



Digital North West London
Information Governance Group Minutes
Thursday 04th May 2017
Time: 9:30-12.00

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

Minutes

NOTE: By agreeing to these minutes, you are providing formal approval of the decisions therein in your capacity as a signatory of the Digital ISA and a Data Controller (please refer to Decision Log).

Where written endorsement or objection is not obtained by 30th May 2017, the absence of response will be recorded as an approval.

ATTENDEES

Name	Role	Organisation	IN.
Amanda Lucas	WSIC Dashboards Programme Manager	NWL Collaboration of CCGs	AL
Sophie Gomez	Assistant Data Protection Officer	Imperial	SG
John Norton	Lay Partner		JN
Philip Roberson	IT Data protection Officer	Imperial	PR
David Stone	Consultant	Kaleidoscope Consultants	DS
David Granger	IG Manager	Patient Knows Best	DG
Emma Cooper	Digital IG Lead	NWL Collaboration of CCGs	EC
Minam Rizgai	Governance Lead (Representing Whole Systems for Harrow Health)	Harrow CCG's	MR
Steve Murphy		Westminster Council	SM
Mohamed Ali	IG & Information Security for North West London		MA
Lisa Francis	Project Administrator	NWL Collaboration of CCGs	LF
Ritu Sharma	Information Governance Manager	The Hillingdon Hospital NHS Foundation Trust	RS
Laurie Slater	GP IT Lead	Hammersmith and Fulham CCG	LS
Raj Seedher	IG Manager	Brent	RS
Richard Baxter	GP IT Lead / Chair	Hounslow CCG	RB
Jacqui Sinclair	Information Governor	Brent & Harrow CCG's	JS
Sanjay Gautama	Clinical Director/ Chair	Imperial	SG
Sonia Patel	Director	NWL Collaboration of CCGs	SP



PART ONE: Governance

1. Welcome and Introductions –

- Welcomed every member to the meeting

2. Minutes and Actions – Emma Cooper

- The minutes of 2nd March 2017 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	01.09.2016	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
327	01.12.2016	More information requested on the costings on the DCC to be circulated as well as the user guides.	CM	Presentation on DCC delivered to Group. Funding is not there, may not be viable for NWL. This is currently on the risk register. Action and feedback to be provided by SP	Paused

OPEN/IN PROGRESS

#	Date	Action	Who	Update	Status
279	01.09.2016	One pager on Digital NWL Programme as standing item on agenda	SP	Still working with comms team to develop what this will look like. (SP did not have time to give a update – remains in progress)	In Progress
291	06.10.2016	RS to liaise with SB and provide ideas / methodologies used around PIA	RS	PIA to be reviewed this year for the whole project. Operational Sub group to review overall PIA. Outstanding PIA for Care Management, the Sub Group on the 16 th May to drive this forward	In Progress



295	06.10.2016	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	Discussions remain to be had.	In Progress
298	06.10.2016	Set up a Controls Table identifying what the controls are for WSIC Dashboard- RS.	RS	To be picked up at the Sub Group on the 16 th May 2017	In Progress
304	06.10.2016	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.	Digital	EC to have a discussion with BS to see where the CMC fit in. Invite CMC to these meeting going forwards, to help understand how CMC fits into the wider strategy.	Open
330	01.12.2016	RS to think about TOR for new suggested operational group/ what to call it.	RS	TOR was reviewed and concluded that a the Operational Sub Group and Data Access Sub Group should be amalgamated into a two part meeting. Updated TOR to be brought to next meeting.	In Progress
343	02.02.2017	EC to look at what Imperial has in place with regards to a programme which captures all risks and allows for sharing with data controllers.	EC / PR	This remains open and EC to drive forward.	Open
345	02.02.2017	LS to have discussion with the Clinical Group looking at proportionality. EC to form part of that.	LS/EC	EC suggested providing group with guidelines for data minimisation. Group felt that clinical representatives were well versed in this area and support was not required. Recommend close action.	Open
346	02.02.2017	LMC: EC to draft letter to show Imperial and CCG support for the LMC progression. To include Chair's signatures, Champion SROs and lay partners. Ensure the letter draws out the key bit about patient safety being an issue. Suggested to add a deadline to the letter	EC	Requires progression to arrange this meeting. To coordinate with the meeting relating to DCC also.	Open
347	02.02.2017	PR to liaise with LS to see how MOU has been amended.	PR/LS	MOU is on hold for the moment whilst solutions relating to TPP are considered. EC and LS will continue to discuss with LMC.	In Progress
350	02.02.2017	To add in decision from December meeting regarding the medical exclusions.	SA	Added to Decision log. Completed. Recommended closed.	Closed
351	02.02.2017	Suggestion to review who has attended the IG group over last six months.	SA	Resources needed to commit to this group. Agenda needs to be slimmed down. Mapping of where different issues need to be directed. Review to be completed.	In Progress
355	02.02.2017	Issue letter relating to Easy - Read Children's data – to go through 2 week process.	EC	Objections logged. RB to speak with Brent/Harrow/Hounslow, where the 3 rejections came from to move things forward.	In Progress
356	02.02.2017	NWL Pathology ISA to be brought under the ISP – discussion point to be brought back to March agenda.	EC	Discussed in main agenda.	In Progress
357	04.05.2017	MASH ISA to be brought under ISP	LS / EC	LS to continue to consider how S1 issues will impact on access under MASH ISA. Review of MASH ISA to continue until agreed.	In Progress



CLOSED

309	03.11.16	SJ to keep Register of Privacy Officers but share with Gov. Group	SJ	Added to the decision log – Digital team to collect this.	Closed
331	01.12.16	IG Group TOR to be reviewed by all, comments to be provided to team.	All	Completed	Closed
333	01.12.16	Invite Dawn from NHSE to future meeting.		Invited. Waiting for confirmation	Closed
210	05.05.2016	Bring back assurance agreement, privacy policy and user acceptance agreement to this Group, for noting, in June	SJ MA	BKP Agreed to remove liability limit and include statement around backing up of data for users.	Closed
335	12.01.17	Incident Management Protocol – agreed by group, to be published.	EC	Complete	Closed
336	12.01.17	DG to produce the Incident protocol letter on letter headed paper, send to EC for records.	DG,EC	Completed	Closed
337	12.01.17	JN to work with DG to go over the revisions of the user agreements.	JN/DG	Discussed on agenda	Closed
338	12.01.17	DG to note that the definitions in agreement need to be pulled out and clear for patients to see and understand.	DG	Complete	Closed
339	12.01.17	Social care data set request by CAG– to be reviewed within 2 week time frame.	AL	Agreed by Group. 2 week approval window saw no objections.	Closed
340	12.01.17	Recommendation: Review Fair processing to help align with AL’s work. Also FP to include children.	All	Taken up by comms sub group. To be circulated for 2 week approval.	Closed
341	02.02.17	Risk register: Any additional new risks that are identified to be sent to EC.	All		Closed
342	02.02.17	Risk register: EC to include risk mitigation score	EC	Completed	Closed
344	02.02.17	Risk register: to add in, which part of programme the risk relates to, as well as who the risk owner is.	SP/EC	Completed.	Closed
348	02.02.17	Risk register: to add in regarding dependency on central flows/ data flows when ACP comes in.??	EC	Added to risk register.	Closed
349	02.02.17	AS and JN to have meeting – Privacy and user agreement to be finalised for	AS/JN	Completed	Closed



		March meeting.			
352	02.02.17	CIE recommendations from this meeting to go through 2 week process.	All	Approved.	Closed
353	02.02.17	Add to risk register: LMC approval delay, GP Practices currently waiting.	EC	Completed.	Closed
354	02.02.17	Develop the existing Comms Sub Group which JN chaired in past.	EC	Completed.	Closed

MINUTES

- EC took group through the register. No new risks and mitigations are in progress.
- The need for an annual report was discussed to contain progress through year, incidents and lessons learned.
- Design Authority recommendations for IG Group content and Structure will be discussed at next meeting 8th June.
- **LMC Update** covered during action updates
- **Operational TOR** – covered during action updates
- **Discover Presentation provided by DS:** Discovery is accountable to the ICH Partnership Board, which include academic institutions, CEO' and the CHAIRS within North West London. Patients are in control always throughout the research programme to OPT out should they so wish to do at every stage of the operation. 16 GP practices are a part of the Programme. Modelled on SHARE.
- Group raised questions about Brent CCG accountability and engagement as well as the branding needing to reflect its linkage with WSIC. There will be a need to integrate with FPN comms and review process flows and operating procedures at sub group. Finalise technology integration. Bring back to next meeting for formal sign off and share the LMC approval letter.
- **GDPR DPO:** Update will be provided at next meeting 8th June 2017.
- **MASH ISA:** LS talked about the ISA being proposed. Agencies include police / health / education. Hoping to being under the umbrella of the NWL ISP. GPs will be asked to sign the ISA where they have not before IGA confirmed that for systematic sharing – ISA is required. Made some changes to timeframe for GP response. Need to ascertain how access / break glass issues will be resolved. Plan to identify a checklist to provide internal assurance for GPs with respect to TPP.
- **NWL Pathology ISA requires progression.** PR to provide to EC for review.
- **IAPT**
- **WSIC Update:** general updated provided. Indicated that some 60 providers do not have up to date toolkits. Group agreed two-week period to provide improvement plan and then start to consider discontinuing access. Data access requests on agenda were approved in principle subject to creation of a contract to limit use of data. EC and AL will continue to work on the Data Access review to ensure that the mission of the WSIC data access doesn't drift and consideration is systematic.
- **CIE:** Request to be a signatory from Royal Brompton & Harefield NHS Trust was approved by the group.

INCIDENT LOG

Internal Reference No	Date	Summary	Who	Update	Status
COM0657222	14.02.2017	PCD not redacted from transferred data between analysts.	AM / JS	Incident briefing presented. Further investigation completed. Graded as 'near miss'. Lessons learned and mitigations implemented.	Closed



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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.



012	04.05.17	Request from Royal Brompton & Harefield NHS Trust to become a signatory to the ISA was approved.
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