**The Northern, Yorkshire & Humberside**

 **NHS Directors of Informatics Forum**

**Information Governance Sub-Group**

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

**Microsoft Teams – 09 September 2021 14:00 – 15:30**

**Present:**

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| **Name** | **Initials** | **Organisation** |
| Sue Meakin (Chair) | SM | Northern Lincolnshire and Goole Hospitals |
| Nicola Gouldthorpe (Minute Taker) | NG | Northern Lincolnshire and Goole Hospitals |
| Roy Underwood | RU | Doncaster and Bassetlaw Teaching Hospitals |
| Caroline Britten | CB | RDASH |
| Jo Higgins | JH | Harrogate and District NHS Foundation Trust |
| Claire McInnes | CMc | Rotherham CCG |
| Alison Edwards | AE | Doncaster CCG |
| Stephen Rose | SR | CHFT |
| Dianne Llewellyn | DL | Mid Yorkshire Hospitals |
| Lindsay Stuffins | LS | RDASH |
| Barry Jackson | BJ | N3i |
| Paul Ellis | PE | NE Lincs Council |
| Martin Moorhouse | MM | Mid Yorkshire Hospitals |
| Rhona McCleery | RMc | Rotherham NHS Trust |
| Jenny Pope | JP | Airdale NHS Trust/Bradford Teaching Hospitals |
| Hayley Gillingwater | HG | East Riding of Yorkshire CCG |
| Alyce Hunt | AH | Leeds CCG |
| Blaine Williams | BW | NHS Calderdale CCG |
| Lesley McNeill | LM | NHS Rotherham CCG |
| Mike Cosgrove | MC | City Heath Care Partnership CIC |
| Melanie Hill | MH | NHS Informatics Service |
| Steven Mills | SM | RDASH |
| Jodie Holderness | JHo | NHS Informatics Service |
| John Wolstenholme | JW | Sheffield Health and Social Care NHS Foundation Trust |
| Rachel Smith | RS | South West Yorkshire Partnership NHS Foundation Trust |
| Gershon Nubour | GN | NHS Sheffield CCG |
| Rebecca Bradley | RB | York and Scarborough Teaching Hospitals |
| Rachel Fieldsend | RF | NHS North East Lincolnshire CCG |
| Kay Hill | KH | Harrogate and District Hospital |
| Michael Maginnis | MMa | Sheffield Teaching Hospitals |
| Susan Hall | SH | Audit Yorkshire/York Teaching Hospital NHS Foundation Trust |
| Erin Wood | EW | Health Education England |
| Karen Robinson | KR | Humber Teaching NHS Foundation Trust |
| Stephen Robson | SRo | Humber Teaching NHS Foundation Trust |
| Narissa Leyland | NL | Leeds Community Healthcare Trust |
| Steve Creighton | SC | Leeds CCG |
| Robert Batchelor | RBa | LOCALA Community Partnerships CIC |
| Cheryl Rollinson (Joined 2:18 pm) | CR | Doncaster CCG |
| Liza Broughton (Joined 2:22 pm) | LB | Sheffield Teaching Hospital |
| Pauline Ward (Joined 2:24 pm) | PWa | Lincolnshire Partnership NHS Foundation Trust |
| Karen Rowe (Joined (2:25 pm) | KRo | Leeds CCG |
| Sarah Briggs (Joined 2:35) | SB | Bradford District Care NHS Foundation Trust |
| Helen Jones (Joined 2:57 pm) | HJ | Yorkshire Ambulance Service |
| Johnny Chagger (Joined 3:03 pm) | JC | Leeds Teaching Hospitals NHS Trust |

 **Apologies:**

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| Linda Da Costa | LDC | Northern Lincolnshire and Goole Hospitals |
| Ruth Parker | RP | Yorkshire Ambulance Service |
| Claire Attwood | CA | City Heath Care Partnership CIC |
| Joanne Sturdy | JS | Sheffield Teaching Hospitals |
| Amy Cooper | ACo | Sheffield Children's Hospital |
| Derek Stowe | DS | Rotherham NHS Foundation Trust |
| Caroline Million | CM | CM Associates |
| Ola Zahran | OZ | Yorkshire Ambulance Service |
| Janet Matthews | JM | Bradford Teaching Hospitals NHS Foundation Trust |
| Adam Barker | AB | Care Plus Group |
| June Emptage | JE | Optum Health Solutions |
| Jon Shingleton | JSh | NHS England & NHS Improvement |

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|  |  | **Action** |
| 1. | **Apologies** - See above |  |
| 2. | **Minutes of previous meeting** held 12 August 2021Accepted as a true recordAmendment - JHo reported that John Hodson was also referred to JHo – amended minutes John Hodson now referred to as JHod.Amendment – JP requested that she is listed under Airdale NHS Trust and Bradford Teaching Hospital | NGNG |
| 3. | **Matters arising –** Please refer to the action log |  |
| 4. | **Data Protection Regulations** |  |
|  | **Cloud Datix (Incident Management System)** RB asked the group if anyone had a DPIA for this, JP reported that Datix is used at Airdale and would find out if this was in- house or cloud based. KR is trying to make her slot on induction as interactive as possible and asked for ideas. A number of the group reported that their slot on induction had been removed due to the pandemic. JP reported that she just has brief slides. NL has a 15 minute slot and then refers staff back to the IG handbook.BJ suggested placing a ‘dummy’ patient file/letter in the room and seeing if anyone looks at it, BJ has done this himself in the past which has always generated a discussion. SMe suggested discussing recent cases and fines.**Mandatory vaccination for frontline health and care staff** – SMe reported that a 6 week consultation started on 09 September 2021. | KR to email RB a copy of a DPIAJP to share slidesSMe to send IG presentation to KR |
| 5.  | **Regional/National Events**BJ reported that organisations need to invest in their staff training for 0365 as how are IG professionals able to police something when they aren’t trained. NL agreed and would take this back to her organisation.PWa agreed that we need to make staff understand what they are using and suggested 5 minute interactive sessions to be put on the HUB for staff to access when they have time. |  |
| 6.  | **IG Education/Personal Development Updates*** SMe reported that her Trust is pushing out the BCS although this is IT based and nothing is relevant for IG personal development.
* NL reported that she has attended the Information Law, via Northumbria, and also reported that the East of England are in discussions regarding offering an IG Apprenticeship.
* SC completed year 1 of his Post Graduate certificate as this was funded but the diploma or full masters has to be self-funded.
* Some members of the group have also completed the GDPR Practitioners role and NHSX have plans to expand on training.
* BJ is supporting an internship from the local university for a 3 month period to learn about the world of IG.
* SMe reported that she has contacted Caroline Booth at the Skills Development Network for the Yorkshire and Humber, the response received was that they don’t have any GDPR training scheduled for 2021/22, but she reported that she would look to see what budget would allow.
 | SMe to raise IG personal development at the National SIGN. |
| 7. | **EU/Brexit**The group agreed to remove this standing item from future agendas; if anything needs to be discussed going forward it would be added under AOB. | NG to remove from future agendas. |
| 8. | **Data Security and Protection Toolkit**The group felt it would be a good idea to have separate DSPT meetings, to ensure we are on track and offer support/guidance where necessary.SH reported that further DSPT workshops have been set up.<https://www.dsptoolkit.nhs.uk/News/webinars>SMe reported that the deadline for those organisations with an improvement plan to send an update is 30 September 2021.SH reported that there would be no independent audit for CCG’s and ICB’s, local audit committees could insist but there is no central mandate. | NG to set up monthly meetings. |
| 9. | **Confidentiality, Data Protection and Freedom of Information*** **FOI Compliance Figures (pre and post Covid) –** CB has been asked to get an understating of what other Trust rates are like for FOI’s, and asked if FOI’s are getting answered. Several members of the group reported that FOI’s didn’t just stop when the pandemic started, although they did not continue as they normally would, the group felt that organisations are at different points and no doubt figures will have dipped from time to time.
* **Yorkshire and Humber Care Record (YHCR) Patient Comms** - SMe asked the group if they were using the YHCR patient’s comms or if they had developed their own. KR reported that her organisation have added a link on their privacy notice to the YHCR.<https://yhcr.org/resources/public-communication-materials/#:~:text=Join%20the%20Dots%20A%20range%20of%20communication%20materials,security%20and%20privacy%20as%20well%20as%20opt%20outs>.

The group felt that further standardised comms need to be pushed out via JC team, this hasn’t been updated since journey 1, BJ reported that the GP Connect wording isn’t clear. SMe reported that there is a big gap and doesn’t want patients to miss out.JC team are centrally dealing with the opt out and reported that there is lots of work going on with the GP practices within Humber Coast and Vale (HC&V), GP practices are displaying privacy notices. Humber CCGs are working with the YHCR central team.SC asked JC for timescales for the Leeds GP practices – Mid 2022 for Hull/Harrogate/York followed by West Yorkshire.JC reported that certain specialities have signed agreements and DPIAs have been created for all initiatives.* **Recording of Covid vaccinations –** Anybody entering a care home after 11 November 2021 will need to be double vaccinated, this will affect Health and Social Care staff, how are Trusts handling this? GN reported that vaccinations are not getting recorded ESR, however other vaccinations are**,** this would be the best place to record this information as the system is already in place.

RMc reported that her organisation is managing within their teams with one to one discussions, if staff are attending care homes then they will need to produce evidence, this could potentially become an HR/disciplinary issue. There are queries around where the data is stored and if this is kept up to date, and when the vaccinations become obsolete. JW reported that it was up to staff members to follow guidance and produce evidence of their vaccinations. | SMe to discuss with JC and report back to the group. |
| 10. | **Data and IT/Information Security** |  |
|  | * No update
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| 11. | **Any Other Business** |  |
|  | * **Do Caldicott Guardians have a standalone specific job description – who do they report into? –** JP reported that there is no guidance on the National Data Guardian website; SMe reported that at her organisation the Medical Director has this role.
* Patient Knows Best (PKB).
* The new Records Management Code of Practice is now available.
* **Change of name** - BJ reported that an increased number of patients are coming  into GP practices asking for a name change to match their passport, as some of  these will still be in their maiden names and don’t reflect the name on their  Covid passports via the NHS app, as it is easier to change your name at the GP  practice than it is to change it on your passport. This could cause problems with  other systems they are linked too. MM reported that marriage certificates are  accepted as documentation if passports are in maiden names, it’s just people  not been prepared.
* SR asked if anyone had experienced an increase in communication from  solicitors, the British Medical Association and the MDA regarding claims for  breaches. The group reported no significant increases.
 | Add to Octobers agenda |
| 12. | **Date/Time of Next Meeting:**Thursday 14 October 2021, 2.00 pm – 3.30 pmVia Microsoft Teams | Meeting invite already sent out. |