Hampshire **NHS**

Primary Care Trust

Governance and Healthcare Assurance Committee Paper GHAC09/016

Minutes of Information Governance Steering Group Meetings

Executive Summary:

Attached are the Minutes of the Information Governance Steering Group meetings held on 19 December 2008.

Actions Requested:

The Governance & Healthcare Assurance Committee is asked to receive the Minutes of the meeting of the Information Governance Steering Group held on 19 December and any oral reports from the Chair of the Health & Safety Committee (or their representative).

Aims Supported by this Paper:

This paper supports the Hampshire Primary Care Trust to fulfil its Standing Orders in accordance with the NHS Code of Accountability.

Corporate Citizenship, Equality and Diversity

This paper does not request decisions that impact on corporate citizenship, equality and diversity.

Author(s):

David Robertson, Assistant Director of Finance – Care Services

Leader Director:

Sue Harriman, Director of Nursing, Therapies and Clinical Standards (Care Services)

Date:

15 January 2009

Information Governance Steering Group
Omega House, Eastleigh
19th December 2008

Notes of the Meeting

Attendees:

John Hughes	Caldicott Guardian (HCHC)
Anne Loftus	Information Governance Co-ordinator SE
Liz Hatch	Senior IG Co-ordinator
Debbie Broughall	FOI Lead
Julian Popple	IT Rep.
Gordon Cheeseman	Data Protection manager

1.	Apologies: Andrew Hale, Zena May, Vikki Stapleton	
2.	Minutes of the last Meeting: Passed	
3.	Matters Arising :	
	3.1 Monitoring of SUI's. Carry over until the next meeting	VS
	3.2 The structure mapping diagram was withdrawn from the Management Board on 25th November. This item is to kept on the minutes under IG Structure.	AL/JP/LM
	3.3 Encryption Update JP reported that the project to encrypt the laptops is now 70% complete and hopes that the project will be completed by 31.1.2008. AL raised concerns that laptops which had been encrypted has no stickers on which was leading to confusion. Encrypted Memory sticks are being ordered for distribution across the Trust, discussion took place over whether the memory sticks should be marked with the name of the trust and a contact telephone number. It was felt that it would be sufficient to put the contact number on but not the name of the trust.	
4.	Revision of Meeting Dates After discussion it was agreed to change the day of the IGSG meeting to a Monday in the hope that this is acceptable to Sue Harriman and Zena May who will be added to the IG Steering Group distribution list. AL to check.	AL
5.	NHS Mail Sponsorship AL as promised took the Sponsorship of Nursing Homes to the SCIGN where the feeling was that we should do this, however given the number of Nursing Homes used by the trust (138) that would all need to be supported on NHSnet and that we have no method of	

	monitoring compliance, the staff in the nursing homes would have to adhere to the Trusts Information Security Policies etc. It was considered to be more time and cost effective to include governance procedures in the contracts which we have with the nursing homes. AL to ask Clive Thomas if this can be taken to the national centre for advice	AL
6	Risk register entry fid IG Toolkit (risk register 610) The risk register entry lists: Data mapping IG Management arrangements Communication and membership if the IGSG NHS Number and Registration Authority. And was discussed by the group with advice to AL. AL to update at the next meeting.	AL
7.	AL introduced the idea of a Data Custodian network as an aid the communicating IG issues across the trust and ensuring that IG advice is available locally to all staff. AL to do a paper to highlight the benefits to IG and staff to present to Zena /Sue Harriman.	AL
8.	Revised Information Security Policy JP to do a major revision of the Informati9on security Policy following internal audit comments and revisions to the SLA's etc. (by 5th January 2009)	JP
9.	Revised IG Policy DB has been revising the IG Policy in the light of changes to the DPA and the need to include audit and monitoring and breeches of the policy.	DB
10.	Revised NHS Number Policy and Strategy – this is being revised by LH and will be completed for the Care Services Group on January 13th.	LH
11.0	AOB	
11.1	Due to the loss of GC the responsibility for Corporate Induction has reverted to the IG team. AL to attend the training leads meeting, revise the presentation in light of the HCHC changes and present the first Corporate Induction on 5/1/2009.	AL
11.2	Revision of TOR JH noted that the TOR for the group needs updating. As this group is likely to change soon it was decided to revise these in April 2009.	
	Date and Venue – TBA. AL to inform the group	