NHS
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Clinical Commissioning Group

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Nottingham North and East
Clinical Commissioning Group

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Rushcliffe
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Mansfield and Ashfield
Clinical Commissioning Group

NHS
Newark and Sherwood
Clinical Commissioning Group

MINUTES OF THE INFORMATION GOVERNANCE, MANAGEMENT AND TECHNOLOGY COMMITTEE

Friday 22 September 2017, 1.30 pm – 4.00 pm, Clumber Meeting Room, Easthorpe House, 165 Loughborough Road, Ruddington, NG13 8QP

MEMBERSHIP

Andy Hall	Director of Outcomes and Information & SIRO (Chair)	South Nottinghamshire CCGs
Gina Holmes	Information Governance Lead, Mid Nottinghamshire	Arden and GEM CSU
VACANT	Information Governance Lead, South Nottinghamshire	Nottingham City CCG
Jonathan Shuter	Chief Finance Officer and Senior Information Risk Owner	Mansfield & Ashfield CCG and Newark & Sherwood CCG
Nichola Bramhall	Director of Nursing and Quality & Caldicott Guardian	South Nottinghamshire CCGs
Dr Mike O'Neil	Clinical Representative & SIRO	Nottingham West CCG
Hazel Buchanan	Director of Operations & SIRO	Nottingham North and East CCG
Elaine Moss (A)	Director of Quality and Governance & Caldicott Guardian	Mansfield & Ashfield CCG and Newark and Sherwood CCG
Jaki Taylor	Acting Director of Health Informatics	NHIS

IN ATTENDANCE

Marcus Pratt (A)	Deputy Chief Finance Officer	Mansfield & Ashfield CCG and Newark & Sherwood CCG
Ruth Lloyd (A)	Head of Corporate Governance	Mansfield & Ashfield CCG and Newark & Sherwood CCG
Caroline Stevens	Governance Officer	Rushcliffe CCG
Diane Butcher (A)	Head of Information & Performance	Mansfield & Ashfield CCG and Newark & Sherwood CCG
Sergio Pappalettera	Contract and Information Manager	Nottingham North and East CCG
Andy Evans	Programme Director	Connected Nottinghamshire NHS
Jason Mather (A)	Primary Care Development and Service Integration Manager	Nottingham City CCG
Mike Press	Head of Technical Solutions	NHIS
Jules Williams (A)	Acting Head of Transformation	NHIS
Debbie Pallant	Corporate Governance Manager	NHIS
Nigel Callahan	Programme Manager	NHIS

(A) Depicts Absent/Apologies

Item No.	AGENDA ITEM - KEY POINTS OF DISCUSSION	Actions
IGMT/17/063	**Welcome and Introductions** AH welcomed all to the meeting.	
IGMT/17/064	**Apologies** Apologies were received from Elaine Moss. AH noted that the meeting was quorate.	
IGMT/17/065	**Declarations of Interest** There were no declarations of interest. AH reminded members of their obligation to declare any interest they may have on any issues arising at meetings which might conflict with the business of meeting. Declarations declared by members of the Committee were listed in the Committee's Register of Interests. A copy of the register was attached with the papers and was available either via the Rushcliffe CCG Governance Officer or the Rushcliffe CCG website: http://www.rushcliffeccg.nhs.uk/about-us/freedom-of-information/publication-scheme/?id=3762	
IGMT/17/066	**Minutes of Meeting held on 23 June 2017** The minutes of the last meeting held on 23 June 2017 were agreed as an accurate record.	
IGMT/17/067	**Matters Arising from previous meeting (not picked up within agenda):** IGMT/17/010 NHIS had reviewed the use of generic accounts in practices and a pilot in one practice for each Mid Nottinghamshire CCG had commenced that week. SP queried if the project could be rolled out ahead of pilot completion. JT explained that the pilot would help initially understand the impact of the demand, however, was happy to extend the pilot to other practices. The pilot would run for six weeks and feedback and next steps would be provided to members following completion. IGMT/17/032 AE had progressed a task and finish group to review requirements for future audio visual equipment. The planed Unified Comms project would include this. IGMT/17/038 NB and EM had discussed shared attendance. IGMT/17/040 IT services management and operational process Cyber Security Strategy developed and included on the confidential agenda, the programme of work attached to the strategy would support this work. All policies were being reviewed in line with NHS Digital guidance. The draft Information Security and Patch Management policies had been shared with Committee members as part of the policy working group in August 2017. Policies would be available following internal	

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	approval.	
	HB had co-ordinated a meeting to consider the business continuity aspects of the cyber attack, valuable feedback had been collected and further meetings were planned to develop template documents for practices.	
	Nottingham City CCG had also progressed and following the new shared management structure across Nottingham City and South Nottinghamshire CCGs it was expected that policies would be adopted and newly appointed Head of Information Governance would take this forward.	
	A meeting for members of the Committee had been held in August 2017 to consider and agree suggested policy changes. These policies were included on the agenda.	
	IGMT/17/041 AE had sent information required to GP Practice Caldicott Guardians and copied in to original email to CCG leads.	
	IGMT/17/042 The Mid Nottinghamshire CCGs Caldicott Guardian log was included on the agenda and CS had added to forward planner to review again in June 2018.	
	IGMT/17/043 The cyber security risk had been developed and was included on the agenda.	
	IGMT/17/057 Connected Nottinghamshire had now taken on administration of the Records Information Group and a paper was included on the agenda to consider future membership.	
	IGMT/17/062 IT strategic issues. MP had invited SIROs to scheduled meetings.	
	IGMT/17/062 Health and Social Care Network. MP had circulated information to members and Chief Finance Officers.	
IGMT/17/068	**IG33 Information Governance Management Framework** GH presented the Mid Nottinghamshire CCGs Information Governance Management Framework to the Committee for approval and CS presented the South Nottinghamshire CCG's Information Governance Management Framework to the Committee for approval. The frameworks set out the CCGs' process for managing Information Governance and assurance and was key evidence for IGT standard 14-130. CS noted that the South Nottinghamshire CCGs IG Management Framework had now been aligned with the Framework utilised by NHS Nottingham City CCG.	

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	The Committee **APPROVED** both updated Information Governance Management Frameworks.	
IGMT/17/069	**Information Governance Operational Leads Meeting Terms of Reference** CS presented the Information Governance Operational Leads Meeting Terms of Reference to the Committee for approval. The purpose of the group was to support the Nottinghamshire Clinical Commissioning Groups to ensure that good practice was applied in the sharing and management of information and as a forum to discuss and resolve common issues or queries in relation to the Information Governance agenda and Information Governance Toolkit requirements. Members had reviewed the Terms of Reference and amendments included changes to formatting and to reflect changes to IG services in Mid Nottinghamshire CCGs The Committee **APPROVED** the terms of reference.	
	The Committee NOTED that the following five policies presented for approval had been reviewed following the cyber attack by a working group of the IGMT Committee in August 2017 and amendments made in line with recently published NHS Digital guidance. It was proposed that all policies retained their existing review dates and expected that all policies would be reviewed by the new Head of Information Governance once in post to ensure alignment with the requirements for EU General Data Protection Regulation and the UK Data Protection Bill and to reflect new organisational reporting structures for South Nottinghamshire and Nottingham City CCGs. The Committee also noted that NHIS may also have future changes that affect the policies following review of technical policies.	
IGMT/17/070	**IG01 Information Security Policy** CS presented the Information Security Policy to the Committee for approval. The policy described the way in which personal confidential or personal sensitive information should be protected and individual responsibility with regard to protecting information securely. The Committee **APPROVED** the policy.	
IGMT/17/071	**IG11 Confidentiality and Data Protection Policy** GH presented the Confidentiality and Data Protection Policy to the Committee for approval. The policy aimed to detail how the CCGs meet their legal obligations and NHS requirements concerning confidentiality and information security standards. GH explained that this policy was expected to need review again prior to	

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	May 2018. The Committee **APPROVED** the policy subject some formatting of the document. **Action:** GH to make formatting amendments	 **GH**
IGMT/17/072	**IG12 Electronic Remote Working Policy** DP presented the Electronic Remote Working Policy for approval. The Electronic Remote Working Policy sets out the responsibilities of staff with regard to the confidentiality and security of information when working remotely. DP noted additional reference to the Bring Your Own Device policy and staff guidance, a further amendment would also be made to include a section for staff to confirm they have completed mandatory information governance training. The Committee discussed how CCGs confirmed that staff reviewed new policies and procedures. Currently updated policies were sent out to staff, however, there was no mechanism for confirming that staff had read and understand these changes above evidencing sending information and audits. The Committee agreed that fundamental changes needed to be communicated and summaries for staff on changes should be prepared for each policy, this was already in use in Mid Nottinghamshire CCGs and South Nottinghamshire CCG would adopt. The Committee **APPROVED** the policy.	
IGMT/17/073	**IG18 Internet and Electronic Mail Policy** GH presented the Internet and Electronic Mail Policy to the Committee for approval. The policy provided a description of the responsibilities of the organisations and their staff in respect of access to the internet and email and the appropriate use of the organisations' systems and networks. GH noted a number of changes to policy, including more detailed guidance for staff and supporting increases in cyber security. Following discussion regarding the Bring Your Own Device Policy, the Committee also agreed an addition to the Internet and Email policy to ensure messages were included in both policies in the case of staff only accessing one of the policies **Action:** GH to amend Internet and Email policy to reflect requirements detailed in Bring Your Own Device regarding saving confidential information to personal devices. The Committee **APPROVED** the policy.	

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IGMT/17/074	**Bring Your Own Device** DP presented the Bring Your Own Device Policy to the Committee for approval. The purpose of the policy was to set out the technical capabilities of the chosen security solution for the provision of corporate data to a personally owned device, via secure connection to a corporate 'bubble', within which corporate email, systems and drives could be viewed. DP explained changes to the policy had included the removal of technical Airwatch details, however, the request form had remained. The Committee discussed NHSmail's relevance to the Bring Your Own Device policy as following the migration to NHSmail accounts staff were now able to access their work email on personal devices without the need for a secure connection. The Committee agreed that NHSmail was relevant to the Bring Your Own Device Policy for staff wanting to receive email direct to their device rather than through the web portal. The Briny Your Own Device Policy also supported staff to access corporate systems and drives from their personal devices. The Committee agreed that the policy required further explanation of its scope and staff requirements in particular in relation to NHSmail. The Committee noted that the policy also made reference to corporate devices and requested these were removed. **Action:** GH to provide wording from Internet and Email policy to replace section 3 of the policy, further detail regarding NHSmail and Frequently Asked Questions section for inclusion **Action:** DP to amend the policy to reflect the Internet and Email Policy as discussed and to remove references to corporate devices Extra summary guidance for staff on how to use the policy would also be included. The Committee agreed this would need to be disseminated to all staff with communication about the additional guidance and how relevant. The Committee discussed the need to repeat information between the Internet and Email Policy ad Bring Your Own Device Policy to ensure messages were clear to staff in the case of staff only accessing one of the polices. The Internet and Email policy would be amended to reflect requirements detailed in Bring Your Own Device regarding saving confidential information to personal devices. The Committee **APPROVED** the policy with a revised section 3, removal of the corporate device references and inclusion of the NHSmail section and Frequently Asked Questions of the Internet and Email Policy.	 **GH** **DP**

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IGMT/17/075	**Data Management Strategy** AH presented the Data Management Strategy to the Committee for approval. Following the audit of the CCGs' Data Management Strategy the Data Management Group commissioned a refresh to the strategy taking into account the recommendations made by 360 Assurance. The revised strategy, covering all 6 Nottinghamshire CCGs, was presented to the Data Management Group on 1 September 2017, the outcome of which was to recommend its approval by the IGMT Committee. The Committee noted that the Strategy was due for review again in April 2019. The Committee **APPROVED** the strategy.	
	MO joined the meeting	
IGMT/17/076	**Cyber Security and Information Risk Guidance for Audit Committees** AH presented the Cyber Security and Information Risk Guidance for Audit Committee published by the National Audit Office for discussion. The aim of the guidance was to provide support to organisations to improve the controls in place. Key items for consideration by the Committee were asset management, media management and staff awareness. The Committee had previously established a sub group to review cyber security and this group had supported development of the Cyber Security Strategy that was due to be approved by the Committee within a confidential agenda that afternoon. The Committee were assured that the strategy identified all the actions covered with the guidance for audit committees. The Committee agreed that it should use the publication as a prompt when updates were provided by the sub group and that SIROs should review and provide assurance to Governing Bodies. **Action:** SIROs to provide update and assurance to Governing Bodies	**SIROs**
	The Committee discussed the existing Privacy Impact Assessments (PIA) process and agreed this required review with regards cyber security. Cyber security questions as part of a checklist were available within the guidance. The checklist had already been incorporated into the NHIS PIA. **Action:** GH, JT and HB to review PIA alongside cyber security checklist. The Committee **NOTED** the guidance.	**GH, JT, HB**

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Item No.	AGENDA ITEM - KEY POINTS OF DISCUSSION	Actions
IGMT/17/077	**Leadership Support for Key Functions and Projects** This agenda item covered under item IGMT/17/078 CCG Representation and Engagement	
	MO joined the meeting	
IGMT/17/078	**CCG Representation and Engagement** AE presented the CCG Representation and Engagement paper to the Committee for information. Across Nottinghamshire there had been a history of effective collaborative working across CCGs and other stakeholder groups ensuring that there was a joined up system wide approach to IGMT delivery and assurance. Historically CCGs have led on specific portfolios of work such as Information Governance and Data Quality in order to share the burden across the wider economy, such as Mansfield and Ashfield CCG providing clinical leadership and Nottingham City CCG providing administrative support for the Records and Information Governance Group. Targeted representatives were also identified and engaged in a number of GP projects providing support and leadership on behalf of the practices in their geographical area. However due to changes in workforce and financial constraints the support and leadership from the CCGs for some key assurance and delivery groups was no longer present. There was now a risk that the desired level of integration set out in the strategic priorities could not be achieved. The paper presented included a list of requirements for projects. Presently most requirements were met by either MO and/ or GH, however, gaps remained. AE highlighted that the Records and Information Group had been cancelled for the following two meetings as there was no chair and no clinical lead for the group. The Committee noted that the matter should be added to the issues log. It was expected that the issue would be resolved as the new management structure for Greater Nottingham CCGs was established and staff represented with Mid Nottinghamshire or Greater Nottingham rather than individual CCGs. The Committee noted concern regarding lack of clinical leadership from Mid Nottinghamshire. AE had also discussed this with Dr Thilan Bartholomeuz, Clinical Lead for Newark and Sherwood CCG. The Committee agreed that requirements for project involvement of SIROs and Directors should be clear to allow them to set priorities. The Committee reviewed all groups listed within the paper and identified leads for each with exception of Records Information Group. **Action:** AE discuss further with Dr Thilan Bartholomeuz	 **AE**

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	The Committee **NOTED** the paper.	
IGMT/17/079	**Data Management Strategy Follow-up Audit Report** AH presented the Data Management Strategy Follow-up Audit Report for Audit Committee for information. The paper presented was a formal follow up report from 360 that confirmed recommendations made to CCGs relating to the Data Management Strategy previously had been completed. The Committee **NOTED** the report.	
IGMT/17/080	**360 Assurance Briefing paper** AH presented the 360 Assurance Briefing paper relating to The National Data Guardian's (Dame Fiona Caldicott) Review of Data Security, Consent and Opt-Outs and the Care Quality Commission report Safe Data, Safe Care for information. The Committee **NOTED** the paper.	
IGMT/17/081	**Mid Nottinghamshire CCGs' Caldicott Guardian Activity Log** GH presented the Caldicott Guardian Activity Log to the Committee for noting. GH noted that Mid Nottinghamshire CCGs were also logging SIRO activity. The IGMT Committee **NOTED** the log.	
IGMT/17/082	**Information Governance Risk Register and Issues Log** GH presented the updated risk register and issues log to the Committee for discussion. Risk 18. Data flows. Updated to reflect that the Confidentiality Advisory Group (CAG) had formally approved the extension of all of NHS England's s251 extensions to the end of September 2018. Risk 21. NHSmail. Amended as all CCGs had now migrated to NHSmail. The Committee agreed the risk should remain on the register until the close of automatic forwarding. **Action:** GH to reduce scoring to green. Risk 22. Cyber security. No changes noted. Risk 23. HSCN. No changes noted. NHIS had experienced no issues in delivery, risk remained related to financial reduction. Risk 24. Microsoft licensing. New risk added since last meeting. A meeting had been scheduled to review and MP had provided an overview. NHIS recommended a move from Windows 7 to Windows 10. The applications had been tested and required consideration. The Committee **NOTED** the register.	**GH**

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Item No.	AGENDA ITEM - KEY POINTS OF DISCUSSION	Actions
IGMT/17/083	**NHIS Update Performance Report** MP presented the performance report to the Committee for information. The report highlighted the impact of cyber attack in graphs. There was a dip in delivery through May, June and part of July, however, services were now back to normal. The report included highlights from August 2017 performance reports, showing trends and Key Performance Indicators (KPIs). There was an accompanying analysis of data specifically around KPIs requiring improvement to meet the Service Level Agreement (SLA) targets. The identified KPIs had associated actions assigned with an intention to improve the KPIs. MP also highlighted comparisons to the July 2017 report. Severity 1a – KPI achieved 100%, achieved 100% SLA Severity 1b – KPI up from 99% to 100%, achieved 100% SLA Severity 2 – KPI up from 90.7% to 98.9%, SLA up from 98.5% to 100% Severity 3 – KPI up from 90.3% to 97.2%, SLA up from 97.8% to 99.7% Severity 4 – KPI down from 90.6% to 98.8%, SLA up from 98.1% to 100% During the month of August 2017 NHIS had attained the required KPI (80 percent) but missed the SLA (100 percent) targets for severity three incidents The three highest categories logged as Severity two were the following :- 1. NHSMail - 309 calls 2. Microsoft Office 2010 - 107 calls 3. SystmOne GP - 69 calls Severity three calls in the majority were for Network Account Creation, NHSMail, Printer Incidents MP noted that there were 77 incidents that related to printer issues. Severity four calls were for Installations, Quotations Password Resets/ Account Unlocks which were classified as Severity 1b were logged as follows:- RCCG - 52 NNECCG - 76 MACCG - 141 NWCCG - 34 NSCCG - 136 50 satisfaction surveys had been returned from a possible 1897 calls resolved, 46 had been scored Excellent, 2 scored Good and 2 scored Unsatisfactory. MP reported that NHIS would continue to try to make improvements to the service and responses recorded from service users would support this. One scoring of unsatisfactory related to a GP who had tried to contact the Service Desk at 18:15 and was frustrated that the	

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	service was closed during core GP hours. MP noted that NHIS continued to support the migration to NHS Mail to respond to issues regarding this and were looking at how PCs could be patched in a more co-ordinated way across the County to reduce the impact on users. AH noted that he had expected to see a peak outage on 17 July 2017 and that this was not reflected in graphs. MP explained that this had been managed well from learning of cyber attack. Since the outage both routers had been updated and staggered by one week so would not occur again. The Committee agreed that a report from the outage should be presented at the following meeting. **Action:** MP to present outage report to Committee at December 2017 meeting A workshop had been held with some practices to discuss learning from cyber attack and recommendations for practice business continuity plans. A summary of recommendations would be provided for practices. The Committee discussed the benefit of practices utilising their mobile devices for business continuity purposes to provide limited access to systems, however, agreed that practices would need short, practical guides to support this. **Action:** MP to explore and consider risks an costs associated. The Committee **NOTED** the report.	
IGMT/17/084	**NHIS Update Project Status Report** NC presented an update to the Committee for information. The purpose of the report was to provide a high-level status overview of the major Information, Communication and Technology projects being managed by Nottinghamshire Health Informatics Service (NHIS) across Nottinghamshire County CCGs. This project status report supported the detailed status produced for each Clinical Commissioning Group (CCG) as at the end of August 2017. Within the CCGs there were 85 GP Practices, 78 using the clinical system TPP SystmOne and the remaining 7 were using EMIS Web. AE noted that teams were trying to co-ordinate projects so practices have limited down time to implement project changes. The Committee **NOTED** the report.	
IGMT/17/085	**Capital Bids – Projects Financial Status** AE presented the capital bid documents to the Committee for noting. The report provided an overall summary of the financial position for the total project activity for the CCGs in 2017/18. The names of the projects	

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	were based on the original scheme names. As a number of these projects overlapped and were interrelated the plan was to combine these into a single interoperability "Connected Nottinghamshire" reporting line for the next meeting but continue to reference the original NHIS code. AE confirmed that all available funds would be utilised by the end of the financial year. The Committee **NOTED** the report.	
IGMT/17/086	**Project Briefs** The Committee noted there were no project briefs for the period.	
IGMT/17/087	**General Practice System of Choice (GPSoC)** JT provided a verbal update for GPSoC to the Committee for information. JT reported that this was now called GP IT Futures. The new contracts would be wider than just GP practice to include extended working and provider models. There were three target models; technology, commercial and funding and these would be available by December 2018. There would be continuity of existing contracts until then. The new contracts would have defined standards and NHS Digital had provided opportunities to feed into their development. Funding was expected to remain the same for the following two to three years and then would be devolved. **Action:** JT to share presentation with CS for dissemination to members. The Committee **NOTED** the update.	
IGMT/17/088	**Local Digital Roadmap Update** AE provided a verbal update on the Local Digital Roadmap update to the Committee for information. The roadmap was being revised to reflect organisational changes related to the Accountable Care System (ACS) and role of integrator. A new version would be available for review for the following meeting. In answer to a question, AE explained that the IM&T SRO Programme Board would be taking on more of a confirm and challenge role for the Roadmap. He also noted a change in leadership of the Board with Vicky Bailey, Chief Officer at Rushcliffe CCG and SRO for IM&T retiring from full time NHS work. The Committee **NOTED** the update.	
IGMT/17/089	**Privacy Impact Assessments Overview/ Summary** GH presented the Privacy Impact Assessment (PIA) summary to the Committee for information. GH would work with new Head of Information Governance at Nottingham City CCG when in post to develop summary further to reduce duplication	

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	between South Nottinghamshire and Mid Nottinghamshire CCGs. The Committee **NOTED** the summary	
IGMT/17/090	**Cyber Security Bulletin – reporting framework** DP presented the Cyber Security Bulletin – reporting framework to the Committee for information. NHIS received Cyber Security Bulletins from NHS Digital as part of their CareCERT service, which were reviewed for any potential threat on the network infrastructure or impact on end users. The report covered the period from 1 March 2017 to 31st August 2017. The Committee discussed how the report could demonstrate how alerts and actions completed. **Action:** DP to amend future reports to reflect action completion DP noted that monthly reports were also provided to SIROs and IG Leads. The Committee **NOTED** the report.	**DP**
IGMT/17/091	**National Updates** The Committee **NOTED** updates covered in earlier items.	
IGMT/17/092	**Nottingham City CCG ICT Committee Meeting Update** The Committee noted that the Nottingham City CCG ICT Committee no longer existed and that AH now represented Nottingham City CCG on the NHIS Partnership Board as well as Nottinghamshire County CCGs. **Action:** CS to remove from future agendas	**CS**
IGMT/17/093	**Partnership Board update** The Committee **NOTED** the Partnership Board minutes	
IGMT/17/094	**Data Management Group minutes** The Committee **NOTED** the Data Management Group minutes	
IGMT/17/095	**IG Leads meeting update** The IG Leads meeting had not met since last meeting of the IGMT Committee.	
IGMT/17/096	**Records and Information Group Update** The Committee **NOTED** the Records and Information Group (RIG) minutes.	
IGMT/17/097	**Data Leadership Alliance** The Committee **NOTED** the Data Leadership Alliance (DLA) minutes	

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Item No.	AGENDA ITEM - KEY POINTS OF DISCUSSION	Actions
	AE noted that the work of the group was progressing well.	
	Jonathan Shuter left the meeting	
IGMT/17/098	**Quarterly Data Quality Report** AH presented the Data Quality Report to the Committee for information. The report provided assurance to members of the Committee of the overall data quality by providing reports on SUS data submitted by Trusts relating to their patients. The validity of a number of key data items was presented at National, North Midlands Area Team and Provider level. The Committee **NOTED** the report.	
IGMT/17/099	**Quarterly Information Governance Compliance Report** GH and CS presented the Quarterly Information Governance (IG) Compliance Report to the Committee for information. The purpose of the paper was to provide the Committee with an update with regards to all the reporting requirements within the Information Governance agenda. The specific areas included compliance with the Information Governance Toolkit requirements including; Information Governance management and training, confidentiality and data protection assurance (re: meeting legal requirements), information security (including incident and risk management) and records management assurance. The Committee **NOTED** the report.	
IGMT/17/100	**Forward Programme** **Action:** ALL members should forward any other agenda items to CS	**ALL**
IGMT/17/101	**Any Other Business** **Sharing Accessible Information Standard (AIS) codes with Screening Programmes** NB had been contacted by the Nottinghamshire Abdominal Aortic Aneurysm Screening Programme requesting AIS codes for patients were shared with the service to allow them to contact patients in their preferred format. The Committee discussed implementation of the AIS in practice and how this could be shared. **Action:** CS and MO to discuss and progress with the screening programme **National Data Opt-Out Programme Data Sharing Initiatives Survey published** SP highlighted that NHS England was asking CCGs to complete a Survey on Opt-outs. The Committee agreed the CCGs should provide a co-ordinated approach.	**CS and MO**

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	Action: MO and AH to agree answers to survey **Action:** SP to co-ordinate response across CCGs No other business was noted	**MO and AH** **SP**
	Date and Time of Next Meeting **1.30 pm – 4.00 pm on Friday 15 December 2017** **Stapleford Suite, Stapleford Care Centre, Stapleford** 'Members should inform the meeting secretary of any apologies and deputies attending on their behalf at least 10 working days prior of the next meeting. This is to ensure that the meeting is quorate and any action from potential declarations of interest are handled appropriately in advance'.	