



**Digital North West London
Information Governance Group
Thursday 6th October 2016
Time: 9.30-12.00**

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

Minutes

ATTENDEES

Name	Role	Organisation	IN.
Sanjay Gautama (CHAIR)	Caldicott Guardian	Imperial NHS Hospital Trust	SG
Abhilash Abraham	ICT Security Manager	NWL Collaboration of CCGs	AA
Angeleca Silverside	Lay Partner	West London	AS
Bill Sturman	Director of Informatics	NWL Collaboration of CCGs	BS
Caroline Law	Head of IG	ChelWest/WestMid	CL
Cyndee Massa	IG Coordinator	CLCH	CM
David Stone	Consultant	Kaleidoscope Consultants	DS
David Granger	IG Manager	Patient Knows Best	DG
Gilbert George	Interim Head of Governance	Brent CCG	GG
Ian Riley	Director of Business Intelligence	NWL Collaboration of CCGs	IR
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
Muhammad Ali	Head of Governance	HRCH	MA
Philip Robinson	IG Manager	Imperial Hospital	PR
Raj Seedher	IG Manager	Brent Local Authority	RS
Saira Arif	Project Support Officer	Digital NWL Programme	SA
Selin Barnett	Digital Project Manager	NWL Collaboration of CCGs	SB
Sonia Patel	Digital Programme Director	NWL Collaboration of CCGs	SP
Stephen Janering	Project Manager - CIE	Imperial NHS Trust	SJ
Amanda Lucas	WSIC Dashboards Programme Manager	NWL Collaboration of CCGs	AL
Christine Meehan	Senior Analyst	Healthier London Partnership	CM
Niall Burns	Developer	Symphonic	NB
Donall Burns	Developer	Symphonic	DB





PART ONE: Provider Partners

1. Welcome and Introductions – Sanjay Gautama

- Welcomed every member to the meeting

2. Minutes and Actions – Selin Barnett

- The minutes of the 1st September 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
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

OPEN/CLOSED

#	Date	Action	Who	Update	Status
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	To bring back to November meeting for update.	Open
216	05.05.2016	Patient Activation Measurement to be brought back to July Governance Group meeting	SB	To note that Patient Activation Measures are going in. Practices and colleagues aware of this.	Closed
218	05.05.2016	RB/AL to hold a discussion with Royal Free on cross-border patients, exploring their principles and assumptions	SB/S P	Future session needed on this. Security & Access Data sub group to be set up once TOR approved.	Open
221	05.05.2016	AL/JC to bring penetration test from SECSU for discussion at the next meeting	AL/J C	Test done, outcome looking positive.	In Progress
222	05.05.2016	AL/SJ to meet to work up joint narrative for care staff and patients ref CIE and WSIC Dashboards	AL/S J	Meeting scheduled for 7 th Sept.	Closed
228	07.07.2016	JA to feedback advice on third sector providers from the national SIGN group at the next meeting	JA	Followed up and discussed.	Closed



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.	Open
232	07.07.2016	The PIA to be updated and signed off by October	SB	SP	Open
234	07.07.2016	SB to update the terms of reference	SB	TOR all circulated. To be noted.	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	Confirmed.	Closed
239	07.07.2016	AC to send PID to SB to circulate to members of the group	SB	PID sent and circulated. Discussed on agenda.	Closed
240	07.07.2016	AC to show patient verification version at a future meeting	AC	Discussed on agenda.	Closed
241	07.07.2016	SB to clarify how and who could help AC pilot the console in NWL	SB	SB discussed and clarified with group.	Closed
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	Discussed on agenda.	Closed
246	07.07.2016	AL to share version 2 of comms with JN and bring back for sign off	AL	Circulated and discussed.	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	On-going. To be picked up in sub group.	Open
249	07.07.2016	AL to send notification of chairs action for approval by group WISC dashboards	AL	Notification of chairs action sent and discussed by group.	Closed
250	07.07.2016	WISC dashboards: Kaleidoscope commissioned and process procedure to be brought back to the Governance Group	AL	Bring back to November meeting.	Open
251	07.07.2016	Align version 2 of WISC communication documents to CWHEE MOU and CIE	AL	As part of sub-group	Open
253	07.07.2016	AL to get in writing from HSCIC that they will allow us their reductive clear data flows	AL	To be circulated	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
257	07.07.2016	SB to update terms of reference to reflect adoption of CIE	SB	Circulated to group	Closed
258	07.07.2016	SJ to share Imperials sign up of patients process with all partner providers so they are able to get ready for on-boarding patients	SJ	SB to circulate to group	Open
259	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	Sub group action	Open
260	07.07.2016	SJ to forward SP a forward business plan for CIE	SJ	Sub group action	Open



261	07.07.2016	RB requested more primary care participation within the group	SB	Ongoing	Open
262	07.07.2016	Caldicott Guardians for all CCGs to be invited to join the group	SB	Ongoing	Open
263	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	To be brought back to November meeting as an item on agenda.	Open
264	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	Group updated. Discussed on agenda.	Closed
265	01.09.16	Governance group members to review and comment back on TOR	All	TOR reviewed.	Closed
266	01.09.16	Update the TOR to reflect the comments in the initial discussion. Including working to agree lay partner wording	SB	TOR updated.	Closed
267	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	Addressed on agenda.	Closed
268	01.09.16	Look at alignment of agreements in NWL data controller console	SB SP	Addressed on agenda.	Closed
269	01.09.16	Look at aligning MOU and NWL ISP	SB LS	Updated in group.	Closed
270	01.09.16	Group and programmes to comment back on sub-groups (2 week period)	All	Responses received.	Closed
271	01.09.16	Governance group to comment back on security incident protocol	All	Addressed and discussed on agenda.	Closed
272	01.09.16	Laurie to update the governance group with royal college guidelines and response to using apps, integrated systems and analytics tools	LS	Update provided below	Closed
273	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	Addressed by SG, meeting set up.	Closed
274	01.09.16	One pager on Digital NWL Programme as standing item on agenda	SB	Bring to November meeting.	Open
275	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	Addressed on agenda discussed in group.	Closed
276	01.09.16	Update from the pilot CIE GP practices for the next meeting (October)	SJ	Carried over	Open
277	01.09.16	AL to bring back update on the user case for secondary care for the WSIC Dashboards	AL	Finalising cases with clinical advisory group	Open



278	06.10.16	Sub Group for Access and Security to be set up – substantial item on agenda to include discussions around bringing in other partner providers	SB		Open
279	06.10.16	GG to supply a template to record risks, decisions and actions.	GG		Open
280	06.10.16	Protocol to mention what is and what isn't an incident, needs more work around the definitions and levels	All		Open
281	06.10.16	The protocol to go to the Security, Access and Security Committee for further comment, to be signed off in December	All		Open
282	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		Open
283	06.10.16	Query about whether PKB had been able to develop the GP data filter as mentioned in previous meeting. DG to confirm with PKB colleagues and provide update.	DG		Open
284	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		Open
285	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		Open
286	06.10.16	RS to liaise with SB and provide ideas / methodologies used around PIA	RS		Open
287	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		Open
288	06.10.16	To set date for access and security Sub groups who will be the operational arm of the IG Group.	SB		Open
289	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		Open
290	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		Open
291	06.10.16	DS to provide feedback and comments on Governance Group TOR to SB	DS		Open
292	06.10.16	SB to work with GG and Programmes to prepare paper on risks and issues for next meeting.	SB/GG		Open



293	06.10.16	Set up a Controls Table identifying what the controls are for WSIC Dashboard- RS.	RS		Open
294	06.10.16	LS to bring back to MOU once adopted and proposal for aligning governance groups.	LS		Open
295	06.10.16	Set up two DCC user groups for larger providers and GPs.	Digital		Closed
296	06.10.16	Symphonic to provide demo for the Tri-borough local authority IG meeting.	Symphonic		Closed
297	06.10.16	Find out who the Caldicott Guardian is for Royal Brompton & Harefield Hospital	SB		Open
298	06.10.16	SB to liaise with SJ about going out to Harefield and Royal Brompton with CIE to get them on board.	SB/SJ		Open
299	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.	Digital		Open
300	06.10.16	THH Data controller to be notified of the data request	SB		Closed

- Minutes from September passed
- AL enquired about which version of ISA practices can or cannot sign as would like to move forward with other GP's in NWL
- SP commented that it was the premise from LMC was that practices would have to resign for CIE, but not for Whole Systems so the dashboards can continue as is, if practices have already signed it then we can move forward with that.
- SG stated that in the meantime, the recommendation is to sign the new agreement to avoid any confusion for GP's and in the system.
- We need to make sure existing agreements are in alliance with our digital footprint. We need to have some idea of how we will define the strategy.
- SB suggested, that this be a substantial item on the Sub Group for Access and Security – Agreed that a session and dedicated time needed for the discussions around bringing in other partner providers.
- PR, In terms of looking forward with the Privacy Impact Assessment (PIA), there needs to be a clear view of what the future strategy is because it was agreed at a previous meeting that a review of PIA was to be done in August, but this has not been done. If we are going to review the PIA, we should review it in the context of what the future strategy is and not what we are doing now. Also, suggested that whoever is going to review the PIA should review it in the context of the new law that comes into effect in May 2018. The implementation work should be done ideally by August 2017 because the new law comes into effect. We need to have a strategy of how this all comes together.



- SG, NWL Digital ISA was meant to be an overarching approach. We were not going to be system specific necessarily, whilst we still have to dial into each system, how do we want to manage the privacy impact assessment: is it on an overarching umbrella arrangement where all the data controllers in common review the privacy impact assessment as pertaining to the ISA, or do we have to break it down to system specific.
- SB, there is also a question around funding that needs to be addressed as there are 2 hosts of 2 systems on the same ISA. SG and SP agreed to discuss further
- DS, Under GDPR, you cannot be data controllers in common anymore, you are only seen as joint data controllers.
- RS, The foresight of what's coming in with GDPR will help us because the accountability now gets distributed.
- SG, to note that 2018 we are going to have to be compliant with the changes in the law and that GDPR is happening, so we do need to understand what the strategic development is going to be, this also needs to be addressed in future PIA. We need to horizon scan to create robustness.
- SP updated the group on progress with the LMC Review. we are waiting on further information from them as to how to proceed, would like to get a joint letter out by End of October but this is based on their availability as there have been annual leaves in and around.
- DS stated that Kaleidoscope has been commissioned to provide the WSIC dashboards with a process and procedure throughout organisation regarding sign up.
- Group discussion around the need for more representation from Primary Care. An IT Lead or Federation Representative needed for this group. Discussion around caldicott guardian role. To note that CCG IT Lead needs to represent a federation on behalf of CCG's.
- LS updated on discussions and response to Royal College guidelines to using apps, integrated systems and analytics tools. There is a group in place currently, looking at roles of apps in delivery of health care. NHSE have been looking at approving various apps for use. If an app added additional data, it would become a class 1 device under MHRA and therefore need CE sign off.

Action: RS to liaise with SB and provide ideas / methodologies used around PIA.

Action: 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

Action: To set date for access and security Sub groups who will be the operational arm of the IG Group.

Action: SB suggested, that this be a substantial item on the Sub Group for Access and Security – Agreed that a session and dedicated time needed for the discussions around bringing in other partner providers

Action: SG and SP agreed to discuss further the question around funding as there are 2 hosts of 2 systems on the same ISA.





3. Governance Documents: Sign Off

- SB previously circulated the terms of reference and requested feedback and comments from group
- DS commented that the governance group terms of reference does not note ???
- SP suggested that DS review the TOR further and send comments back to SB, however it should not hamper the sign off of the documents as the group is constantly evolving. Therefore terms of reference need to be revisited and reviewed occasionally due to the fast changing landscape. Group agreed to revisit terms of reference quarterly.. .
- Group agreement and sign off of Terms of reference for Governance group and 2 Sub-groups
- GG enquired as to the logs for the group, is there an actions and decisions log? And a risk register?
- SP and SB confirmed there is a centrally held actions log for the group. Would welcome his input as representative of Brent CCG (host) for a risk log as we already have a programme one.
- There was a discussion around the programme risks and issues and the role of the host in collecting and addressing Risks and issues
- GG confirmed that he would happily supply a template that could be used as a starter for 10
- DS commented that the process and procedures document could be used by the group as a way of logging Discussion around where decisions being logged at meetings in addition to the minutes. The decisions of this meeting are logged with actions in the minutes and communicated to the relevant providers and data controllers. However discussion to be had about decisions that are made to essentially operationalise the system, where and who do these sit with. SP suggested that would be for the Whole Systems dashboard team.
- How do we turn those actions/decisions from these minutes to become materialised and operational as decisions in the minutes would get lost.

Action: DS to provide feedback and comments on Governance Group TOR to SB

Action: GG to supply a template to record risks, decisions and actions.

4. Security Incident & Protocol

- SP, Incidents protocol has been shared. There are a few risks that have been highlighted and mitigated that we need to review incident protocol. How do we make sure that they are highlighted appropriately and at what level of notification is needed.
- RS, Currently no form of check and balance to risks and issues that past and present. We need to check and think about what else is needed. Satisfied that risks and issues are being looked at, but concerns are where they are on-going.
- DS suggested that the manual that was being developed by Kalidoscope would be a good area to put the risks and issues into for all
- SP noted that this is wider than the WSIC dashboards and wouldn't be appropriate of the Governance group as the secretariat lies independent of programmes to keep a balance
- SB noted that there needs to also be a risk log held by the host Brent, the governance group and also the programmes, need to amalgamate into one to be reviewed here.
- GG, Recommended that a risk log that is looked at each meeting and that there is transparency of the risks noted there.



- SG, Agreed that there is not enough time to view the risk log in this group, but what is key is that if any of those risks reach a certain level, in terms of RAG rating, then they come to this group to ascertain what additional mitigation might be required.
- SP, agreed there should be a risk log of some sort where risks are logged, mitigated and reviewed. All partners signed up should have visibility of these.
- GG, Risk and Assurance template needed indicating what risks are, how they were mitigated and actioned.
- AS, Ensure that the risks and issues are not just for “here and now” but are also at a strategic level.
- AL and IR noted that the protocol needs to mention what is and what isn’t an incident, needs more work around the definitions and levels
- Group agreement that the protocol needs more work, will go to Security, Access and Security Committee for further comment, to be signed off in December
- SP made group aware that two risks have been identified by the Whole systems Dashboard team and currently RS is reviewing these risks which will be mitigated.
- RS, pointed out to group that there is a need to set up a Control Table, to identify what our controls are for our Programme (CIE and WSIC Dashboards). In other words a type of internal self-assessment audit for ourselves. Once these controls are identified, we need to get sign off from the board.

Action: SB to work with GG and Programmes to prepare paper on risks and issues for next meeting.

Action: Protocol to mention what is and what isn’t an incident, needs more work around the definitions and levels.

Action: The protocol to go to the Security, Access and Security Committee for further comment, to be signed off in December

Action: Set up a Controls Table identifying what the controls are- RS.

5. MOU Alignment with the NWL ISP update and overview

- SP opened with an update to work currently going on; as part of the MOU there was a review date in June that was set to develop the agreement, discussions took place of how to bring the MOU closely under a NWL banner and align with other large sharing agreements under using the NWL ISP not bringing it within the ISA but to bring it under the ISP. SB has done a lot of work to contrast and compare MOU and the ISP with the view of bringing in social care colleagues to support integrated care.
- LS noted that SB has been working on a slight redraft of the MOU- bringing about some changes in CHWEE around the inclusion of social care and provisions to support local care models. However Case finding will not be included in the MOU at this stage.
- Recommendation to group the adoption of MOU under the ISP. However to be noted is that the adoption is in principle as the signatories to the MOU will need to be informed in writing of the changes.
- LS, will need to go back to GPs and Primary care to show them the work that has been done.
- Positive support around CIS. Would also like to align the governance groups once adopted.
- Group agreed for next steps to be taken, for LS to communicate with GPs locally.



- Questions around where care navigators are concerned- confirmed that risk stratification is direct care. There are different methods of Case finding, discussion around MDT sharing.
- The governance of the MOU will be governed by this group; to ensure that the right members are around the table. Ensure all providers are represented.

Action: LS to bring back to MOU once adopted and proposal for aligning governance groups.

6. Healthier London Partnership (HLP): Data Controller Console (Live Demo)

- SP, The HLP team have been working on 4 capabilities that could help all the footprints across London; one of them being Data Controller Console (DCC). SP has been working closely with the team.
- Cm, Initial sessions were held with a wide range of stakeholders from across London, comments and feedback received:
 - We have too many agreements
 - We do not have visibility of these agreements
 - Change management is difficult
- Idea of the data controller console is to change form a paper based agreement system into a platform for tracking and assuring, with a long term view to link into patient preferences. The HLP tool would like to use NWL as a pilot site for the console and has come to the forum to ask the data controllers in common to participate in the trail and use the ISA as a basis to upload and start the ball rolling.
- The tool has evolved to focus on three things:
 - Improving visibility of these agreements
 - Looking at whether we need as many agreements as we have given ACP etc
 - How do we exchange that information into technical systems.
- Data Controller Console:
 - Is used to build a secure tool where data sharing is enabled across providers.
 - As a means of authenticating data controllers
 - Working groups looking at citizen accounts- enabling patients to see how their data is shared and used.
- DCC is about the management of the data not actually the sharing of the data.
- First release before the end of 2016 is to provide a mechanism to provide visibility of ISA's and to test the initial design and scope.
- Organisation will need to have an online profile; identify key contacts and key part is recording the ISA.
- Symphonic – LIVE DEMO: Key parts:
 - Registration
 - Registering ISA, inviting associated providers.
 - Searching existing ISA's.
- NHS.net addresses are needed.
- SG, There needs to be real rigour of how to apply processes. There needs to be a methodology and strict management of these processes. Clarity needed around who needs to be part of this.
- Discussion around bringing IG up the agenda, ensuring the organisation looking after the ISA's are credible. If there is a breach, how can we ensure it is brought up.
- Idea put forward to have a way of mapping various parts of the ISA.
- There will be a way for super user to see if an organisation had been rejected from seeing an ISA.
- LS, questions around involving third sector.



- Saira to be Super User and to help with uploading existing ISA's.
- SP, would like NWL to pilot this with the blessing of the LLMC, could use this tool to help further sign up of the Digital ISA and re-signing of the CWHHE MOU once version 14 is confirmed. There still needs to be work done around the standard operating procedures and how this is rolled out however we have an initial deployment plan that we would like to propose.
- Group agreement to go ahead with the initial pilot for NWL
- SP, going forward the idea to introduce the larger providers first, and then primary care community. This needs to be staged properly.
- Suggestion to use this tool initially as a repository and roll out in stages.
- RS, Once this goes live; will there be a charge to Data Controllers? SP, If this becomes a regional tool, then there may be regional funding for this.
- The following providers are happy to test: Philip from Imperial, Chelwest, Jo from LNW, Janice from TriBorough Social Care; Richard and Laurie to undertake beta testing.

Action: Set up two DCC user groups for larger providers and GPs.

Action: Synphonic to provide demo for the Tri-borough local authority IG meeting .

Action: 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.

7. Care Information Exchange (CIE) Update

- SJ, updated the group with the current state of play with the CIE deployment:
 - 325,000 records created
 - Four services with 234 patients registered
 - Colposcopy begin next week
 - Cancer services potentially begin November
- Other Integrations:
 - Hillingdon Hospital interface expected October
 - LNWHT preparing to begin development
 - WLMHT first stage of integration expected November
 - Imperial community first stage of integration expected December
 - EMIS integration stalled due to ISA issue with LMC
 - SystemOne integration awaiting structured data APIs
- Other key deployments:
 - Hillingdon early adopter stalled due to ISA issue with LMC
 - Early Intervention in Psychosis planned go live November
- SJ, enquired whether those that want to be part of the CIE need to sign up to the digital ISA and be party to all of the agreement or whether they could only sign up to part of it? Royal Brompton & Harefield NHS Trust wish to use CIE for their heart and lung transplant patients. They are not current signatories to the NWL Digital ISA.
- There was group agreement that any other party wishing to be part of the CIE would need to sign up to the Digital ISA and be part of the governance arrangements.
- Group acceptance of the proposal is for Royal Brompton & Harefield NHS Trust to be invited to sign the NWL Digital ISA enabling them to be joined to the NWL CIE network.
- SB informed SJ we would be happy to go out to Harefield with CIE to get them on board and any other large provider.



- SJ, also enquired as to the NHS 111 wish to use CIE for their staff to view the Hillingdon Care Plan. They are not current signatories to the NWL Digital ISA.
- SB noted that while we have previous experience in signing up large providers we would need to seek legal advice on including 111 service.
- SJ, agreed that CIE programme would support the legal advice if required,
- SJ, went on to update on GP data, trouble getting hold of pilot practice in Hillingdon. but would like to move forward however progress is slow due to LLMC response out to GPs. Will contact CIE GP lead in Hillingdon Nilesh to see if the trail can go ahead.
- SB, enquired as to if PKB had been able to develop the GP data filter as mentioned in previous meeting
- SJ, confirmed that this had not taken place as yet, and was unsure of timelines.
- DG, confirmed that he would ask his colleagues at PKB and provide an update to the group
- Group would welcome CMC at these meetings

Actions: Find out who the Caldicott Guardian is for Royal Brompton & Harefield Hospital

Action: SB to liaise with SJ about going out to Harefield and Royal Brompton with CIE to get them on board.

Action: CMC to be invited to Future IG Group to understand the processes and design principles adopted by the IG Group. (LS)

Action: Query about whether PKB had been able to develop the GP data filter as mentioned in previous meeting. DG to confirm with PKB colleagues and provide update.

8. WSIC Dashboards Update

AL Updated the group:

- GP data received from 112 practices (representing 47% of those practices who have signed ISAs). Accounts issued to 69 GP practices
- Harrow CCG has now agreed to adopt a phased approach to the deployment of the WSIC Dashboards, kicking off with the first phase of 9 practices with the rest to start in November
- Setting up workshops with at-scale primary care networks and local case management teams to understand how the WSIC dashboards will be used to enable delivery of the new models of care
- Invitation to the Clinical Advisory Group meeting 6th October has been extended to Clinical Director for Integrated Care, Imperial NHS Trust as well as CCIO of CNWL.
- Release 6 (Care Professional Dashboard) has been deployed and this includes the GP data quality dashboard, list-maker for patients with Long-Term Conditions and an extension of SLAM pods for critical care as prioritised by the Clinical Advisory Group.
- Version 7 of the Care Professional Dashboard is scheduled for release on 31 October.
- Social Care data from Tri-borough and Brent has been loaded in the data warehouse. Work underway with other Boroughs to secure data feeds. Escalated lack of response from Ealing Council to secure data feed
- A technical meeting with Imperial College Healthcare has been set up for 7th October to explore technical options to enable access Imperial Care Professionals to the WSIC dashboards
- Kaleidoscope is developing an Operating Manual for the WSIC dashboards. Immediate work focused on auditing and reporting procedures for the WSIC Dashboards – for separate discussion on the agenda of the Governing Group
- The Operational Procedure for controlling access to the WSIC Dashboards for primary care and network based staff is submitted for review by the Digital IG Group.



- Ealing still has no ISA signed; Central London proving slightly problematic re data.
- AL noted that there is also a drafted paper which Kaleidoscope will review – this will help explain how different providers/systems access the data, would like to bring back to the group.
- SB noted that this might also be a good item for the sub-group to discuss.
- SP, As part of digital programme, we are looking to set up advanced analytics group which this will be a product of. The process still needs to be mapped out.
- Do not separate BI for population health. Keep these conversations together.
- BS, This is a tool that will serve ACP's. A tool like this can become a national exemplar if it is framed right.
- AL, went on to present a Data request to Hillingdon Hospital for urgent care information as have offered by THH And it was a good offer for providers. Would like to note that this is the start of collecting new datasets for the dashboards team.
- SB, noted that Data controller from Hillingdon is not here, so cannot sign off on the data request. Suggested that this is noted, and we directly ask data controller to confirm.
- Group agreement to send data request to THH, but would support in principle.
- AL, capturing new data sets have not been a priority currently but happy to look at this going forward.

Action: THH Data controller to be notified of the data request.

Action: AL to look at working with list of providers re capturing new data sets.

**Action: Kaleidoscope to update on development of Operating Manual for the WSIC dashboards.-
For separate discussion on the agenda of the Governing Group**

Action: 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.

9. AOB

- National Data Guardian Update- There needs to be a lot more clarity around the wording. Dialogue around Caldicott 3.
- As a health care organisation, if you have someone in an administrative role, who has access, and needs access to deliver high quality care, that they have suitable training and appropriate access.
- Message to patients should be that we are taking care of your data.
- SG, discussion around what we do with information sharing – whilst we are two separate trusts, we use one single domain. Where is the separation, where is the sharing. There will be joint data controllers.
- To be noted: set a standard that attendees should stay until the end of the meeting.
- Katrina, discussed the issue that if PKB didn't want anyone to see that you had engaged with mental health service, you could opt out of this. However if mental health had put on the record that there is an allergy, it would show as data inputted by mental health. Katrina has spoken to PKB and they have agreed to show this as "NHS Trust" rather than "WLMHT".