NHS Nottingham West Clinical Commissioning Group

NHS Nottingham North and East Clinical Commissioning Group

NHS Rushcliffe Clinical Commissioning Group

NHS Mansfield and Ashfield Clinical Commissioning Group

NHS Newark and Sherwood Clinical Commissioning Group

MINUTES OF THE INFORMATION GOVERNANCE, MANAGEMENT AND TECHNOLOGY COMMITTEE

Friday 23 March, 1.30 pm to 4.00 pm
Clumber meeting room, Easthorpe House, Ruddington, Nottingham

MEMBERSHIP

Andy Hall	Director of Outcomes and Information & SIRO (Chair)	South Nottinghamshire CCGs
Ruth Lloyd	Head of Corporate Governance	Mansfield & Ashfield CCG and Newark & Sherwood CCG
Loretta Bradley	Information Governance Lead, South Nottinghamshire	Nottingham City CCG
Mick Cawley (A)	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
Terry Allen	Lay Member	Nottingham North and East CCG

IN ATTENDANCE

Caroline Stevens	Governance Officer	Rushcliffe CCG and Nottingham West 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
Nigel Callahan	Programme Manager	NHIS
Debbie Poznanski (A)	Corporate Governance Manager	NHIS

(A) Depicts Absent/Apologies

Item No.	AGENDA ITEM - KEY POINTS OF DISCUSSION	Actions
IGMT/18/001	**Welcome and Introductions** AH welcomed all to the meeting.	
IGMT/18/002	**Apologies** Apologies were received from DP. AH noted that the meeting was not quorate as it did not include one representative for each CCG. All items for approval would be highlighted to missing members with notes from the meeting for virtual approval.	
IGMT/18/003	**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/18/004	**Minutes of Meeting held on 8 December 2017** The minutes of the last meeting held on 8 December 2017 were agreed as an accurate record.	
IGMT/18/005	**Matters Arising from previous meeting (not picked up within agenda):** **IGMT/17/074 Bring Your Own Device.** Summaries of the updated policies were being developed by IG Leads and final versions would be disseminated to staff. MP had shared prepared statement from NHIS regarding staff expectations to support summary. **Action:** LB and IG Leads to finalise and disseminate summaries to support all updated policies. **IGMT/18/104 Declarations of Interest.** TA's declaration had been included on the IGMT Committee declarations of interest register. **IGMT/17/107 EU General Data Protection Regulation Update.** Work to support implementation of the General Data Protection Regulation had been ongoing and an update was on the meeting agenda. **IGMT/17/108 Implementation of process to assist GP locum login.** The GP locum login project was rolled out as a process to all GP practices in December 2017. **IGMT/17/110 Network Security Policy** MP confirmed at the meeting that CCGs could publish the Network	**LB**

The Information Governance, Management and Technology Committee is managed by Rushcliffe Clinical Commissioning Group (CCG) on behalf of Nottingham West CCG, Nottingham North and East CCG, Mansfield and Ashfield CCG and Newark and Sherwood CCG

- 2 -

Item No.	AGENDA ITEM - KEY POINTS OF DISCUSSION	Actions
	Security Policy on their websites. **IGMT/17/113 Information Governance Risk Register and Issues Log.** The risk score for risk 26 had been reduced and an updated version was on the meeting agenda. **IGMT/17/114 NHIS Update Performance Report.** MP had reviewed the low performance figures in April 2017, this was as a result of additional demand due to NHSmail migrations. **IGMT/17/118 General Practice System of Choice (GPSoC).** JW had contacted Gina Holmes and practices in Mid Nottinghamshire to discuss implementation of SNOMED. **IGMT/17/122 Cyber Security Action Plan progress.** Virtual updates had been provided to Committee members on plan progress for cyber security.	
IGMT/18/006	**Information Governance, Management and Technology Committee Annual Report 2017/18.** AH presented the IGMT Annual Report 2017/18 to the Committee for approval. The annual report provided an overview of the activities and achievements of the IGMT Committee throughout 2017/18 and its objectives for 2018/19. The IGMT Committee was established on behalf of NHS Rushcliffe (RCCG), NHS Nottingham North and East (NNE), NHS Nottingham West (NW), NHS Mansfield and Ashfield (M&A) and NHS Newark and Sherwood (N&S). The purpose of the Committee was to support and drive the broader information governance (IG) and information management & technology (IM&T) agendas. The Committee noted that final figures for attendance, Freedom of Information requests and March 2018 IG risk register would be included following the end of March 2018. The Committee discussed the work programme for 2018/19 in light of the governance changes in Greater Nottingham. Key areas of work for the Committee would remain as intended, however, would include a review of the terms of reference and membership. AE requested a slight wording change to the forward schedule related to delivery of the IGMT Strategy and Local Digital Roadmap (LDR) The Committee **APPROVED** the report subject to minor amendments identified.	
IGMT/18/007	**Data Quality Policy** AH presented the Data Quality Policy to the Committee for approval. The purpose of the policy was to set out a clear policy framework for	

The Information Governance, Management and Technology Committee is managed by Rushcliffe Clinical Commissioning Group (CCG) on behalf of Nottingham West CCG, Nottingham North and East CCG, Mansfield and Ashfield CCG and Newark and Sherwood CCG

- 3 -

Item No.	AGENDA ITEM - KEY POINTS OF DISCUSSION	Actions
	maintaining and increasing high levels of data quality within the CCGs. The way in which data was collected and analysed could influence the results and it was, therefore, important to have a clear and open framework in place which supported this process and accurately reflected the practice of the CCGs in the discharge of their functions. The Data Quality Policy set out how the CCGs would collect, analyse and report data. Amendments to the previous version included references to the General Data Protection Regulation. AH noted that the policy was consistent with the Nottingham CCG Data Quality Policy, however, would need to incorporate Nottingham City CCG in the future. AE requested that references to ISN be changed to DDCNs. The Committee **APPROVED** the policy subject to minor amendment identified.	
IGMT/18/008	**Access to Patient or Staff Information by Using a Smart Card Policy** AH presented the Smart Card Policy to the Committee for approval. This policy was intended to provide clear guidance on the roles and responsibilities for users of HSCIC Applications. Accessing personal confidential data would be through the process of issuing a Smartcard and a Personal Identification Number (PIN). The policy had been reviewed by IG Leads, who had provided advice regarding the information governance elements and DP and Registration Authority (RA) managers at NHIS had reviewed from a technical. The policy had also been updated to reflect changes to NHS Digital and IG toolkit changes. The Committee discussed ownership of the policy and CCG roles. CCGs were required to complete regular reviews of assigned sponsors and their roles. Amendments were requested for sections 4.4 and 4.5 to reflect the need to review existing roles, for section 4.6 to reflect the organisations' responsibility to test, to make reference throughout the policy to the Information Asset Owner (IAO) roles, to include a reference that the CCGs were a smartcard sponsor for the Local Authority and to update an old hyperlink to the Health and Social Care Information Centre (HSCIC) website. The Committee agreed that review of assigned sponsors should be allocated to a named individual for action before staff structure changes in Greater Nottingham and HB volunteered to look into this. **Action:** HB to review existing assigned sponsors. The Committee noted that the policy would be reviewed again as part of the Greater Nottingham governance changes. The Committee **APPROVED** the policy subject to amendments.	 **HB**

The Information Governance, Management and Technology Committee is managed by Rushcliffe Clinical Commissioning Group (CCG) on behalf of Nottingham West CCG, Nottingham North and East CCG, Mansfield and Ashfield CCG and Newark and Sherwood CCG

- 4 -

Item No.	AGENDA ITEM - KEY POINTS OF DISCUSSION	Actions
IGMT/18/009	**Update on CCG Governance structures** AH provided an update to the Committee on CCG governance structures. The Greater Nottingham CCGs were aligning their management structure and agreeing a shared committee structure. Delegated authority from South Nottinghamshire CCG Governing Bodies would likely be removed from the Committee as a result of changes, however, it was anticipated that the work of the Committee would still continue as an operational group. The terms of reference for the Committee would be reviewed and presented at the following meeting for agreement, to include changes to membership and links with governance structures for Greater Nottingham CCG s and Mid Nottinghamshire CCGs. **Action:** RL to liaise with Lucy Branson, Director of Corporate Development at Nottingham City CCG regarding amendments to the terms of reference. The Committee **NOTED** the update.	 **RL**
IGMT/18/010	**EU General Data Protection Regulation Update** LB presented an update on the EU General Data Protection Regulation (GDPR) to the Committee for discussion. The General Data Protection Regulation (GDPR), was approved in 2016 and would come into force on 25 May 2018. There was greater focus on evidence-based compliance with specified requirements for transparency, more extensive rights for data subjects and considerably harsher penalties for non-compliance. The GDPR introduced a principle of 'accountability' that required organisations must be able to demonstrate compliance. The purpose of the document presented was to provide an update on the national and local position for GDPR. It described the changes being introduced by the new legislation and how the Nottinghamshire CCGs were addressing the requirements. LB explained that the action plan would be rolled out across CCGs. This was based on the CCGs' interpretation of information available to date from the Information Commissioners' Office (ICO). IG teams were currently focussed on IG toolkits which included data flow mapping and asset registers which had been reviewed in line with GDPR. Following the IG toolkit submission at the end March 2018, teams would start reviewing the changes required for other areas of work including review of privacy notices and the update of policies. In answer to a question, LB confirmed that reassurance and guidance had been provided to Practices via bulletins and visits to Practice Manager Forum, however, it was not clear whether CCGs would have a	

The Information Governance, Management and Technology Committee is managed by Rushcliffe Clinical Commissioning Group (CCG) on behalf of Nottingham West CCG, Nottingham North and East CCG, Mansfield and Ashfield CCG and Newark and Sherwood CCG

- 5 -

Item No.	AGENDA ITEM - KEY POINTS OF DISCUSSION	Actions
	support or monitoring role for practices related to GDPR and further guidance was awaited.	
	Action: LB to include in action plan the consideration of revised guidance	**LB**
	The Committee noted the timescales for delivery and difficulty of delivery alongside management structure changes in Greater Nottingham. LB confirmed that the team anticipated implementation of the plan by 1 May 2018. An update would be provided at the next Committee and LB would enquire regarding organisational sign off requirements.	
	Action: LB to discuss GDPR sign off with Lucy Branson, Director of Corporate Development.	**LB**
	RL confirmed that a draft action plan for GDPR for Mid Nottinghamshire CCGs was due to be presented at the next Mid Nottinghamshire CCGs' Audit Committee and would be provided for the next IGMT Committee meeting.	
	The Committee **NOTED** the update.	
IGMT/18/011	**NHIS Training Strategy.** CG attended the meeting to present the NHIS Training Strategy to the Committee for discussion. The IT Training service strategy was developed in 2011 to support the Training Service Accreditation requirement through NHS Digital to achieve bronze accreditation. In March 2017, NHIS achieved silver Training service accreditation. In line with the review process the strategy requires reviewing and amending again to reflect the latest priorities for the local health community. NHIS were due to be re-accredited again in March 2019 and were aiming for the highest accreditation level of Gold. The Committee noted that the Learning Needs Analysis looked at wider staff IT competencies as well as local systems used and would include the Health Education England Digital Literacy programme. The Committee discussed the need for standardisation of IT approaches across practices and the need for enhanced training in practices to deliver this. The Committee noted that the strategy had been selected by NHS Digital as an example of best practices and that the final strategy would be approved by the Partnership Board. The Committee **NOTED** the strategy.	
IGMT/18/012	**Lessons Learned from the WannaCry ransomware cyber-attack** JT presented the Lessons Learned from the WannaCry ransomware cyber-attack report and associated action plan to the Committee for discussion.	

The Information Governance, Management and Technology Committee is managed by Rushcliffe Clinical Commissioning Group (CCG) on behalf of Nottingham West CCG, Nottingham North and East CCG, Mansfield and Ashfield CCG and Newark and Sherwood CCG

- 6 -

Item No.	AGENDA ITEM - KEY POINTS OF DISCUSSION	Actions
	The Department of Health and Social Care had commissioned a review of May 2017's WannaCry ransomware attack. The purpose of the report was to analyse the lessons learned, assess actions taken so far and make clear recommendations on what further measures were required to ensure the health and social care system was as robust as it could be. The report set out a number of recommendations to strengthen the resilience and ability of local organisations to respond to the increasing cyber threat. NHIS had reviewed the recommendations and was proposing that where these should be actioned by local organisations, the partners should use the Cyber Security Assurance Programme to embed these and monitor progress against the recommendations. JT noted that the all NHIS requirements were captured within the Cyber Security Assurance Programme and monitored through the Cyber Assurance Group. The Committee discussed the need for communication to practices regarding the Cyber Security Assurance Programme. Some messages had previously been shared with practices. **Action:** AH to review recent messages to South Nottinghamshire CCGs. The Committee **NOTED** the report.	**AH**
IGMT/18/013	**NHIS Patch Management Policy** MP presented the NHIS Patch Management Policy to the Committee for information. NHIS would ensure that all supported systems had up to date critical security patches applied in timely and effective manner to reduce the risk posed by flaws from Operating Systems and applications and ensure maximum uptime for users. The policy applied to all IT Equipment that was connected to the Corporate Network including servers, desktop, laptop and tablet computers, switches, routers, wireless access points, VPN devices and firewalls and any servers which were located at a third party managed Data Centre. Partner organisations were asked to acknowledge the principles outlined in the policy and adopt the document. The Committee noted that the policy was a restricted document and should be marked confidential. **Action:** CS to record policy as confidential The Committee **NOTED** the policy.	**CS**

The Information Governance, Management and Technology Committee is managed by Rushcliffe Clinical Commissioning Group (CCG) on behalf of Nottingham West CCG, Nottingham North and East CCG, Mansfield and Ashfield CCG and Newark and Sherwood CCG

Item No.	AGENDA ITEM - KEY POINTS OF DISCUSSION	Actions
IGMT/18/014	**IG Toolkit Audit updates** LB and RL provided verbal updates on the IG Toolkit audits to the Committee for information. 360 Assurance had conducted the annual IG toolkit audit during January and February 2018 and final reports were awaited. LB reported that South Nottinghamshire CCGs would meet all the requirements for the IG toolkit for submission in March 2018 and would submit compliance at 67%, level 3 for indicator 130 and level 2 for all other indicators. RL reported that Mid Nottinghamshire CCGs would meet all the requirements for the IG toolkit submission in March 2018 and would submit compliance at 80% with 11 indicators at level 3 and 16 indicators at level 2. RL noted that staff training still required some improvement before the end of March 2018. The Committee noted that the IG toolkit would be submitted in a new format from next year. The Committee **NOTED** the update.	
IGMT/18/015	**Confidentiality Audit Procedure** LB presented the Confidentiality Audit Procedure to the Committee for information. The document set out the procedure for carrying out audits relating to access to personal confidential information for the Nottinghamshire CCGs. The procedure was agreed by IG Leads at their Operational Meeting in March 2018. RL requested that the final report template for confidentiality reports was included as an appendix to the procedure. The Committee **NOTED** the Confidentiality Audit Procedure.	
IGMT/18/016	**Data Leadership Alliance Annual Report** AF presented the Data Leadership Alliance Annual Report to the Committee for information. The Data Leadership Alliance was first formed in January 2017. The purpose of the group was to support Nottinghamshire health and social care organisations ensure data quality standards was transparent, understood, consistent and relied-upon by our partner organisations in the integrated Nottinghamshire health and social care organisations. The Data Leadership Alliance (DLA) provided guidance on data coding, quality or identifiers. The DLA had wide membership across all Health providers including Clinical Commissioning Group representation to support General Practice.	

The Information Governance, Management and Technology Committee is managed by Rushcliffe Clinical Commissioning Group (CCG) on behalf of Nottingham West CCG, Nottingham North and East CCG, Mansfield and Ashfield CCG and Newark and Sherwood CCG

- 8 -

Item No.	AGENDA ITEM - KEY POINTS OF DISCUSSION	Actions
	The Committee thanked MO for his leadership of the group and noted that representation from Mid Nottinghamshire for the DLA had been agreed. The Committee **NOTED** the Annual Report.	
IGMT/18/017	**Information Governance Risk Register and Issues Log** LB presented the updated risk register and issues log to the Committee for discussion. Risk 18 - Data flows. No further update since 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. The project had now completed. The Committee agreed to archive this risk when all automatic forwarding had closed. Risk 22 - Cyber security. The Committee discussed the risk score for cyber security, having previously been reviewed by the IG Leads working group and recommended to increase. The Committee noted that the group did not believe the impact or likelihood of the risk had increased, however, felt that previous description and scoring was not reflective of actual risk. The Committee discussed the level of risk and whether this required review at a Governing Body level. The Committee agreed that the risk required rewording to reflect a loss of systems, rather than a risk to confidentiality and security. The Committee also agreed that the initial risk scoring should have a likelihood score of 5 and an impact score of 5 and the residual risk scoring was a likelihood score of 5 and an impact of 4. **Action:** LB to update register to reflect changes Risk 23 – Health and Social Care Network (HSCN). No further update since the last meeting. Risk 24 - Microsoft licensing. The Committee noted that funds could now be deferred and a new contract would be in place with Microsoft from 1 May 2018. Deadline for completion was January 2020. Risk 25 – Desktop Review. As per risk 24. Risk 26 - EU GDPR. The Committee had discussed this as part of the earlier agenda item. **Action:** All risks to be reviewed by leads **Action:** AE to update issue on issue log following meeting with LB The Committee **NOTED** the register.	**LB** **Risk leads** **AE**

The Information Governance, Management and Technology Committee is managed by Rushcliffe Clinical Commissioning Group (CCG) on behalf of Nottingham West CCG, Nottingham North and East CCG, Mansfield and Ashfield CCG and Newark and Sherwood CCG

- 9 -

Item No.	AGENDA ITEM - KEY POINTS OF DISCUSSION	Actions
IGMT/18/018	**NHIS Update Performance Report** MP presented the performance report to the Committee for information. The report consisted of highlights from January 2018 performance reports, showing trends and Key Performance Indicators. There was an accompanying analysis of data specifically around KPIs requiring improvement to meet the Service Level Agreement (SLA) targets. These identified KPIs had associated actions assigned with an intention to improve the KPIs. MP noted that the service desk received an additional 2000 calls as a result of the NHSmail project. AH noted that the metrics within the SLA were being reviewed by the NHIS Customer Forum. The Committee **NOTED** the report.	
IGMT/18/019	**NHIS Update Project Status Report** NC presented the NHIS Project Status Reports to the Committee for information. The purpose of the report was to provide an overview of the major Information, Communication and Technology projects being managed by Nottinghamshire Health Informatics Service (NHIS) across Nottinghamshire County CCGs. There were no major issues noted. The Committee **NOTED** the report.	
IGMT/18/020	**Capital Bids – Projects Financial Status** JW 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 Committee **NOTED** the report.	
IGMT/18/021	**Project Briefs** NC presented the Project Briefs to the Committee for information. The five papers provided an initial brief of the project scope, investment needed and dependencies required to deliver the following CCG Projects: • Unified Comms • The Oaks MC - SystmOne Migration • Greenwood and Sneinton Merger • Church Walk and Church St Replacement Telephony System • Apple Tree Merger	

The Information Governance, Management and Technology Committee is managed by Rushcliffe Clinical Commissioning Group (CCG) on behalf of Nottingham West CCG, Nottingham North and East CCG, Mansfield and Ashfield CCG and Newark and Sherwood CCG

- 10 -

Item No.	AGENDA ITEM - KEY POINTS OF DISCUSSION	Actions
	The Committee **NOTED** the papers.	
IGMT/18/022	**General Practice System of Choice (GPSoC)** JT provided a verbal update for GPSoC to the Committee for information. The current GPSoC ended in December 2018. The new GP IT model was being designed, this included three sections, technology, commercial and funding. **Action:** JT to check with Alan Welsh or Keith Bosworth about responsibilities for Mid Notts The Committee **NOTED** the update.	**JT**
IGMT/18/023	**Local Digital Roadmap Update** AE provided a verbal update for the Local Digital Roadmap to the Committee for information. AE explained that the updated Roadmap was due to be published alongside the IGMT strategy in May 2018. This update would be a refresh of the existing strategy and roadmap only. The Committee **NOTED** the update.	
IGMT/18/024	**Privacy Impact Assessments Overview/ Summary** LB and RL presented the Privacy Impact Assessment (PIA) summary to the Committee for information. The Committee noted that the summary required updating for Mid Nottinghamshire CCGs. **Action:** RL to update summary for next meeting. The Committee **NOTED** the summary.	**RL**
IGMT/18/025	**Cyber Security Bulletin – reporting framework** In DP's absence the Committee **NOTED** the report for information.	
IGMT/18/026	**Cyber Security Action Plan progress** AH provided a verbal update on the progress of the cyber security action plan to the Committee for information. The Committee noted the earlier discussion for agenda item IGMT/18/012. 360 Assurance had completed a review of the action place that provided assurance of the work identified as part of the action plans. The Committee noted that it had not yet received the Mid Nottinghamshire Cyber Action Plan.	

The Information Governance, Management and Technology Committee is managed by Rushcliffe Clinical Commissioning Group (CCG) on behalf of Nottingham West CCG, Nottingham North and East CCG, Mansfield and Ashfield CCG and Newark and Sherwood CCG

- 11 -

Item No.	AGENDA ITEM - KEY POINTS OF DISCUSSION	Actions
	Action: RL to share action plan. The Committee discussed the need for regular updates and testing of the systems. HB and JT had met to review command and control structures. **Action:** HB to discuss testing of plans with AE. The Committee **NOTED** the update.	**RL** **HB**
IGMT/18/027	**National Updates** MP noted that NHS Digital was proposing to the Cabinet Office for approval for Microsoft Windows licensing. The Committee **NOTED** the updates.	
IGMT/18/028	**Partnership Board update** AH provided a verbal update of the Partnership Board to the Committee for information. The last meeting of the Board was January 2018. The Board had discussed NHIS' income streams and the various costing models to understand variation in income. The Committee **NOTED** the update.	
IGMT/18/029	**Data Management Group minutes** AH presented the Data Management Group minutes to the Committee for information. The Committee **NOTED** the minutes.	
IGMT/18/030	**IG Leads meeting update** LB provided a verbal update of the IG Leads meeting to the Committee for information. The Committee **NOTED** the update.	
IGMT/18/031	**Records and Information Group Update** AE provided a verbal update regarding the Records and Information Group to the Committee for information. The group was still paused, however, AE and AH had met with Lucy Branson, Director of Corporate Development to review the requirements for the group and had agreed actions to take forward. The Committee **NOTED** the update.	
IGMT/18/032	**Data Leadership Alliance** AE presented the Data Leadership Alliance minutes to the Committee for information.	

The Information Governance, Management and Technology Committee is managed by Rushcliffe Clinical Commissioning Group (CCG) on behalf of Nottingham West CCG, Nottingham North and East CCG, Mansfield and Ashfield CCG and Newark and Sherwood CCG

- 12 -

Item No.	AGENDA ITEM - KEY POINTS OF DISCUSSION	Actions
	In answer to a question, AE confirmed that the group agreed codes for use locally if not set nationally set. The Committee **NOTED** the minutes.	
IGMT/18/033	**NHIS Customer Forum** JT provided a verbal update regarding the NHIS Customer Forum to the Committee for information. The first meeting of the NHIS Customer Forum was held in December 2018. The aim of the meeting was to provide an operational voice to NHIS partners on how NHIS operates. In the first session the forum reviewed the first, second and third line technical team roles and how they interacted. The forum also discussed the NHIS Key Performance Indicators and whether these were appropriate. Future forums would be used to review NHIS processes with a focus on one particular topic each meeting. The Committee **NOTED** the update.	
IGMT/18/034	**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/18/035	**Quarterly Information Governance Compliance Report** LB and RL 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 paper also included an update on progress with regards to version 14.1 of the Information Governance Toolkit submission and asked to seek approval of the submission due at the end of March 2018. As per earlier agenda item, all CCGs were scoring satisfactory levels and expected to submit toolkits at level two or above by 31 March 2017. RL apologised for not providing Mid Nottinghamshire CCG compliance figures earlier and noted the impact of the change in staffing for	

The Information Governance, Management and Technology Committee is managed by Rushcliffe Clinical Commissioning Group (CCG) on behalf of Nottingham West CCG, Nottingham North and East CCG, Mansfield and Ashfield CCG and Newark and Sherwood CCG

- 13 -

Item No.	AGENDA ITEM - KEY POINTS OF DISCUSSION	Actions
	information governance at the CCGs. The Committee noted the national data opt out requirements and that the CCGs would need to implement. The Committee noted that further national guidance was awaited and progress of implementation would be monitored by the Committee. **Action:** CS to add item to next agenda. The Committee **NOTED** the report.	**CS**
IGMT/17/131	**Forward Programme** **Action:** ALL members should forward any other agenda items to CS. The Committee agreed to receive the Caldicott Guardian activity log for Greater Nottingham and Mid Nottinghamshire CCGs at the next meeting. **Action:** CS to add Caldicott Guardian log to next agenda.	**ALL** **CS**
IGMT/17/132	**Any Other Business** The Committee discussed the size of the agenda and agreed to meeting to every two months rather than quarterly. The location would continue to be rotated to now also include Arnold. The Committee noted that the terms of reference and membership would also need to be reviewed. No other business was noted.	
	Date and Time of Next Meeting: Last Friday of May **TBC** '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'.	

The Information Governance, Management and Technology Committee is managed by Rushcliffe Clinical Commissioning Group (CCG) on behalf of Nottingham West CCG, Nottingham North and East CCG, Mansfield and Ashfield CCG and Newark and Sherwood CCG