, suggested that we reach out to LMC to see who would be appropriate representative.
- DS, comms issue – GPs that do attend need to feedback to GPs that don't attend.
- The legal representation around the group needs to represent data controller.
- Medium to long term goals to work on include: development of ACPs, what we might look at in terms of data controllership, new legislation.
- Short term goals to bridge: SP to talk to LMC and confirm primary care representative.
- SP, update on the LMC. LMC visited as part of CIE adoption. It has taken a little while to progress with the LMC due to key medical director being away. Correspondence from LMC received indicating that they are happy for group to move forward, however has a few queries about the actual data in CIE and what is being collected. Joint statement has been drafted.
- SP will include LS and SG into correspondence to close of the LMC queries.
- Proactive involvement of LMC discussion.
- Nilesh Bharakhada from Hillingdon to be included in further LMC discussions.
- LS, update on MOU group meeting where a slimmed down version of the MOU integrated with the overarching Information Protocol as an umbrella. General agreement and feedback received. Issues raised around accountability and roles, responsibilities of social services. LMC need to be engaged in the process. LS felt that LMC had moved back a pace. The actual document being revised has been accepted by the group. Next steps are for LMC to approve.
- Decision log to be linked to risks and issues log. Decision log to be in reverse chronology.

Healthier London Partnership: Data Controller Console Launch & Deployment Plan

- Tool being developed, Data Controller Console, to help maintain the number of ISAs.
- HLP have identified the key issues they were tackling when designing the DCC: a manual process, time consuming, lack of visibility.
- Idea of the DCC is to provide that visibility and aid that administrative burden on ISAs across pan London. Idea is to also develop a membership to ensure data is being shared appropriately.



- UAT's scheduled between 5th - 12th December.
- Engagement will start with Acute. Staggered timeline including working with community services, social services and then GPs.
- Discussion around best approach to identifying GPs to involve. LS suggested taking one CCG at a time.
- SP, whilst we have a staggered approach, we can still pursue others such as community.
- Cut-off date will be after the UAT.
- Non beta release expected in end of March 2017.
- Question around existing ISA's with external parties.

Action: More information requested on the costings on the DCC to be circulated by CM as well as the user guides.

Risk Register

- SP, took group through the red rated risks. Noted that post mitigation risk will be included too.
- To change: Likelihood to be put as score of 3.
- Suggestion made of combining risks and consequences of those risks.
- SP, one of the key models of information sharing case is that it is direct use. We currently have direct care but at the same time we are having DE identified data sets being stripped out of it.
- DS, not a risk because in the PIA, data controllers with subject access request go to individual data controllers and they don't use the data in the system to satisfy subject access, they refer the requester to the other data controllers.
- The group discussed that what was missing was the actions relating to each of these risks. It was suggested that each risk should be linked to an action.
- SG suggested that scoring is disproportionately high. There is a risk there but rating is very high. The premise is that we are putting in a system that is predicated on direct care, there is a huge amount of work to do but suggestion made to take off 1 point from each risk.

Action: Amend scoring for each risk, modify changes and re circulate risk register.

Security Protocol V2: Incident Management Protocol

- Revisions made from previous versions that we can work towards to.
- RS, currently no established operational group to review list of issues and incidents, lessons learned, then report back to IG Group every quarter.
- Knowing when to inform other partners that there's an incident that compromises data shared.
- SG, discussion around looking at incidents in terms of what you do locally and how you manage it here in this group.



Action: Everyone to review the protocol and provide comments.

Action: RS to think about TOR for new suggested operational group/ what to call it.

Update from Access, Security and Data flows sub-group

- First thing was to establish what kind of group this was. It was agreed this was not a decision making group, however it is able to follow up on key points of interests.
- TOR to be approved by IG Group. If it's not identifiable data, then sub group can make decisions.
- Frequency of group will have to be monthly (before IG) to ensure recommendations are brought to IG Group.
- Sub group update agreed to be standing item on the IG Group agenda.
- On boarding process – there are some issues around third parties sectors who are not legal entities.
- Membership- ideal to have representative from acute, community, social, GP/CCG and patient.
- LS, should we work on a more digital forum.
- Agreed quorate: representative from each partner provider.
- AL, not clear what the recommendations for IG group are
- Outcomes from sub group: under what basis can we override patients stated preference in PKB. Medical capacity assessment will need to be done.
- DS, update on HIV being taken out of sexual health and being put into general health, discriminatory to be treated differently under new Act. Key point is where this information comes from. In CIE, we only have data derived from general medicine records. Within CIE, patient can choose to hide this data. SG, need to be clear on fair processing around this. This is source specific.
- LS, this is a good example of the complexity of discussion that needs to be covered in the sub group and brought to the IG group for recommendation and approval.
- LS, we should have one fair processing agreement across. Previously everyone used the whole systems fair processing.
- SP, IG group needs to oversee the fair processing and all related change management.

Action: TOR to be reviewed by all, comments to be provided to team.

Action: For sub group – include decision and recommendation log so it is clear to the IG group what is being sought approval.

Development of Accountable Care Partnerships and future requirements

- SG, we are moving towards different ways of delivering health and social care; delivering care to population group.



- H&F are looking at putting in ACP with ChelWest and Imperial and WLMHT and started to look at projects of improving healthcare in certain communities.
- SP, IG group is linked to the STP. It is a planning group which providers are linked to. IG Group reports to Digital Programme Board which reports into the STP Care and Transformation Board. If we are an STP, why are we considering ourselves different data controllers? Can we move to one data controllership. If we have shared systems, why do we need two data controllers?
- DS, we are not a legal entity and therefore cannot be a data controller.
- We are not clear on the shape and form of the ACO's developing. The clearer we are on this, the better we can set the direction.
- LS, we should have ACP high on the agenda for the IG Group. More information needed on ACP's.
- SP, there four things we are trying to do around sharing principles - sharing between source systems or shared systems, eg MOU; aggregating data from multiple sources for shared care record, eg CIE; sharing that aggregated data with patients; population analytics of which WSIC dashboard is part of this. So if were to shape the ISA, we would look at these four things.
- SG, we are keen to use what we already have.
- SG asked group to consider what the options are for that ACP to function; and what are the recommendations.

Action: Invite Dawn from NHSE to future meeting.

Care Information Exchange (CIE)

- Proposal for 111 adoption looked at. Presented by Craig
- Group commented on the proposal being a "share out", and questioned where is the share in.
- Proposal for 111 adoption welcomed.
- AS, how do you verify patient if carer calls – Craig confirmed that there are ways of using other demographics.
- SP, every provider who wants to sign into the ISA, should come and present at the IG Group that they have met all the requirements. SG agreed, that providers should meet all requirements before coming to present to this group.
- DS, there needs to be an on boarding process.

WSIC



Paper 4 - 2016 12 01
WSIC DWH Programm

- AL, provided update of WSIC dashboards
- Requests made for each network federation to come to IG Group once all requirements have been met
- There needs to be more discussion around the on boarding process.
- DS, Operating manual background discussed.



- SP, pointed out that this is incorrectly marked up as Digital NWL. It was confirmed this is an Operating Manual for the dashboards, not for the IG Group.
- Children data discussion to be taken offline – SP and AL to discuss further.

Action: take offline, SP to look at the manual.

DECISION LOG

#	Date	Decision
001	03.11.16	Group agreed that it is a good tool to group together all the ISA's in once place however some concerns raised when HLP stated patients would be able to tweak documents and have access to.
002	03.11.16	Recommendation to switch off those consent/contact options until further discussions had, unless PKB can provide assurances that have been worked through .
003	03.11.16	Continuing with face to face model for on boarding of patients which works well for CIE for patients using the dashboard.
004	03.11.16	Create a standard arrangement for staff verification which is the RA model
005	03.11.16	To disable those options which CIE are currently being used. To switch off those options until further discussions had, unless PKB can provide assurances that have been worked through.
006	03.11.16	Provider Partners are happy to add in NCRAS consent item to CIE record for NWL
007	03.11.16	Agreed by group to have scrambled NHS number, post code plus three. Need to resubmit form to group once changes have taken place
008	01.12.16	Every new provider who wants to sign into the ISA, should present at the IG Group once they have satisfied all requirements.
009	01.12.16	IG group to oversee the fair processing and all related change management.
010	01.12.16	Standing item on IG Group agenda should include Sub Group update.
011	01.12.16	Risk register to be linked to actions.