SPIRE Steering Group (SSG) meeting

13:30, Tuesday, 28th November 2017
COSLA Building, Haymarket Edinburgh

Attendees:
John Gillies (JG) Chair, Deputy Director, Scottish School of Primary Care (SSPC)
Colin Brown (CB) Scottish Clinical Information Management in Practice (SCIMP)
Tina Chapman (TC) Patient Representative
Neil Kelly (NK) GP, NHS Dumfries & Galloway
Phillip McLean (PMc) Head of Primary Care Infrastructure Policy, Primary Care Division, Scottish Government (SG)
Libby Morris (LMo) GP, NHS Lothian (Chair for FE)
Janet Murray (JM) Caldicott Guardian, NHS National Services Scotland (NSS)
Jill Thomas (JT) SPIRE Project Lead, Public Health and Intelligence (PHI), NSS
Eric Wilson (EW) RCGP P3 Group (Patient Representative)
Ronnie Burns (RB)
Gordon MacLaren (GM) Deputy Caldicott guardian, NHS FIFE

Teleconference:
Chris Williams (CW) GP, NHS Highland, RCGP P3 Group (Patient Representative)
Frances Elliott (FE) Medical Director, NHS Fife

In Attendance:
Michael Muirhead (MM) Head of Service, PHI, NHS NSS
Adele Trainer (AT) Service Manager, PHI, NHS NSS
Mike McCabe (MMc) Principle Information Analyst, PHI, NHS NSS
Sue Wakely (SW) Senior Information Analyst, PHI, NHS NSS
1.0 – Welcome, Apologies & Introductions

1.1 – Welcome & Introductions
JG welcomed everyone to the meeting. Round the table introductions were made.

1.2 – Apologies
Apologies were noted from Hester Ward

2.0 – Previous Minute
The minute of the SPIRE Steering Group meeting from 14th September 2017 was approved as an accurate reflection of the meeting.

3.0 – Matters Arising and Review of Actions

3.1 – Matters Arising

3.2 – Review of Outstanding Actions

- 2016-033: JT to initiate a meeting with Brian Couston (Chair of the Public Benefits and Privacy Panel, PBPP) following finalising the terms of reference for the SPIRE Steering and Prioritisation groups. – Action closed 20/10/2017.

- 2017-034: Project Team to discuss PID key transfer mechanism with IT colleagues and arrange for the SSP to be amended accordingly. – Action ongoing; this has been discussed and will be included in the next release of the SPIRE software (v3.0) which is currently undergoing UAT.

- 2017-009: AT to circulate new flowcharts to the SSG and explain how they differ from already approved processes. – Action closed 20/10/2017. Flow charts will be added to the SPIRE website.

- 2017-12: Project team to provide graphical visualisation of opt outs by geographical location to future SSG meeting. – Action ongoing. JT reported at meeting that she has an outstanding technical discussion with MSDi around the opt out data.

- 2017-13: Prioritisation Group to contact SAIL (Wales) to discuss how their experience might benefit SPIRE. Action ongoing.

- 2017-14 and 2017-15 AT, LMo, JT and HW to update Paper 2 (6 June 2017) and recirculate to member, members to provide feedback Action closed 20/10/2017. Paper had been resubmitted.


- 2017-020: JG to contact Dr Andrew Fraser and Dr Gregor Smith – Update to meeting on 28th November 2017 Action ongoing.

- 2017-021: AT to update Scrutiny and Prioritisation Paper to reflect the discussion – update to meeting on 28th Nov Action ongoing.

- 2017-022: JT and AT to look at resourcing and support for Prioritisation Sub-group (and SSG) Action closed.

- 2017-023: JT to provide update on Local Communication Plan to the next meeting Action closed on agenda 28/11/2017
- 2017-024: JG to prepare a paper on future role of SSG for next meeting Action closed on agenda for meeting 28/11/2017
- 2017-025: AT to arrange demo of SPIRE Local Reports Action closed on agenda 28/11/2017
- 2017-026: JM to JM will look into whether a FAQ could be added to the website and whether there should be an Executive Summary
- 2017 -027: JT to take this forward for PID level extracts

4.0 – Future role of SSG (paper 2)
JG (Chair) presented paper 2 on the future role of SPIRE Steering Group (SSG).

Roles:
- Setting up of a Prioritisation Sub-Group, whose role will be to have oversight of all SPIRE customer requests, and authorise those requests categorised as low or medium ‘risk’.
  - The first initial meeting is planned for December 2017.
  - The Prioritisation Sub-Group will feedback into the SPIRE Steering Group.
- SSG will need to carry out this oversight role assiduously to ensure professional and public confidence in SPIRE. A revised SSG with wider external membership would seem to be best placed to fulfil this role.
- JG suggested that making this the last meeting called the SPIRE Steering Group (SSG) and renaming the group: SPIRE Strategy and Oversight Group (SSOG) and change the membership. JG would like to discuss and make a final decision at this meeting.
- The group agreed to the renaming of the SPIRE Steering Group to SPIRE Strategy and Oversight Group.

5.0 – GDPR
JM gave a presentation
JM said that she is looking at the impact of GDPR within NSS, and at a broader level than just SPIRE.

Action 2017 – 026 JM will look into whether a FAQ could be added to the website and whether there should be an Executive Summary

6.0 – Update on SPIRE Local Communications
6.1- Local Communications Activities in NHS Dumfries & Galloway (paper 3)
JT and NK presented the paper 3 and slides and a proposal was made:
To recommend to the SPIRE Steering Group that proportionate, additional local communication activities have been undertaken across NHS Dumfries and Galloway and so to seek permission from the Steering Group to begin to undertake PID level extracts (Limited Personally Identifiable Data as defined in the Privacy Impact Assessment) in early December from an agreed set of GP practices in NHS D&G. The intention will be to roll out across practices in NHS D&G.

The group were happy and this can move forward.

Action 2017 -027 JT to take this forward for PID level extracts
7.0 – Demonstration of Local Reports

MMc gave a demonstration on SPIRE Local the demonstration also included elements of:

- Understand what SPIRE is and where it sits in the GP Practice and NSS
- Know the difference between a Local Report and an Extract Request
- Know the difference between a Query and a Report
- Log on and setup users within SPIRE
- Access Reports Display – to View Reports
- Access Query Viewer – to View Query Results
- Demonstration of the Flu report

Also highlighted was that Information Governance is central to SPIRE and that the practice participation is voluntary. Patients do have the option to opt out and their identifiable data will not be include, however aggregated data that relates to them will be included in any extract the practice agrees to.

A question was raised that if a patient decided to opt out would all the data from that patient in previous reporting be removed.

The answer is no, the identifiable data would not be include in future reporting from the date the patient decided to opt out.

8.0 – Any other Business

- Paper 4 to be circulated to the group members

The meeting was then closed, and JG thanked everyone for their attendance.

9.0 – Date of Next Meeting

Date and time of next meeting to be arranged, but it is likely to be in January 2018.