**The Northern, Yorkshire & Humberside**

**NHS Directors of Informatics Forum**

**Information Governance Sub-Group**

**Yorkshire & Humber Area Strategic Information Governance Network (SIGN)**

**Lecture Room, Goole & District Hospital, Woodland Avenue, Goole, DN14 6RX**

**Minutes of the Meeting held on Friday 14th June 2019, 13:00 – 16:00hrs**

**P**res**ent:**

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| **Name** | **Initials** | **Organisation** |
| Sue Meakin (Chair) | SMe | NLaG |
| Linda Da Costa | LDC | NLaG |
| Derek Stowe | DS | Rotherham |
| Peter Wilson | PW | STH |
| Roy Underwood | RU | DBTH |
| Barry Jackson | BJ | Embed |
| Ann Johnson | AJ | HUTH |
| Zoe Roberts | ZR | HUTH |
| Jan Percival | JP | SPECTRUM |
| John Hodson | JH | NHS Digital |
| Gershon Nubmour | GN | Embed |
| Sarah Briggs | SB | BDCFT |
| Lynne Trickett | LT | RDaSH |
| Lucy Ann Boatman | LB | HUMBER |
| John Johnson | JJ | NHS England |
| Susan Hall | SH | Audit Yorkshire |
| Iain Twedily | IT | THIS |
| Adam Mosley | AM | Schoen Clinic York |
| Marc Wilson | MW | Focus |
| Martin Monkhouse | MM | Mid Yorks |
| Dianne Llewnllyn | DL | Mid Yorks |
| Johns Wolstenholme | JW | SHSC |
| Steve Creighton | SC | Leeds CCG |
| Forsyth Hill | FH | LCC |
| Caroline Million | CM | Embed |
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**Apologies:**

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| Narissa Leyland | NL | Leeds Community Trust |
| June Emptage | JE | OPTUM health solutions |
| Karen Rowe | KR | Leeds CCG |
| Lisa Broughton | LB | STH |
| Jo Higgins | JH | HDFT |
| Steve Massen | SM | RDaSH |
| Joanne Robertshaw | SM | RDaSH |
| Kay Hill | KH | HDFT |
| Caroline Squires | CS | Calderdale CCG |
| Jenny Pope | JP | ANHST/BTHFT |
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|  |  | **Action** |
|  | **DSPToolkit NHS Digital – 18/19 Findings and what new for 19/20 Demo John Hodson** |  |
|  | **18/19** average 110 incidents being reported each month – First year 1400 reported.  The ICO feel that Health organisations over report incidents.  NHS Digital have not reviewed all 27k toolkits which have been submitted, however DARS, CQC and section 251 will undergo checks.  Trusts with CQC visits planned can expect questions to be asked about signing off and how they monitor progress of assertions.  **19/20** Undertake base line assessment October 2019,to ensure that they have gone through the toolkit**.** There is a big change for the CCGs – they now have more assertions.   * The DSP Toolkit Website is still in a Beta version, as it has not been awarded live digital service standards, this does not reflect the contents of the toolkit. * New standard builds on the work and learning from 2018/19. * Received over 3000 feedbacks from organisations last year about the toolkit. These have been taken into consideration when making changes to the new version of the toolkit. Some questions have been condensed into one. * All Assertions must be re confirmed prior to publishing an assessment against the new standard * Added some Top tips * Can publish multiple times * Allocate owners * Scope * Check your organisation profile if something changes * Organisation search (public view)   The wording for the 95% training has changed, guidance about how to calculate the percentage between April and the end of March. Provide a baseline of staff to help demonstrate what proportion has done training.  Any changes, and numbering have been included in the spreadsheet  Staff questionnaire still there, non-mandatory will be added into e learning ESR version; a report will be available to provide the results.  **Work still to do**   * CQC inspection - will include areas of concern or not achieving. * Audit (guidance) regime out to tender * Additional guidance for standard 3 especially to aid calculation for training. * Big Picture Version controlled, should be publishing weekly. * Reviews 200 to do   Assertion 9.36 – John to take back and get more clarity?  Further details see attached presentation. Any questions then please contact John Hodson [john.hodson@nhs.net](mailto:john.hodson@nhs.net) |  |
| 1 | Apologies |  |
| 2 | Minutes of previous meeting held on 10th May 2019 (Paper A) – accepted as a true record |  |
| 3 | Action points ( Paper B) |  |
| 4 | Data Protection Regulation -  **Data Protection Officer** – The new GP Contract can be found at this link:  <https://www.england.nhs.uk/wp-content/uploads/2019/01/gp-contract-2019.pdf>  In the IT section of the document (section 5) there is a requirement identified for CCGs to provide a DPO service for practices.  The requirement in full is:  **5.5**       **In addition, CCGs will be responsible for offering a Data Protection Officer (DPO) function to practices in addition to their existing DPO support services, whether by the CCG directly or through its commissioning support service. Appointing a DPO remains a practice’s legal responsibility, but this arrangement will be more efficient for the NHS as a whole.**  They will be releasing an operating model which will provide more clarity about the this.  **SARs** – What systems are organisations using to track all SARs? Safe Guard, Web Tool. STH have a Bespoke system which has been developed by KPMD in Sheffield. The system is good value for money, provides correspondence and, tracking – STH happy to demonstrate. Contact Peter Wilson [peter.wilson@sth.nhs.uk](mailto:peter.wilson@sth.nhs.uk) |  |
| 5 | **Regional/National Events update**  Items of interest – circulated  YHIGG -Attached papers Agenda for the next group meeting 28th June in Huddersfield. If anyone is interested in joining the group please contact Helen Hartland, [hhartland@syfire.gov.uk](mailto:hhartland@syfire.gov.uk).  Cyber - DBHFT had attended a collaborative iNetwork cyber seminar titled the National Cyber Security Programme Events. There are a number of dates throughout the year. Details can be found by following the link: <https://i-network.org.uk/pathfinder3/?mc_cid=07dde0062a&mc_eid=8b895c092c>  Yorkshire and Humber Care Record Showcase event to be held on the 3rd July in Leeds.  Please follow the link to book your tickets:- <https://yhcr.cynergyevents.co.uk/>  SMe attended a Humber held event around Digital Strategy Design which highlighted interoperability across the region.  Chair will be attending the National SIGN meeting on the 18 June 2019 next week, further discussions will take place around the toolkit and around the training requirement especially around being consistent in how we calculate the 95%. |  |
| 6 | **IG Education/Personal Development Updates**  Discussion around standard Information Governance training for IG staff –(post grad certificates) - Northumbria offering a distance learning course. |  |
| 7 | **EU Exit/Brexit**  Has anyone been contacted by NHS England for the DPO contact details? | All |
| 8 | **Data Security and Protection Toolkit –** covered by NHS Digital John Hodson presentation |  |
| 9 | **Confidentiality, Data Protection and Freedom of Information**  **Records management – When does the retention period start?**  For adults from the last date of entry all part of the record regardless of when a service has ended, and another service start.  There are so many permutations depending on how organisations records are held ‘paper v electronic’!!  Chair to message out to record management leads for advice and will feed back to the group. Is there a regional Records Group which can advise? If not is there enough interest with the Records Managers/SAR’s staff to form a group, SMe/Chair will take this forward.  **LHCRE – IG Framework for discussion**  There needs to be a bigger discussion - large document, we need to match up for Yorkshire and Humber. There is an appendix missing which was too large to send. Chair, stated that we need to attend the Yorkshire and Humber Care Records Show Case Event 3rd July in Leeds. See above link to book on.  **SARS**  SARs the volume and the cost to the organisations. Hull has now put together a document, when to charge costs excess. All documentation is being saved to disks (moving away from disk PCs no longer have CDs). Hull to share the charges with the group. In the event of any breaches organisations need to demonstrate what has been done to keep the person informed of the delays, if complex an applying an extension. | Chair  AJ |
| 10 | **Data and IT/Information Security**  SAR functionality in clinical systems – Sarah Briggs, is having issues producing the information to support SARs requests from SystmOne. Marc Wilson (FOCUS) to provide support/advise outside of the meeting. | MW/SB |
| 11 | **AOB - None** |  |
|  | **Date and time of next meeting –**  Friday 12th July 2019 13:00 – 16:00, Lecture Room, Goole and District Hospital, Woodland Avenue Goole, DN14 6RX |  |