

**MINUTES OF THE INFORMATION GOVERNANCE, MANAGEMENT AND TECHNOLOGY
COMMITTEE**

Friday 25 May, 1.30 pm to 4.00 pm

Committee meeting room, Arnold Civic Centre, Arnold, Nottingham

MEMBERSHIP

Andy Hall	Director of Outcomes and Information & SIRO (Chair)	South Nottinghamshire CCGs
Ruth Lloyd (A)	Head of Corporate Governance	Mansfield & Ashfield CCG and Newark & Sherwood CCG
Loretta Bradley	Information Governance Lead, South Nottinghamshire	Nottingham City CCG
Mick Cawley	Chief Finance Officer and Senior Information Risk Owner	Mansfield & Ashfield CCG and Newark & Sherwood CCG
Nichola Bramhall (A)	Chief Nurse/ Director of Quality & Caldicott Guardian	Greater Nottingham 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 (A)	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 (A)	Head of Technical Solutions	NHIS
Nigel Callahan	Programme Manager	NHIS
Debbie Poznanski (A)	Corporate Governance Manager	NHIS
Jules Williams	Head of Transformation	NHIS
Becky Stone	Assistant Director of Quality and Patient Safety	South Nottinghamshire CCGs

(A) Depicts Absent/Apologies

Item No.	AGENDA ITEM - KEY POINTS OF DISCUSSION	Actions
IGMT/18/038	<p>Welcome and Introductions AH welcomed all to the meeting.</p>	
IGMT/18/039	<p>Apologies Apologies were received from NB, RL, MP, TA and DP.</p> <p>NC, MC and LB would attend later in the meeting.</p> <p>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.</p>	
IGMT/18/040	<p>Declarations of Interest There were no declarations of interest.</p> <p>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.</p> <p>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</p>	
IGMT/18/041	<p>Minutes of Meeting held on 23 March 2018 The minutes of the last meeting held on 23 March 2018 were agreed as an accurate record.</p>	
IGMT/18/042	<p>Matters Arising from previous meeting (not picked up within agenda):</p> <p>IGMT/18/008 Access to Patient or Staff Information by Using a Smart Card Policy. HB would review the existing assigned sponsors and had identified named individuals to complete reviews before the staffing changes in Greater Nottingham. Action: HB to complete by end of June 2018.</p> <p>IGMT/18/009 Update on CCG Governance structures. RL had discussed the Committee terms of reference with Lucy Branson, Director of Corporate Development at Nottingham City CCG. A governance update was on the meeting agenda.</p> <p>IGMT/18/010 EU General Data Protection Regulation Update. LB had included consideration of revised guidance in the GDPR action and had agreed sign off of GDPR with Lucy Branson, Director of Corporate Development at Nottingham City CG. A GDPR update was on the meeting agenda.</p> <p>IGMT/18/012 Lessons Learned from the WannaCry ransomware cyber-</p>	<p>HB</p>

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	<p>attack. AH had reviewed recent messages to South Nottinghamshire CCG practices and there had been some variation in communications. LB would be meeting with communications lead at Nottingham City CCG to review the messages and dissemination of a cyber newsletter.</p> <p>IGMT/18/013 NHIS Patch Management Policy. CS had recorded policy as confidential in folders.</p> <p>IGMT/18/017 Information Governance Risk Register and Issues Log. LB, AE and risk leads had reviewed and updated their actions. The updated risk register was on the meeting agenda.</p> <p>IGMT/18/022 General Practice System of Choice (GPSoC). JT had confirmed Mid Nottinghamshire practice responsibilities with the practices.</p> <p>IGMT/18/024 Privacy Impact Assessments Overview/ Summary. This document had been removed from the agenda to be managed by the IG Leads, however, members agreed that the summary provided key assurance required by the Committee and asked for the item to be added back onto future agendas.</p> <p>IGMT/18/026 Cyber Security Action Plan progress. Mid Nottinghamshire CCGs' reported into the Cyber Security Programme Board and did not produce a separate local cyber security action plan.</p> <p>IGMT/18/026 Cyber Security Action Plan progress. HB reported that the new business and incident response plans would be ready for testing shortly. Action: HB to discuss testing of plans with AE.</p> <p>IGMT/18/035 Quarterly Information Governance Compliance Report. National data opt out requirements would be included on the following meeting agenda.</p> <p>IGMT/18/131 Forward Programme. The Mid Nottinghamshire CCGs Caldicott Guardian log would be included on the following meeting agenda.</p>	<p>HB and AE</p>
	<p><i>NC, LB and MC arrived during the following agenda item</i></p>	
<p>IGMT/18/043</p>	<p>Removable Media Policy AH presented the Removable Media Policy to the Committee for approval.</p> <p>The policy had been developed as part of the Nottinghamshire Health Informatics Service (NHIS) and partner commitments to maintaining a secure network as part of the Cyber Security Assurance Programme.</p> <p>The policy established the principles and working practices that were to be adopted by all users in order for data to be safely stored and transferred on removable media.</p>	

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	<p>The policy applied to Greater Nottingham and Mid Nottinghamshire CCGs, including all their Committees, Departments, Partners, Employees of the CCGs, contractual third parties and agents of the CCGs who have access to CCG information, information systems or IT equipment and intended to store any information on removable media devices</p> <p>AH noted that this policy had previously been reviewed and agreed by the Cyber Security Assurance Programme Board and the NHIS Partnership Board and was presented as a final version for adoption across the CCGs.</p> <p>SP noted reference to desktops within the policy should include laptops.</p> <p>Action: NC to amend policy to include laptops.</p> <p>In answer to a question, JT and NC confirmed that access through USB ports would continue, however, all devices connected through ports would need to have prior approval from NHIS. NHIS would implement the technical changes over a three month period to allow time to develop the list of authorised devices and allow individual organisations time to consider the devices required. NC confirmed that during this transition period fast responses would be provided from NHIS to resolve related issues and approve devices urgently where required.</p> <p>The Committee discussed the use of equipment for personal use and agreed that all NHIS issued devices should be used for work related purposes only. This would need to be communicated to all staff as part of the changes.</p> <p>In answer to a question, NC confirmed that some devices could still be charged through connecting to desktops and laptops, however, would not connect to the network.</p> <p>The Committee APPROVED the policy with the amendment noted.</p> <p>An implementation plan was now required, this would be led by the Cyber Security Assurance Programme Board. The Committee would need to receive assurance around implementation of this policy and would be included on the following meeting agenda.</p>	<p>NC</p>
<p>IGMT/18/044</p>	<p>IGMT Committee Governance</p> <p>AH provided a verbal update to the Committee for information.</p> <p>The IGMT Committee remained a formal committee of all five Nottinghamshire CCG Governing Bodies, however, governance arrangements were being reviewed as the South Nottinghamshire CCGs aligned with Nottingham City CCG to form Greater Nottingham CCGs. Changes to the existing Committee governance arrangements would be needed to support the new joint working arrangements in Greater Nottingham. Governance teams were reviewing this and discussions had</p>	

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	<p>not yet concluded, however, the future status of the Committee would be agreed ahead of the meeting in July 2018.</p> <p>MC noted the significance of the role of the IGMT Committee in providing assurance to Governing Bodies and raised concerns that governance changes agreed for Greater Nottingham CCG without consultation or agreement with Mid Nottinghamshire CCGs could impact on the Committee and the governance arrangements established within Mid Nottinghamshire.</p> <p>Action: Governance leads to discuss and agree future arrangements.</p> <p>The Committee NOTED the update.</p>	<p>Governance Leads</p>
<p>IGMT/18/045</p>	<p>Information Governance Risk Register and Issues Log</p> <p>LB presented the updated risk register and issues log to the Committee for discussion.</p> <p>The register was updated following the last meeting by risk leads.</p> <p>Action: Risk leads to review risks and provide further updates.</p> <p>The Committee NOTED the register.</p>	<p>Risk Leads</p>
<p>IGMT/18/046</p>	<p>EU General Data Protection Regulation Update</p> <p>LB presented an update on the EU General Data Protection Regulation (GDPR) to the Committee for information.</p> <p>The report provided an update on the compliance position of the Greater Nottingham Clinical Commissioning Partnership in relation to the EU General Data Protection Regulation that had come into force that day.</p> <p>A gap analysis had been completed in December 2017 and an action plan developed. Work was still ongoing to implement, however, the five key requirements for CCGs had been addressed.</p> <p>A review had been completed of all CCG data flows to align flows against new legal bases under GDPR, most had mapped across from the Data Protection Act.</p> <p>The CCGs' privacy notices had been updated to reflect requirements of GDPR and were available on CCG websites.</p> <p>Staff had received communication regarding changes to subject access, the internal procedure had also been updated and would be available through staff intranet's the following week.</p> <p>Service contract clauses related to data protection had been reviewed and updated in line with GDPR. In answer to a question, LB confirmed that there was an ongoing programme of work that included review of data sharing agreements and existing agreements would be updated to</p>	

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	<p>ensure compliance with GDPR.</p> <p>LB as Head of Information Governance had been appointed as interim Data Protection Officer (DPO), this role would be reviewed in three months. The Committee discussed the role of DPO and noted the difficulty in fulfilling the requirements to be director level and operationally involved in Information Governance. The Committee noted that the decision to include the DPO role within the Head of Information remit had been agreed by Greater Nottingham CCG Governing Bodies. AH noted the concerns from the Committee regarding this role and asked that these were considered as part of the review of the DPO role.</p> <p>In answer to a question, LB confirmed that the Committee would receive all future policies amended to reflect requirements of GDPR and as part of the Greater Nottingham alignment.</p> <p>MC confirmed that a similar programme of work had been completed at Mid Nottinghamshire CCGs and a further update would be provided at the July 2018 meeting. MC noted that the Data Protection Officer for the Mid-Nottinghamshire Clinical Commissioning Groups was David Ainsworth, Director of Engagement, and Service Re-design. Ruth Lloyd, Head of Corporate Governance, supported the Data Protection Officer on an operational basis.</p> <p>In answer to a question regarding support to GP practices related to GDPR, LB explained that guidance had been provided to practices to support implementation and contact details of the IG team shared. The DPO role had been the main concern of practices and most had now contracted an independent advisor to fulfil this role on their behalf.</p> <p>The Committee NOTED the update.</p>	
IGMT/18/047	<p>NHIS Update Performance Report</p> <p>JT presented the performance report to the Committee for information.</p> <p>JT explained the indicators where turnaround times had not been met in April 2018. Severity 1b in Greater Nottingham related to a telecoms issue that was raised with BT, the call had been resolved, however, was reopened two hours later and required a further fix. Severity 3 in Mid Nottinghamshire related to an NHIS error where a call was not placed on hold when the user could not be contacted. The average speed to answer across all Greater Nottingham and Mid Nottinghamshire users was 89 seconds against a target of 80 seconds, this was linked to calls made to the Medway project team as advisors were not available until 9 am.</p> <p>AH noted that detail of breaches was missing from the reports. This would be included in future reports.</p> <p>The Committee NOTED the report.</p>	

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IGMT/18/048	<p>NHIS Update Project Status Report NC presented the NHIS Project Status Reports to the Committee for information.</p> <p>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.</p> <p>There were no major issues or exceptions noted.</p> <p>The Committee NOTED the report.</p>	
IGMT/18/049	<p>Capital Bids – Projects Financial Status AE presented the capital bid documents to the Committee for noting.</p> <p>The report allowed the Committee to monitor progress of capital funding. Most projects were now closing down and about to move into next period. All projects for 2018/19 would be included within the report for July 2018.</p> <p>AE noted an error in the report presented. The last line of the table ‘2018/19 GI IT (Printer Project)’ should have read GP refresh project.</p> <p>The Committee NOTED the report.</p>	
IGMT/18/050	<p>Project Briefs NC presented the Project Briefs to the Committee for information.</p> <p>The paper provided an initial brief of the project scope, investment needed and dependencies required to deliver the GP Server Refresh project. NC noted that as part of the GP Server Refresh project, six GP practices would be brought back onto Community of Interest Network (COIN).</p> <p>The Committee NOTED the papers.</p>	
IGMT/18/051	<p>General Practice System of Choice (GPSoC) JW provided a verbal update for GPSoC to the Committee for information.</p> <p>The existing extension to December 2018 had now been extended to mid-year 2019. A specification for the framework was awaited, this was being developed to ensure it met requirements of the GP forward view and the national team were keen to receive feedback including to understand what functionality was wanted. The Committee noted that some of the proposed changes were not as efficient as existing systems. JT would share information with Committee as available and GPs with an interest in IT would be invited to provide feedback.</p> <p>Action: CS to amend agenda item title for future meetings.</p>	CS

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	The Committee NOTED the update.	
IGMT/18/052	<p>Local Digital Roadmap Update AE provided a verbal update for the Local Digital Roadmap to the Committee for information.</p> <p>The IGMT Strategy was currently being reviewed, version 5 would be published shortly and presented to the July 2018 meeting.</p> <p>AE noted the changes to the Local Digital Roadmap (LDR) included the reduced access to access national funding and that work was ongoing.</p> <p>The Committee NOTED the update.</p>	
IGMT/18/053	<p>CareCERT Bulletin NC presented the CareCERT Bulletin to the Committee for information.</p> <p>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 provided assurance to the Committee for CareCERT alerts reviewed from 1 March 2018 to 30th April 2018.</p> <p>NC noted an increase in alerts in April 2018. Some alerts were ongoing and any associated residual risks were considered and reviewed in detail at Cyber Board meetings.</p> <p>The Committee NOTED the report.</p>	
IGMT/18/054	<p>Cyber Security Action Plan progress AH provided a verbal update on the progress of the cyber security action plan to the Committee for information.</p> <p>The technical component of the cyber action plan was led by NHIS and the CCGs had a separate programme of work to cover HR, communication and resilience actions.</p> <p>The Greater Nottingham action plan progress had been shared with members regularly and AH, LB, HB and Lucy Branson, Director of Corporate Development at Nottingham City CCG had met to review this. Further support from team members was needed to deliver the plan and provide assurance regarding its implementation to NHIS, however, good progress had been made to date.</p> <p>The Mid Nottinghamshire action plan and progress would be shared with members.</p> <p>In answer to a question, NC explained that the cyber hygiene report that was presented to the Cyber Security Programme Board provided detail related to software monitoring. This would be included on future confidential agendas of the Committee.</p>	

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	<p>The Committee noted that NHS Digital produced a national Lessons Learned report in Feb 2018 with 22 recommendations for different NHS organisations, including NHS England, Trusts, CCGs and GP practices. Cyber leads would need to consider this against existing plans. The Committee noted that a recommendation had been made for organisations to achieve Cyber essentials plus by June 2021</p> <p>In answer to a question about the wider health system recovery in the event of a cyber security issue, HB explained that incident response plans were being developed to support this.</p> <p>The Committee NOTED the update.</p>	
IGMT/18/055	<p>National Updates</p> <p>A digital child health programme was due to commence, this would digitise the existing children's red health book.</p> <p>The National Data Opt Out model had started that today.</p> <p>As part of the Electronic Prescribing Service (EPS) the first controlled drugs and dispensing pilots had now completed and feedback would be shared soon.</p> <p>TPP had lifted an embargo on care homes that day.</p> <p>A GP IT operating model addendum had been released that day.</p> <p>The Committee NOTED the updates.</p>	
IGMT/18/056	<p>Partnership Board update</p> <p>AH provided a verbal update of the Partnership Board to the Committee for information.</p> <p>Sherwood Forest Hospital Trust (SFHT) had expressed a preference to move to contract for services rather than a Service Level Agreement (SLA), The existing SLA standards would then be included within the contract schedule.</p> <p>The Board received a report illustrating the variation in income to NHIS from each partner and variation in income to usage of resources. This would be monitored throughout 2018/19 and payment mechanisms and fair shares reviewed for 2019/20.</p> <p>The Board approved a request the purchase of an additional cyber security product for 2 ½ years. The product complemented the existing monitoring and reporting capabilities of NHIS and formed part of their action plan for increased Cyber Security.</p> <p>The Committee NOTED the update.</p>	

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IGMT/18/057	<p>Data Management Group minutes The Committee NOTED that the Data Management Group met quarterly and so had not met since the last Committee meeting.</p>	
IGMT/18/058	<p>IG Leads meeting update The Committee NOTED the IG Leads meeting minutes for 12 April 2018.</p>	
IGMT/18/059	<p>Records and Information Group Update AE provided a verbal update regarding the Records and Information Group to the Committee for information.</p> <p>This group was still paused and linked to earlier governance discussions.</p> <p>The Committee NOTED the update.</p>	
IGMT/18/060	<p>Data Leadership Alliance MO presented the Data Leadership Alliance minutes to the Committee for information.</p> <p>AE had discussed with Thilan Bartholomeuz and Nigel Marshall for Mid Nottinghamshire CCGs to ensure they were also included. Some of the future project work would include implementation of the F12 standardised referral form in Mid Nottinghamshire.</p> <p>The Committee NOTED the minutes.</p>	
IGMT/18/061	<p>NHIS Customer Forum JT provided a verbal update regarding the NHIS Customer Forum to the Committee for information.</p> <p>The Forum discussed Key Performance Indicators (KPIs), the procurement process for ordering equipment, Windows 10 approach and agreed that NHIS would continue to encourage users to contact the service desk via the online portal rather than to call.</p> <p>Members agreed that the Forum should focus on one particular discussion area for each meeting and topics had been scheduled for forthcoming months.</p> <p>The Committee NOTED the update.</p>	
IGMT/18/062	<p>Quarterly Data Quality Report AH presented the Data Quality Report to the Committee for information.</p> <p>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.</p> <p>The Committee NOTED the report.</p>	

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IGMT/18/063	<p>Quarterly Information Governance Compliance Report LB and RL presented the Quarterly Information Governance (IG) Compliance Report to the Committee for information.</p> <p>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.</p> <p>LB noted that Information Governance Toolkits had been submitted for the five CCGs and these all reported satisfactory figures.</p> <p>LB highlighted that some FOIs have breached the required timescale for response, noting that some awareness and training for staff had been planned as a result of this.</p> <p>The Committee NOTED the report.</p>	
IGMT/17/064	<p>Forward Programme</p> <p>Action: ALL members should forward any other agenda items to CS.</p> <p>Items agreed for the July 2018 meeting:</p> <ul style="list-style-type: none"> • Committee terms of reference • Information Governance Management and Technology Strategy • Privacy Impact Assessments Overview/ Summary • National data opt out requirements • Mid Nottinghamshire CCGs Caldicott Guardian log • Removable Media Policy implementation plan • Mid Nottinghamshire GDPR action plan <p>Items agreed for the July 2018 confidential meeting:</p> <ul style="list-style-type: none"> • Hygiene Report and minutes of Cyber Security Programme Board <p>The Committee discussed the prioritisation of IT projects, this had been agreed for 2018/19, however, a sub-group would be scheduled to prioritise projects for 2019/20 and would provide overview to Committee.</p>	ALL
IGMT/17/065	<p>Any Other Business No other business was noted.</p>	
	<p>Date and Time of Next Meeting: Friday 20 July 2018, Committee Room, Arnold Civic Centre</p> <p>'Members should inform the meeting secretary of any apologies and</p>	

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	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’.	