North West London Whole Systems
ISA IG Governing Group Meeting
3rd December 2015
Time: 9.30am – 12.00pm

Venue: Cavendish Conference Centre
22 Duchess Mews, London W1G 9DT

ATTENDEES

Name	Role	Organisation	Attendance	IN.
Sanjay Gautama (Chair)	Caldicott Guardian	Imperial NHS Hospital Trust	Yes	SG
Kuldhir Johal	CCG GP IT Lead	Hillingdon CCG	No	KJ
Simon Howarth	Deputy SIRO	London North West Healthcare NHS Trust	Yes	SH
Allan Meakin	Project Manager	Harrow Council	No	AM
Caroline Bailey	Deputy Director for Strategy and Transformation	NWL Collaboration of CCGs	Yes	CB
Katrina Smith	IG Manager	West London Mental Health NHS Trust	No	KS
Rachel Merrit	Consent Opt-out Lead	National Data Guardian Review	Yes	RM
Amy Clark		National Data Guardian Review	Yes	AM
Raj Seedher	IG Manager	Brent Local Authority	Deputy	RS
Eleanor Tunnicliffe	Legal Advisor	DAC Beechcrofts	Yes	ET
David Stone	IG Consultant	Kaleidoscope	Yes	DS
Sonia Patel	WSIC Informatics Lead	NWL Collaboration of CCGs	Yes	SP
Selin Barnett	WSIC Project Manager	NWL Collaboration of CCGs	Yes	SB
Dr Mohammed Al Ubaydli	CEO	Patients Know Best	Yes	MU
Angeleca Silverside	Lay Partner	West London	Yes	AS
John Norton	Lay Partner	Central London	Yes	JN
Mary Umrigar	IG Manager	Ealing Council	No	MU
Caroline Kerby	GP representative	NHS Brent CCG/ Brent Harness Network	No	CK

Name	Role	Organisation	Present	Initials
Ritu Sharma	IG Manager	The Hillingdon Hospital NHS FT	Yes	**RSh**
Caroline Law	IG Manager	Chelsea and Westminster Hospital	No	**CL**
Gary Wilsher	IG Manager	Hounslow Council	No	**GW**
Graham Trainor	IG Manager	West Middlesex University Hospital	No	**GT**
Reena Parmar	IG Manager	Harrow Council	No	**RP**
Phillip Robinson	IG Manager	Imperial NHS Hospital Trust	Yes	**PR**
Jason Clarke	IG Manager	BHH- Brent Host	Yes	**JC**
Rory Hill	IG Officer	CHWHHE	Yes	**RH**
Stephen Murphy	IT Commissioning and Information Governance Specialist, Adults Social Care Shared Services	Triborough	No	**SM**
Janice Boucher	Borough Information Governance and Caldicott Support Manager	Triborough	Yes	**JB**
Rita Scullen	IG Officer	LB of Brent	Yes	**RSc**
Kate Glass	Project Manager	Kilburn GP Network	No	**KG**
Amanda Lucas	BI Implementation Project Manager, Business Development	NWL Collaboration of CCGs	Yes	**AL**
Vijay Patel	IG Representative	Harness GP Network	No	**VP**
Sheri Ekladios	IG Manager	CLCH	No	**SE**
Laurie Slater	GP representative	Hammersmith & Fulham	No	**LS**
Richard Baxter	GP representative	Hounslow	No	**RB**
Simon Haines (deputy)	Analyst	Hounslow Council	No	**SH**
Cyndee Massa (deputy)	IG Facilitator	CLCH	Yes	**CM**
Nadia Haynes (Minute Taker)	WSIC Project Administrator	NWL Collaboration of CCGs	Yes	**NH**
Ian Riley	Director of BI	NWL Collaboration of CCGs	Yes	**IR**
Alex Fosh	Legal Advisor	DAC Beechcrofts	No	**AF**
Amanda Lucas	WSIC Dashboards & DW Programme Manager	NWL Collaboration of CCGs	Yes	**AL**
Eleanor Scott	Legal Advisor	DAC Beechcrofts	Yes	**ES**
David Stone	IG Consultant	Kaleidoscope	Yes	**DS**

PART ONE: Governance & Updates

1. Welcome – Dr Sanjay Guatama
- **Introductions for new members**
- It was noted by the group that there was a lack of GP representation.
- Noted no new members.

2. Minutes and Actions Update – Selin Barnett

- The minutes of the 5 November 2015 meeting were reviewed and agreed.

ACTION UPDATE

Action No.	Date	Action	Assigned to	Status/Update	Status
52	04.05.2015	Process and procedures documents need to be updated and signed off by governance group	AL	On-going, more work needed by Data Processors AL to bring back document to sign off.	**Open**
68	04.06.2015	ISA Governance Group to send letters to the CCGs to ask for them to encourage the GPs that have no passed the IGT in March but have signed the ISA letters, to ask them to be compliant and confirm.	JC RH	Paused however it will be picked up again by JC who will provide an update to governing group.	**Open**
70	04.06.2015	Explore Tier, for an independent review of security arrangements and provide feedback to the governance group.	SP	SP to bring back to group after Data Warehouse is operational. To be picked up in future meeting.	**Paused**
75	04.06.2015	SG to bring back formal briefing in July to group on CIE and how the Information Governance would fit together	SG	Programme team will try and get on October Agenda	**Closed**
84	07.06.2015	Bring Data Processing Agreement back to Governance Group in August	SB	Concentra DPA shared at meeting. Will bring back other 3 DPA's in September Brent CCG (Host) Exec Group are yet	**Closed**

				to sign off DPA's, update on agenda (Sept) To be discussed in December meeting.	
87	07.06.2015	Governance Group would like a youtube video to be circulated to the governance group to show full capabilities of PKB platform	**SB**	Required as part of next Update	**Closed**
89	07.06.2015	Social Care Partners to provide agreed minimum dataset for the WSIC Data Warehouse	**All**	Harrow Sent data Brent Sent data Meeting set up with Triborough	**Open**
92	04.08.2015	Circulate National Partners Summary of WSIC Programme once available	**SP**	First draft was circulated for comment, waiting for LGA to write up case study. DS met with WELC who do not believe that IGA understand what we are doing nor do they think that they will publish material. SB to circulate link to recent publication. National work paused.	**Paused**
96	08.09.2015	meeting between SG, PR, SP and AT to work through what is required for new governance structure for when CIE is adopted into WSIC ISA	**SG/PR/AT/SP**	On agenda	**Closed**

97	08.09.2015	SB to send final copies of communication material to Governance Group	SB	Send out to all governance group and published on website	Closed
98	08.09.2015	SB to bring back the communication strategy for formal adoption	SB	Templates to report fair processing will be sent to all governance group members for discussion at January 2016	Closed
99	08.09.2015	Circulate update on dashboard publishing to Governance Group	SP	To be picked up in next meeting due to not being able to do so in AOB in December.	Closed
100	08.09.2015	RACIE of the proposed Programme to be shared with the Governance Group	JH	Paused until 2016.	Paused
101	08.09.2015	Imperial Healthcare Partners to come back to the Governance group to answer questions on data flows, IAO, Clarification of hand-off of liability (roles and responsibilities), patient complaints procedure and demonstration or proposal of look up tool.	JH	Paused until 2016.	Paused
102	08.09.2015	Legal review of changes of WSIC ISA and associated risks to be brought back to Governance Group	JH	Provider Partners have expressed concern.	Paused

103	08.09.2015	C2C team need to come back to Governance Group with feasibility data request	**JH**	Provider Partners have expressed concern.	**Paused**
106	06.10.15	The Governance Group agreed to ask Dr Ben Lucas to chair a group to finish the work on the definition of risk stratification.	**ALL**	SB Ben Lucas to join GG, pickup	**Open**
114	05.11.2015	Access for McKinsey only to be reinstated once agreement is in place	**SP/SB**	Agreement signed and in motion. SB to circulate.	**Closed**
118	05.11.2015	SB to send our survey monkey ref new name of governance group and ISA	**SB**	No new name proposed. To be picked up in 2016 once CIE is adopted.	**Open**
122	05.11.2015	Governance Group to nominate GP co-chair, to be discussed and adopted in 2016	**SG**	SG talking to nominees.	**Open**

ACTIONS

- **SG** requested that guidance on IG to GP's is provided.
- **SB** to put together a letter to be sent to providers re. Action number 68.

3. Update on Signatories – Sonia Patel

- **SB** informed the group that there hasn't been any new GP's signed-up;

   Following the LMC's email that was sent to GP's several weeks back regarding the ISA; we have come together with LMC to write a joint statement which has been made available to members of the group.

   It has been agreed that appendix 10 of the ISA will be updated instead of being indemnified for the financial year 2016 it will be for the lifetime of the agreement which is 2017/2018.

   It was said that SP is taking the joint letter, around to the CCG chairs so there will be some gravitas. There is hope that once these documents are signed off and circulated that we will have more GPs signing up.

- **SG** advised group that if there are any comments that anybody wishes to make regarding the statement that they send them back to **SB** as soon as possible.

ACTIONS

- Governance Group to comment on LMC letter – send to **SB.**

4. Communicating Material & Fair Processing - Selin Barnett & David Stone

- **DS** outlined the legal requirements of the governing group as Data Controllers and that of Data Processors. It was highlighted that the communication to patients is what makes the WSIC project legal and sets it aside from a lot of projects nationally.

  The critical importance of the governing group is that it demonstrates that data controllers are behaving as data controllers and that as part of being a data controller this determines the manner of the processing.

- **DS** went on to explain that under the current law data processors and Data Controllers duties in the Data Protection Act; The data processors only carry out what they are contracted to do; this however will change when the new law comes in and the legislation imposes on data controllers that they must impose certain terms in contract.

  DS by law data controllers must have a lawful basis to process personal data, it must be fair and lawful and there must be basis in schedule 2 and schedule 3 and this is where this project is pushing the boundaries of what is happening in health because we are leading on some of the new legislations that sits around the interpretation of this in terms of it being fair we are depending on implied consent and the new piece of legislation that came in to effect on 1st of October which requires us to share data for a care purpose with health and social care but that law is very specific about being fair depends on the comms to patients; if we do not get fair processing right we are not being lawful, it needs to be 6-12 weeks before data moves.

- **SG** stressed that it was important that the governing group were aware of their duties and also assured that all data processors who have signed the Data Processing Agreement for processing data are safe and regularly audited.

- Both **SP** and **SB** confirmed that there was a revised Concentra signed and that South East CSU (governing group had sight of this) and TPP had also been signed but TPP holds contracts with individual practices so although named they're in fact held by specific data controllers organisations - not between the governing group. **SB** shared with the governing group that she had recently done a handover with Brent and provided JC with an updated DPA for EMIS and TPP based on all of the updated versions that had been done.

- **SG** suggested that it would be useful for the governing group to have sight of the updates embedded in a word document or an excel file with DPA's relevant to each one or a comment in terms of TPP.

- **DS** expressed concern that there is no freedom to make a decision as a data processor – one can only act on instruction from the data controllers so it is a must that the governing group are the decision making forum for data controllers. The data processors by law and contract are not allowed to make decisions on the behalf of the governing group and constraints over them must be written in contract.

  Principal 7 is the security of data; data controllers are at greater risk with some data processors more than others and therefore the detail in which we are imposing in the

contract stipulates that the security conditions for the data and how it is processed should be greater dependent on our perception of risk and for this reason we need to ensure that there is visibility of DPAs

- **SP** suggested that DPAs should be published where minutes are published so everyone including data processors has visibility of updates.

- **DS** In the contract we are trying to impose a condition on contractors that they commission audits but the results of the audit will be presented to the governing group.

  It was suggested that the group would review three audits on a monthly basis to ensure that processors are complying with contract.

- **SG** summarised that without fair processing you do not have the right consent and that if that it is not clear to patients, controllers or processors about data control then we are failing. We need to get the comms right and standardise comms so that they are relevant right across NWL.
  Everyone should be using the WSIC comms package. That is the message that everyone needs to comply to.

- **SG** our next meeting, all providers are to give an update on how they are managing comms.

- **SP** and **SB** to circulate WSIC comms template so that each organising can align the WSIC message to their own. Selin offered to meet with Communications Managers at request to discuss.

- **JB** shared that it was highlighted at an internal meeting that it would be confusing for service users to receive two sets of messages so it was decided that all would be directed to comms on WSIC site then take the discussion to their next IG meeting.

- **DS** added to the discussion that Healthwatch has recommended that there is 12 weeks of comms before you go live with data extracts.

- **SG** What we must be clear about is who will manage questions and how do we ensure that everyone has enough collateral to answer those questions that will arise. The key thing is to manage the portal and environment well; keep the messaging consistent, ensure that everyone knows and understands the messages and enable patients.

ACTIONS

- **DS** agreed to look at recommended assurance that the governance group should be seeking from signatories and to report back at next meeting.
- **JC** to get DPA's with TPP, System One.
- **SB** to enclose updates on DPA's when sending out GP toolkit and minutes from governing group meeting.
- **SP/SB/DS** Bring back Data Controllers rights and duties instructing data processors to next meeting.
- SB to send out reporting templates for partner providers to report back on Comms work
- SB to send out templates comms material to provider partners

5. IG Incidents - Jason Clarke

- **JC** Presented the IG incident timeline and noted that there were 2 incidents reported in October and November. For November a timestamp log in had appeared when an audit of the area had been requested and that the team were having an in depth discussions with SE CSU about it and trying to gain understanding on what the login time stamp indicates.

  In October in relation to mitigated actions a full review and report from Concentra and South East CSU was circulated to the group ahead of the meeting to which comments were welcomed. **SB** continued saying Raj Seedher had provided comments as a Security Officer which were followed up and South East CSU's came back with some processes. Incident 2 remains under investigation.

- **SB** welcomes a further response from Governance Group and will look to get sign off from security officer for October incident.

- **SG** raised that he didn't believe we were getting the correct response times in terms of getting the right audit, information and the logs of who has accessed the South East CSU and McKinsey environments. **SG** asked if we do have an incident what is the response time for any data processor involved in the incident in terms of producing an investigation report that makes sense with the right level of audit.

- **SG** requested that following the investigation, **JC** and **DS** work collaboratively to put together a list of recommended options about data controllers i.e. the providers, Brent and their role as a host and the programme and how we focus and engage in the right way. Update to be presented at January meeting.

- **PR** added that depending on the severity of an incident**;** it's about having very clear process flows for partners to follow a template.

ACTIONS

- **SB** to request an official response from Governance Group Security Officer regarding the Concentra and South East CSU report for October.

- JC to bring back collaborative report on recommendations on how Brent as host can increase participation and engage more going forward.

- **RS** to take November possible incident investigation further on behalf of the data controllers to be reported back in January.

6. Adoption of PKB as sub data processor and adoption into WSIC ISA – Eleanor Tunnicliffe [Protocol B]

- In **ET's** presentation it was highlighted that workshops had been held in order to develop the wording for the ISA that would help govern part B services. **ET** continued by running a few key issues about Part B services by the group regarding minimum dataset, availability data for patients, and communicating information between Provider Partners and PKB and Indemnity in the DPA.

- **SG** Part B services when a patient decides to bring their own information into the system as providers given that this is what they decide in there isn't a minimum dataset it's about what PKB can offer in terms of monitoring blood or glucose, some of the information could be free text and comments that the patient shares or referrals. We could be very clear about what datasets PKB are willing and able to undertake for the patient.

- **SP** said that we cannot determine exclusions for a patient's dataset but we can determine what datasets will not be put in. **SP** suggest that it could be helpful to list a number of exclusions in order to define the dataset.

- **SB** asked whether the governing group could pick up on exclusion codes.

- **SG** asked how the patient would codify their information.

- **ET** Posed a question about how the governing group would want to deal with changes? If there is a change would the group want PKB to come back to the group or would the group be happier to be made aware in advance but without the need to attend meetings

- **ET** followed on with another question which was; how will the group decided on changes that are going to happen, whether a change will be outside of the fair process? To which **SG** responded by saying that if there is any material change to the allowed processes in terms of delivery care, etc. It needs to be articulated back to the governing group.

- **SG** stressed that this was a governance group and not a project group to discuss the programme and functionality of what PKB will do. **SP** summarised that we need visibility of PKB's development pipeline to ensure that it is within permitted purposes and the role of the governance group is to govern the permitted purposes.

- **SB** requested that comments be sent to her regarding the PKB document that that was circulated to the group. **SB** also said that she would resend Protocol B and send out with the document enclosed again to all of the Provider Partners and co-ordinate responses and present everything back to group in another meeting as a finalised draft.

- **SB** requested Group to formally name PKB a sub-data processor based on DPA released to group.

- **SG** Group agreement; please progress with Brent on our behalf.

ACTIONS

- **ALL** Comments to be sent to SB regarding the PKB document that that was circulated to the group.

- **SB** co-ordinate responses on protocol B by provider partners and present back to group finalised draft in January for sign off

- SP, to take PKB DPA to Brent Exec to be signed off.

PART TWO: Delivery Programmes

7. WSIC Dashboards: - Amanda Lucas (presentation)

- **AL** provided an update on the Data Warehouse build which was also presented to the BI and informatics collaboration board and noted that the slides from the presentation had also been received by the CCG Chairs in terms of programme update.

- **AL** explained that questions were being raised as to how our relationship was being managed with South East CSU and noted that there had been a merge with South East CSU in terms of management and supplier management arrangement of programmes and highlighted that Ian Riley was the overall accountable officer for management of South East CSU so WHYSE and Whole Systems delivery is being coordinated by an aligned approach.

  In the last few weeks the programme team have done some work developing a revised specification service with South East CSU and thought that it was fair to say that what was given in the first place to them was missing a few things; so there was a refocus on expectations and some conversation there have improved on delivery to spec although it hasn't yet been signed off.

  There has also been a delivery on a revised plan and the focus of planning has been on a delivery of a direct care dashboard. For WHYSE it is about delivering to pilot sites such as Hillingdon, West London and Brent.

- **AL** noted that her team had all the national datasets loaded such as community mental health and SUS data but were still missing GP data. However AL assured that they were trying to secure and determine the best way that data is extracted from GP's into the data warehouse particularly that of Brent GP opt-outs. Solutions cannot be provided to Providers without GP data as this is how integrated care records are created.

- **SG** voiced that we could get some real value coming out of the digital dashboard as everyone has already bought into it in terms of improving care had it been set up so that any provider could start generating the master patient index so long as it was NHS number linked. It's an opportunity missed. We need to get the dashboards up and running.

- **AL** one of the preferred options for System One data is for it to be taken into safe haven in CSU working with Concentra and CSU to purge fields that we do not wish to appear in the data warehouse. We have been working with Concentra and South East CSU to define two things; one is the black box the data would land in that black box and a script would be run which is being run by Concentra and it would purge those fields that are not needed and then the data would then be transferred into the data warehouse. The second purge process will happen to ensure that there are no patients details for summary care opt-outs originally appeared in the data source are not appearing in the South London and Maudsley NHS Foundation Trust or SUS data on second land.

- **SP** noted that the Data Controllers would need sign off of anything proposed before data moves from host systems.

ACTIONS

- **AL** to bring demo dashboards to next meeting.

- **AL** to bring backup data processing proposal for GP data to Governance Group before data moves.

8. CIE Programme Update - John Kelly + Mohammed Al-Ubaydli

- **MU** presented an update on the CIE programme; every provider will have a pre-configured stream of information that would appear on patients view.
- **SB** noted that the information on patient view looked complicated.

- **SG** highlighted that digital consent was key and that clinicians had been discussing the possibility of having an option for a break the glass scenario where you may need information of a patient who is physically unresponsive for example. Patients decide what information they would like to share with each team; i.e. a hospital, GP and possibly a family member.

- **SG** said that the premise was having fair processing made clear, the flow of data isn't the problem but making the record available is the key piece.

- **RM** asked whether there was a default on records if a patient never ever logged on to the system.

- **SG** said that the programme was at the starting point to recommend and suggest to patients that all boxes are ticked as 'share'. There has to be an active process not to share, it's a matter of taking the Caldicott 2 process and moving that forward.

- **DS** updated the governing group that he was writing the national guidance on assistance of patient identification and said that the NHS will be adopting a new system called Government Verify which is a new mechanism for authentication of a person which supports channel shift in terms of being able to use the person authentication data for other applications. The expectation is that this project will be adopting the Government Verify system.

- **SB** confirmed that an invite had been presented to the programme to be part of the patient identification work going on centrally and said that further details will be shared.

ACTIONS

- **SB** to share details of citizen verification project with the governing group and link in CIE programme once the project has started

9. Feedback from Evidence Gathering - Janice Boucher + Selin Barnett

- **JB** informed the governing group that she and Selin had recently attended the evidence given session for Caldicott review where **SB** presented evidence on behalf of WSIC. It was noted that there were several Local Authorities and care people present at the meeting and that it was very apparent that everybody was likely doing their own consent models

differently from one another but also doing it very well. **JB** added that health could learn a lot from the consent models that are currently in place. It was however raised that the structures are very different; triborough for example refer to unqualified care professionals as independent living assessors and in some local authorities they are called care managers; we need to have assurance that care professionals are registered and qualified that is what the GP's are looking for.

It was suggested that perhaps a Training passport could be used when working with health professionals. There would be an agreement where levels of access are given training.

10. Dame Fiona Caldicott Review:

- Amy updated the group that on the 2nd of September 2015; Jeremy hunt announced an independent review to be delivered by the end of January 2016 in two parts; one part is being led by CQC looking at the current effectiveness of data security in NHS organisations around handling patient information. Then the National Data Guardian Dame Fiona Caldicott has been asked to develop new data security standards that can be applied to all health and care organisations with CQC developing a method of testing compliance and to propose a new model for opt-out and data sharing which New Data Guardian would like to discuss further with the governing group.
- **SP** asked how the commissioned piece of work addresses the real challenges. There has to be a basis that for good practice we ask patients what they want and prefer in relation to data sharing but welcomes the discussion.

ACTIONS

- SB to coordinate meeting on Tuesday 15th December 2015 where the New Data Guardian will present to LPAG and governing group members will be invited to

11. Open Actions

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68	04.06.2015	ISA Governance Group to send letters to the CCGs to ask for them to encourage the GPs that have no passed the IGT in March but have signed the ISA letters, to ask them to be compliant and	**JC** **RH**	Paused however it will be picked up again by JC who will provide an update to governing group.	**Open**

		confirm.			
70	04.06.2015	Explore Tier, for an independent review of security arrangements and provide feedback to the governance group.	SP	SP to bring back to group after Data Warehouse is operational. To be picked up in future meeting.	**Paused**
89	07.06.2015	Social Care Partners to provide agreed minimum dataset for the WSIC Data Warehouse	All	Harrow Sent data Brent Sent data Meeting set up with Triborough	**Open**
92	04.08.2015	Circulate National Partners Summary of WSIC Programme once available	SP	First draft was circulated for comment, waiting for LGA to write up case study. DS met with WELC who do not believe that IGA understand what we are doing nor do they think that they will publish material. SB to circulate link to recent publication. National work paused.	**Paused**
100	08.09.2015	RACIE of the proposed Programme to be shared with the Governance Group	JH	Paused until 2016.	**Paused**
101	08.09.2015	Imperial Healthcare Partners to come back to the Governance group to answer questions on data flows, IAO, Clarification of hand-off of liability (roles and responsibilities), patient complaints procedure and demonstration or proposal of look up	JH	Paused until 2016.	**Paused**

		tool.			
102	08.09.2015	Legal review of changes of WSIC ISA and associated risks to be brought back to Governance Group	JH	Provider Partners have expressed concern.	**Paused**
103	08.09.2015	C2C team need to come back to Governance Group with feasibility data request	JH	Provider Partners have expressed concern.	**Paused**
106	06.10.15	The Governance Group agreed to ask Dr Ben Lucas to chair a group to finish the work on the definition of risk stratification.	ALL	SB Ben Lucas to join GG, pickup	**Open**
118	05.11.2015	SB to send our survey monkey ref new name of governance group and ISA	SB	No new name proposed. To be picked up in 2016 once CIE is adopted.	**Open**
122	05.11.2015	Governance Group to nominate GP co-chair, to be discussed and adopted in 2016	SG	SG talking to nominees.	**Open**
123	03.12.2015	SB to put together a letter to be sent to providers re. Action no. 68.	SB		**Open**
124	03.12.2015	SG advised group that if there are any comments that anybody wishes to make regarding the statement that they send them back to	ALL		**Open**

		SB as soon as possible.			
125	03.12.2015	DS agreed to look at recommended assurance that the governance group should be seeking from signatories and to report back at next meeting.	DS		**Open**
126	03.12.2015	JC to get DPA's with TPP, System One.	JC		**Open**
127	03.12.2015	SP/SB/DS Bring back Data Controllers rights and duties instructing data processors to next meeting.	SP/SB/DS		**Open**
128		SB to share DPA's with Governance Group.	SB		**Open**
129	03.12.2015	SG our next meeting, all providers are to give an update on how they are managing comms.	ALL		**Open**
130	03.12.2015	SP and SB to circulate WSIC comms template so that each organising can align the WSIC message to their own.	SP/SB		**Open**
131	03.12.2015	SB to request an official response from Raj Seedher regarding the Concentra and South East CSU	SB		**Open**

		report.			
132	03.12.2015	ALL welcome to provide further comments to SB regarding the Concentra and South East CSU report.	**ALL**		**Open**
133	03.12.2015	JC to bring back collaborative report on recommendations on how Brent as host can increase participation and engage more going forward.	**JC**		**Open**
134	03.12.2015	RS to take November possible incident investigation further on behalf of the data controllers to be reported back in January.	**RS**		**Open**
135	03.12.2015	ALL Comments to be sent to SB regarding the PKB document that that was circulated to the group.	**ALL**		**Open**
136	03.12.2015	Take PKB DPA to be signed off by Brent Exec.	**SP**		**Open**
137	03.12.2015	AL to bring demo dashboards to next meeting.	**AL**		**Open**

138	03.12.2015	AL to bring backup data processing proposal for GP data to Governance Group before data moves.	AL		**Open**
139	03.12.2015	SB to share details of Government Verify with the governing group	SB		**Open**
140	03.12.2015	SB to coordinate meeting on Tuesday 15th December 2015 where the New Data Guardian will present to LPAG and governing group members will be invited to participate.	SB		**Open**