**The Northern, Yorkshire & Humberside**

 **NHS Directors of Informatics Forum**

**Information Governance Sub-Group**

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

**Microsoft Teams – 12 August 2021, 14:00 – 15:30**

**Present:**

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| **Name** | **Initials** | **Organisation** |
| Sue Meakin (Chair) | SMe | Northern Lincolnshire and Goole Hospitals |
| Nicola Gouldthorpe (Minute Taker) | NG | Northern Lincolnshire and Goole Hospitals |
| Johnny Chagger | JC | Leeds Teaching Hospitals NHS Trust |
| John Hodson (Joined 2.30 pm) | JHo | NHSD |
| Ellen Dook | ED | RDASH |
| Helen Sanderson | HS | NHS North of England Commissioning Support Unit |
| Rebecca Bradley | RB | York and Scarborough Teaching Hospitals |
| Dianne Llewellyn | DL | Mid Yorkshire Hospitals |
| Taryn Milton | TM | Hull University Teaching Hospital |
| Paul Ellis | PE | NE Lincs Council |
| Caroline Million | CM | CM Associates |
| Martin Moorhouse | MM | Mid Yorkshire Hospitals |
| Jo Higgins | JH | Harrogate and District NHS Foundation Trust |
| Jenny Pope | JP | Airdale NHS Trust |
| Narissa Leyland | NL | Leeds Community Healthcare Trust |
| Blaine Williams | BW | NHS Calderdale CCG |
| Claire McInnes | CMc | Rotherham CCG |
| Derek Stowe | DS | Rotherham NHS Foundation Trust |
| Dal Sharry-Khan | DSK | Bradford Care Alliance |
| Tracey O’Mullane | TOm | Humber Teaching NHS Foundation Trust |
| Ruth Parker | RP | Yorkshire Ambulance Service |
| Cheryl Rollinson | CR | Doncaster CCG |
| Marc Wilson | MW | Focus |
| Susan Hall | SH | Audit Yorkshire/York Teaching Hospital NHS Foundation Trust |
| Liza Broughton | LB | Sheffield Teaching Hospital |
| Michael Maginnis | MMa | Sheffield Teaching Hospitals |
| Caroline Britten | CB | RDASH |
| Andrea Brown | ABr | Sheffield City Council |
| Pauline Ward | PWa | Lincolnshire Partnership NHS Foundation Trust |
| David Britton | DB | Spectrum Community Health |
| Alison Edwards (Joined 2.21 pm) | AE | Doncaster CCG |
| Barry Jackson (Joined 1.43 pm) | BJ | N3i |
| Hayley Gillingwater (Joined 2.45 pm) | HG | East Riding of Yorkshire CCG |
| John Wolstenholme (Joined 3.02 pm) | JW | Sheffield Health and Social Care NHS Foundation Trust |

 **Apologies:**

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| Roy Underwood | RU | Doncaster and Bassetlaw Teaching Hospitals |
| Linda Da Costa | LDC | Northern Lincolnshire and Goole Hospitals |
| Ola Zahran | OZ | Yorkshire Ambulance Service |
| Nikki Minnikin | NM | Doncaster Council |
| Helen Jones | HJ | Yorkshire Ambulance Service |
| Alastair Pickering | AP | Hull University Teaching Hospital |
| Mike Cosgrove | MC | City Heath Care Partnership CIC |
| Phillipa Thornley | PT | North Lincolnshire Council |
| Kay Hill | KH | Harrogate and District Hospital |
| Paul White | PWh | Barnsley Hospital NHS Foundation Trust |
| Caroline Squires | CS | NHS Calderdale CCG |
| John Mitchell | JM | NHS NE Lincs CCG |

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|  |  | **Action** |
| 1. | **Apologies** - See above |  |
| 2. | **Minutes of previous meeting** held 08 July 2021Accepted as a true record |  |
| 3. | **Matters arising –** the group welcomed Michael Maginnis, from Sheffield Teaching Hospitals* Please refer to the action log
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| 4. | **Yorkshire and Humber Care Record (YHCR) Update**JC gave an update on the YHCR, the DPIA and DSA have been updated to reflect the EU changes.Both the Interweave and the Leeds Record Portal are identical except the data flow, as this depends how partner organisations source data. DPIAs have been created the same. The ICS’ are approaching things differently.For journey 2 the population health management this has now received CAG approval.SMe reported that people are joining up at different phases.MM asked about assertion 10 of the Data Security and Protection Toolkit (DSPT) with regards to demarcations/auditing.JC reported that when the audits are run these will flag up any inappropriate access, JC will alert the Trust (employing organisation) within 24/48 hours, the Trust will then be expected to follow up with the employee, following their organisations internal guidance and going down the incident management route.The CAG application and approval letter was based on the DSPT ‘standards met’, the group asked if this was still applicable for those organisations with ‘standards not met – plan agreed’  | JC/MM to meet outside this mtgJC to produce a SOP for the process.JC to raise this with CAG. |
| 5. | **Data Protection Regulation** |  |
|  | No Update |  |
| 6.  | **Regional/National Events**No Update |  |
| 7.  | **IG Education/Personal Development Updates*** **SYB ICS - IG Lead opportunity** - CB and CMc have been approached by SYB ICS who are trying to find some support for an Information Governance professional , it was thought that this would be a co-ordination role to map out the requirements for Population Health. JP reported that the ICS’ are aware that they need dedicated resources and that each DPO/IG Lead will have their own ideas but their priorities would lay with their own Trust and there could be a conflict of interest.
 | Anyone interested in this role to email SMe who will forward details on. |
| 8. | **EU/Brexit**No Update |  |
| 9. | **Data Security and Protection Toolkit**JH gave a presentation on the facts and figures of the 2020/21 DSPT, with approx. 40,500 organisations submitting the toolkit with the status now available to review.Those organisations that have improvement plans in place will need to send an update by the end of September with the final update at the end of December 2021.The 2021/22 DSPT will be available next week once the final testing has been completed. The new toolkit will run from June-June and will see assertions re-ordered with an audit guide to be available after release.JH reported that NHSD are working with NHSX to ensure everything matches up in the DSPT.**Post meeting update:** DSPT 2021/22 is now published | JH to send NG the presentation for circulation.NG to invite JH back to SIGN in a few months for an update. |
| 10. | **Confidentiality, Data Protection and Freedom of Information*** **Are others receiving data extracts from the NIMS for vaccination status reporting?** CB reported that her organisation was doing this but will find out further details.
* **Cohort concern –** JP reported that this is linked to the Occupational Health system to manage referrals; some Trusts under the agreement umbrella have been able to see other Trust appointment information. JP has contacted cohort as if certain information was needed IT should have been informed. JP has made contact with those Trust’s within the agreement to make them aware and this has been added to her Trust’s risk register.
 | Responses to NL directly.JP to report back when a response is received.JP to share email trail with Sheffield and RDASH.SMe to raise at the National SIGN. |
| 11. | **Data and IT/Information Security** |  |
|  | No Update |  |
| 12. | **Any Other Business** |  |
|  | * [NHS England » Information Governance Operating Model 2020-2022](https://www.england.nhs.uk/publication/information-governance-operating-model-2020-2022/)
* RA – Virtual Smartcards – MW was hoping to go with the pilot which will be cloud based. BJ reported that his organisation was part of the original pilot and that NHSD are looking into a 24hr service.
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| 13. | **Date/Time of Next Meeting:**Thursday 09 September 2021, 2.00 pm – 3.30 pmVia Microsoft Teams | Meeting invite already sent out. |