

**INDEPENDENT INFORMATION GOVERNANCE OVERSIGHT PANEL MEETING
18 May 2015, Richmond House, London**

Panel Members Present:-

Dame Fiona Caldicott - Chair
John Carvel
Janet Davies
Anne Stebbing
Richard Wild

In Attendance:-

Kathryn Anderson
Lindsey Blake
David Riley
Kathy Holland
Mark Davies (Agenda item 3 only)
Cameron Robson (Agenda item 3 only)

1. Welcome and Apologies

Apologies were received from Ian Atkinson, Dr Alan Hassey, Professor Martin Severs and Mark Taylor.

2. Declarations of Interest

None were declared.

3. Sponsor's Update

Mark Davies (MD) confirmed that the HSCIC will host The Office of the National Data Guardian (ONDG) for this financial year. However, that it was imperative that it retained its independent status within the hosting arrangement.

Mark Davies confirmed that this will be a hosting arrangement and not a management arrangement. Mark Davies also confirmed that until such a time as there is legislation all staff working for the ONDG will be seconded from their host organisations. Those employed by HSCIC will be 'de-facto' seconded into their role at ONDG.

Action 3.1: The Sponsor would endeavour to facilitate a link for the National Data Guardian with a member of the HSCIC Board.

MD updated the panel on the Department of Health's post-Election key areas of focus.

Action 3.2: Mark Davies agreed to circulate a note regarding new ministers' responsibilities.

Action 3.3: Mark Davies to confirm the NDG's future accountability to the Secretary of State or to the newly appointed Lead on Innovation, Growth and Life Science, George Freeman.

MD discussed facilitating a discussion between care.data and IIGOP with regard to the Pathfinder stage and care.data's response to IIGOP's recommendations for the specific tests which were set out in IIGOP's Report to the care.data Advisory Board in December 2014.

Action 3.4 - Mark Davies to facilitate discussion between Eve Roodhouse and Richard Wild on evaluating the pathfinders.

Noted - That the test work care.data have already carried out with regard to IIGOP's recommendations will need to be monitored. The Chair asked that Alan Hassey and other steering group members now progress the work with Newcastle University in preparedness for the evaluation stage.

Action 3.5 - Lindsey Blake to write to Dr Alan Hassey to let him know that we can now progress the meeting with Newcastle University.

The upcoming primary legislation for the powers of the NDG was discussed. It was confirmed that the preparation for the scope of the questions in the consultation is about to start.

MD updated Panel members on plans to develop the IGOG (Information Governance Oversight Group) and that there would be three key elements:-

1. Technology and Programmes
2. Cyber Information and Security
3. The Information Governance Oversight Group

4. Minutes and actions from previous meeting

Action 4.1: David R to amend the ToR to take into account the new hosting arrangements and present these to the next SG and then to Panel for approval as 'interim terms of reference'

5. Transition Update

Richard Wild advised that a work package under a Provision of Service Agreement between the DH and HSCIC is in draft with Carl Vincent and Mark Davies to facilitate the hosting arrangement. It was agreed that the work package should be explicit with regard to the relationship between the Chair and Rob Shaw (an HSCIC Board member) going forward.

6. care.data

A discussion took place with regard to care.data's response to IIGOP's recommendations with regard to the care.data patient facing materials they supplied to IIGOP for comment in March 2015.

Noted - That care.data's reply to the points that IIGOP raised was not in context within the communication materials themselves and therefore was difficult to assess.

Action 6.1 - It was agreed that Lindsey Blake should contact Eve Roodhouse to request that they supply the latest version of the communication materials for IIGOP's further scrutiny.

7. Cyber Security

The Panel discussed Cyber Security and it is an ongoing matter.

8. Panel Members Views and Thoughts

Kathryn Anderson (KJA) advised that there was no fixed date for the launch of the NDG website and that a post purdah period is still in place for web publications, but that she is in discussions with DH digital and will confirm a date as soon as possible.

Paper 8.a. Revised proposal for NDG Website was discussed. KJA informed members that this paper had been discussed at the Steering Group and that she was seeking any further input or comments.

Noted - That the distinction between health and care definitions required careful consideration for consistency purposes. They should be referred to as Health and Social Care at all times.

Noted - That an NDG presentation video should be produced by DFC and possibly other members of IIGOP and that this could be on the website.

Noted - Consideration be made to social media and creation of Twitter account. KJA to investigate Tweets from other Organisations.

Noted - That the DH website has changed significantly post-Election and it is now more difficult to locate IIGOP web pages.

Action 8.a.1 - Kathryn Anderson to circulate any requests for input to website content to members.

Paper 8.b. - Email dated 6 May 2015 from Tommy Denning to Richard Wild with regard to development of an overarching implementation plan re Caldicott Recommendations from recent Annual Report was discussed.

Action 8.b.1 - Fiona to discuss Tommy Denning's email regarding an implementation plan for the Caldicott recommendations with Mark Davies on 8th June and then discuss at Steering Group on the same day.

9. Relevant Meetings attended by Panel Members

This is a new item on the Panel agenda to provide members with an opportunity to advise members about IG relevant meetings they have attended.

The Chair advised Panel that she had attended an NIB (National Information Board) Working Group and presented at the KHP Information Governance Conference.

John Carvel provided a brief update from the NIGC meeting that he had just attended.

10. Any Other Business

John Carvel advised the Panel about the EU Council of Ministers and recommended that the Department of Health be strongly advised to engage with them on Information Governance.

Action 10.1 - Richard Wild to discuss with Peter Knight a letter that the CMO (Chief Medical Officer) is writing with Fiona to Mr Kelsey about gaining public trust in care.data.