INDEPENDENT INFORMATION GOVERNANCE OVERSIGHT PANEL / NATIONAL DATA GUARDIAN'S PANEL MEETING
24th September 2015, Richmond House, London

Panel Members Present:-

Dame Fiona Caldicott - Chair
John Carvel
Simon Gray
Eileen Phillips (via Skype)
Mark Taylor
Richard Wild
Professor Martin Severs
Anne Stebbing (via teleconference)

In Attendance:-

Lindsey Blake
Katie Farrington (Agenda Item 1 and 2 only)
Professor Maria Goddard (Agenda Item 6 only via teleconference)
Kathy Holland
Christina Munns (Agenda Item 7 only)
John Hodson (Agenda item 7 only)
David Riley
Cameron Robson (Agenda Item 1 and 2 only)
Dean White (Agenda Item 6 only)

1.   Welcome and Apologies – Declarations of Interest

Apologies were received from Ian Atkinson and Alan Hassey.   The Chair welcomed Katie Farrington to the meeting. Katie is leading on the review of security standards and the question of a single consent/opt-out, which was announced by the Secretary of State for Health at NHS Expo on 2nd September, 2015.

There were no declarations of interest.

2.   Sponsors update

2.1   The Chair welcomed Cameron Robson who is representing the DH as sponsor following Mark Davies departure from the role in August 2015.

2.2   The Sponsor advised that the DH consultation on the role of the National Data Guardian was launched on 17th September 2015 and the consultation period will last for three months.

2.3   The Sponsor advised on the ongoing issues with regard to cyber security.

3.   Minutes of Previous meeting (Paper 3a)

The Minutes of the Independent Information Governance Oversight Panel dated 23rd July 2015 were approved subject to minor amendments from the Chair.

3.1   Actions Update (Paper 3.b.)

3.1.1   Re action 180515/3.2 '*Mark Davies agreed to circulate a note regarding new Ministers' responsibilities*'. **Action:** Lindsey Blake to write to Cameron Robson for clarity on roles.

3.1.2   Re action 180515/4.1 '*Agreement on NDG Terms of Reference*'. These were agreed at Panel together with transition of IIGOP to National Data Guardian's Panel. **Action:** Relevant support team contacts to be advised.

4.   NDG Office Update

4.1   Funding

        Simon Gray advised that funding has been confirmed for the office of the National Data Guardian, subject to the spending review.

4.2   Recruitment

        Simon Gray advised that the recruitment for IG SMEs and a communications lead was progressing.

4.3   Rebranding and Website

        Lindsey Blake confirmed that the office has undertaken the work to rebrand all e-mail signatures, stationery and presentation templates all of which now refer to the National Data Guardian rather than IIGOP.

5.   National Data Guardian Terms of Reference (Paper 7a)

        David Riley presented the final iteration of the National Data Guardian Panel's Interim Terms of Reference which were agreed for submission to Panel at Steering Group on 10th September, 2015. The NDG Terms of Reference were agreed as final and ready for publication. The Chair gave thanks to David Riley for his hard work in this endeavour.

        Noted: The Independent Information Governance Oversight Panel was formally closed and the National Data Guardian's Panel will replace this meeting going forwards.

6.   Panel members' views and advice

6.1.   NHS Data Disclosures to UK Law Enforcement Agencies

        The Chair welcomed guest speakers Dean White from HSCIC and Professor Maria Goddard (Non-Executive Director, HSCIC). This item was initially raised at Steering Group on 6th August 2015 where it was agreed to take it to Panel for further discussion.

        Dean White and Professor Goddard provided a summary of the ongoing review of how the HSCIC provides non-clinical information about NHS patients to law enforcement organisations.

6.2 **Action:** Simon Gray took the action to draft the panel response regarding the discussion on NHS Data Disclosures to UK Law Enforcement Agencies.

7. **HSCIC's Implementation of IIGOP Recommendations One Year on / Demonstration of IG Toolkit**

The Chair welcomed guest speakers Christina Munns and John Hodson from HSCIC.

7.2.1 Christina Munns tabled two reports:-

    a. Caldicott Recommendations Implementation National Report
    b. HSCIC's Implementation of IIGOP 1 YEAR on Recommendations

7.2.2 Christina Munns advised the Panel about an initial mapping exercise towards Ten Steps to Cyber Security and the interface in-between health and social care.

7.2.3 Alongside a request for general feedback on IG Toolkit development, two specific questions were addressed:

    a. In the short-term was the NDG supportive of the incremental improvements to the IG Toolkit, namely the new "look and feel", the streamlined and more intuitive approach to small organisations developed based on user consultations and the Caldicott2 Monitoring reports?

    b. Longer-term would the NDG like to work with the HSCIC to use existing tooling to cascade and monitor implementation of the new standards which the National Data Guardian is currently developing on data security?

7.2.4 **Enhancements to the IG Toolkit**

The Panel supported the planned incremental improvements to the IG iToolkit and advised the HSCIC to continue with the helpful user consultations.

Longer-term the NDG may wish to use the HSCIC's existing tooling to cascade and monitor implementation of the new standards which the NDG is currently developing on data security.

As an early sense of requirements emerges from the NDG Review, updates to the IGT should be planned in parallel to ensure a swift delivery.

The HSCIC should share plans of consultations with the different user groups so that the NDG work on standards can be coordinated to create efficiencies.

7.2.6 **Suggested Focus Areas for Further Improvements**

The following suggestions were raised as focus areas for further improvements to the IG Toolkit.

Explore the use of a DH request to the HSCIC for data collection and subsequent analysis, publication and/or dissemination as a form of monitoring of the NDG's standards using the IGT tooling. Collection and analysis activities should include

audit, potentially through the CQC. The intelligence from analysis would serve multiple customers.

Consider a function-based requirement set for IGT customers as an alternative to fixed 'views' based on 'organisational type' so the rationale for requirements is clear based on what an organisation does, rather than what category it falls into.

Ensure that small GP practices are engaged early in the process of improving the tooling.

Consider a public facing "easy-read" version of requirements.

Map the IG Training Tool content to the requirements, where relevant, and tailor them to levels of understanding/expertise. Set flexible, regular intervals for reporting in a way that is proportionate to risk and allows for agile.

8.   Any Other Business

Action: David Riley to forward copy of the report re UKCCG regional networks to members once available.

Date of next meeting: 30th November 2015