

ABERDEEN CITY COUNCIL

FINANCE & ICT DEPARTMENT

NOTES OF A JOINT PUBLIC SECTOR ICT STRATEGY GROUP MEETING
Held at St Nicholas House, Broad Street, Aberdeen at 1.30 p.m. on 29th January 2003

Present

J Lamb	Aberdeen City Council - ICT	jiml@it.aberdeen.net.uk
N Landy	Aberdeen City Council - ICT	nigell@it.aberdeen.net.uk
A Reid	Aberdeenshire Council	alastair.reid@aberdeenshire.gov.uk
A Small	Aberdeen City Council - ICT	asmall@it.aberdeen.net.uk
K McDonald	NHS Grampian	kinley.mcdonald@arh.grampian.scot.nhs.uk
I Hunter	NHS Grampian	ian.hunter@arh.grampian.scot.nhs.uk
A McCreath	Robert Gordon University/AbMan	a.mccreath@rgu.ac.uk
Teresa Gravelis	Scottish Enterprise	Teresa.Gravelis@scotent.co.uk
N Fraser	Scottish Enterprise	neil.fraser@scotent.co.uk
B Mitchell	Grampian Fire Brigade	Bill.Mitchell@grampianfirebrigade.co.uk
A Duncan	Aberdeen City Council - Comm Dev	aiduncan@commdev.aberdeen.net.uk

Item	Summary details	Action
1	<p>Apologies</p> <p>JL welcomed the attendees to this meeting and introduced Ali Reid from Aberdeenshire Council. Apologies were relayed from:</p> <p>G Pryor - University of Aberdeen, g.pryor@abdn.ac.uk</p> <p>C Ashcroft - Grampian Police, carl.ashcroft@grampian.pnn.police.uk</p> <p>A Mutch - Aberdeen College, a.mutch@abcol.ac.uk</p> <p>I Morrison - Aberdeen City Council - ianmorrison@aberdeencity.gov.uk</p> <p>(The ACC fire drill and muster point procedures were advised to everyone present).</p>	
2	<p>Presentation "E-GIF, from Beer to Maternity"</p> <p>Gary Short & Richard Tindall gave a short presentation on eGIF outlining the 7 key policies, metadata requirements and the implications to public sector organisations regarding the availability and exchange of information using XML and browsers for data integration using additional metadata and transfer of information based around Dublin core details. KMCD indicated that the Health Service, amongst others, might not be fully aware of the implications.</p> <p>GS advised that England has "Information Services but not in Scotland but later issues of eGIF will tighten compliance requirements. Current developments must ensure that they comply with eGIF standards at time of procurement/ implementation using standard eGMS library (metadata standards) e.g. Patient Records format is defined in the Standard. BM confirmed that this would cause a lot of confusion.</p> <p>AMcC commented that eGIF had not been mentioned in education circles.</p> <p>GS stated that "if exchanging info into the Public Sector, eGIF must be compliant with any system used". "On demand" is the caveat and catch-all and any system must be compliant at that time.</p>	

	<p>A copy of the Draft Data Sharing Protocols document is included in Attachment A</p> <p>The full presentation is available from the web-site at http://www.web-ecosse.com.</p>	AD
3	<p>Notes of the meetings of 3rd & 30 Oct 02</p> <p>3.1 Accuracy The minutes were agreed</p> <p>3.2 Matters arising JL referred to the legal implications with Framework contracts and how they would work. This has been discussed with Chief Executive and legal people, but initial feedback was not positive.</p> <p>KMcD advised that any proposed Framework contract would go to tender to include group members as potential users but with no commitment from any particular partner. AMcC - Individual contracts would be agreed based on framework details.</p> <p>AD referred the Group to the Local Government Act</p> <p>AR The emphasis was based towards central purchasing</p> <p>AMcC Hardware sharing was more of a problem than framework agreements. Identify the real contenders and review implications.</p> <p>JL has discussed the Group with both HR & Property. Property is keen to be linked with this Group. Finance will also be included for input to Group as required.</p> <p>AMcC confirmed that he is empowered by RGU for the purposes of this Group.</p> <p>Joyce Leishman at RGU contact details to be supplied by AMcC</p> <p>NF to provide copy of Telecommunications and Infrastructure report to JL for circulation to all group members</p>	<p>AMcC</p> <p>NF/JL</p>

<p>4</p> <p>4.1</p> <p>4.2</p> <p>4.3</p>	<p>Initiation & Terms of Reference document</p> <p>4.1. Discussion/Approval AS issued copies of the Terms of Reference draft document, where required, and outlined the rationale behind the document and requested comments and discussions to enable the document to be finalised. There were no major comments received.</p> <p>4.2. Links to Community Planning AD outlined the specific remit for Forums, referred back to the Bulls-eye diagram and information issued at a previous meeting and detailed the links from the Community Plan, City Alliance, Challenge Teams/Forums Network Groups, Best Value Group, Data sharing Group and Finance Group.</p> <p>TG indicated that SEG are keen to be part of the Group but have to adopt a country-wide view and may not adopt any results.</p> <p>NF agreed but SEG could add to Group from their overall experience. JL agreed to add SEG back into list with no active items</p> <p>NL requested that any amendments required be advised within 14 days</p> <p>4.3 Community Planning</p> <p>AD advised that City Alliance had agreed specific actions</p> <p>1. "Information Point". A Project Board will be formed and the project will involve Police & NHS. JL confirmed that this would build on experience gained from Torry project.</p> <p>2. "Data sharing/Info sharing pilot". (Web enabled using GIS) with Data-share in Edinburgh commissioned for 6 months and will use Social deprivation, Community safety etc. as identifiers. AD stated that they were having to buy-in a GIS system. Jack Winchester is gathering information and will have about 20 users initially. BM asked if the Fire Brigade were involved. AD agreed to arrange a demo for all interested parties when up and running and to distribute information to all.</p> <p>3. "Community Budgets". AD advised that £406K has been awarded to both ACC & Aberdeenshire Council to develop 3 elements (i) Community Involvement (ii) ICT infrastructure (iii) Staff training/empowerment. 'Shire is already setting up Finance & ICT structure between the main service providers (i.e. Local Government, NHS, Police & Fire).</p>	<p>AS</p> <p>ALL</p>
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<p>5</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p> <p>5.5</p>	<p>Joint Opportunity Projects</p> <p>5.1 Desktop maintenance</p> <p>KMcD would include this in his remit. Software and Hardware would be considered separately. (NHS & Fire Brigade may include a caveat to allow withdrawal at a later date).</p> <p>5.2 Framework Contracts</p> <p>KMcD confirmed that he would prepare a Framework Agreement for review by all group members. This would be based on outline agreement with sections for individual members.</p> <p>JL/KMcD agreed that there was a need for legal input from interested parties as soon as possible rather than at contract stage.</p> <p>NF suggested that Pathfinder experience maybe a useful indicator</p> <p>AMcC would like a report back on status.</p> <p>5.3 E-Learning</p> <p>KMcD advised that NHS were currently procuring a new e-learning package and that their contact was Duncan McArthur.</p> <p>AMcC would send an email with nominated member(s)</p> <p>5.4 Communications</p> <p>JL confirmed that the Group should build on the work already in place. e.g. Community Networks being developed for Broadband Access.</p> <p>NF asked to be added to this sub group as their involvement in other projects could be of use.</p> <p>AMcC stated that it was important that an early meeting was arranged to rationalise and standardise common Standards. The Sparc initiative should also be monitored closely.</p> <p>AR volunteered to be the Lead Partner for Communications</p> <p>5.5 Resources</p> <p>JL to check with CA to confirm that he will lead a Joint Disaster Recovery / SAN Group.</p>	<p>KMcD</p> <p>KMcD</p> <p>NF</p> <p>AMcC</p> <p>AR</p> <p>JL/CA</p>
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5.6	<p>5.6 GIS</p> <p>KMcD felt that this was more suited to the Property Group and should not be included in ICT Group. GIS should be user driven but may involve ICT.</p> <p>AD indicated that there may be funding available from Community Fund for web based GIS applications.</p> <p>JL summarised the above section and indicated that he was looking for reasonable progress from each sub-group and hoped to be able to move ahead and have some information available for circulation from the various sub-groups in time for the next meeting.</p>	ALL
6	<p>Any other Business</p> <p>Citizen's Panel JL advised the Group that if they had any appropriate questions for the Citizen's Panel (approx. 1400 local people), these could be issued either through JL or directly.</p> <p>IH had received a letter from BSA addressed to 2 Trusts and had placed in bin.</p> <p>AMcC advised that the BSA had no legal standing, or authority, and it was better not to enter into any communication with them</p> <p>Fire Brigade Grampian Fire Brigade have Grampian wide communications/support available from their HQ as far as Durris/Portlethan etc through the microwave links for voice/data; VPN - BT Broadband using fibre & satellite & ISDN + thin client / wireless link capability to retained stations, tenders and other vehicles by end of February</p>	ALL
7	<p>Date of Next 2 Meetings To allow better planning agreement was reached to project dates/times for next 2 meetings. All sub groups should meet and report back before the next meeting scheduled for April.</p> <p>Next Meeting: Thursday 3 April 03 at NHS. Venue will be :- Grampian Health Board HQ, Summerfield House, Eday Road, Aberdeen Time 13.30 to 15.30</p> <p>Proposed date for 2nd meeting : Wednesday 11 June 03 at RGU (venue and times to be advised)</p>	<p>KMcD</p> <p>AMcC</p>

Attachment A

DATA SHARING PROTOCOLS

DRAFT

Introduction

As part of the wider Community Planning Initiative and the restructuring of the Council into Area Service Delivery Teams, it is essential that relevant data and information be shared between the various Partners. This will permit access to appropriate information to Partners to interpret the data and establish indicators to provide a more informed basis for establishing strategies and associated measurable actions to tackle the identified issues.

The most important part of any public sector information sharing project is the data sharing protocol agreement between the Partners involved. This agreement is essential to ensure trust for the development of sustainable data sharing and to specify what happens to the data at any point in the process, as well as covering a wider range of issues.

Aims of Protocols

- To ensure the integrity of data sharing.
- To install confidence in data sharing and protect the rights of Partner organisations/individuals.
- To meet information needs of the ***Aberdeen City Datashare Partnership*** to ensure delivery of the actions required and expected outcomes contained in the Community Plan.
- To provide an overview of **community planning** information needs and related issues.
- To provide information to authorised bodies for the purposes of ***transparency and openness***.

Key Objectives

- Willingness to share information - specify Partners' roles/data to be shared;
- collaborate on analysis/interpretation across organisational remits;
- utilise a web-based platform;
- interface with GIS software;
- provide geographically referenced data using post code identifiers;
- maintain the requirements of the Data Protection Act;
- develop a set of protocols;
- use the data for developing indicators for measuring performance against Community Plan Targets; and

- introduce procedures for updating and auditing the protocols.

Participants

All Community Plan Partners to contribute with information relative for achieving the agreed Targets, which will help to inform decision making.

Each Partner Organisation has the responsibility for ensuring it is represented on the Datasharing Partnership Group.

Data Interpretation

- Requests for information by Partners will be met on condition that the information is accepted in the form in which it is passed over and will not be subject to further modification.
- No information, other than that already in the public domain, derived from the information sharing project may be reproduced, stored in a retrieval system or transmitted, in any form or by any means, electronic, mechanical photocopying, recording or otherwise without the prior permission of the ***Aberdeen City Datashare Partnership***.

Management

The data donated will be managed by a nominated officer from one of the Partners from within the Datasharing Partnership using an electronic 'web-based' platform, agreed and funded by all the Partners. Outputs will be reported to all Partner organisations in the Aberdeen City Alliance in the form of a set of indicators for measuring performance against achieving the Targets contained in the Community Plan.

Data Collection

1. The data shall be transferred by each Partner onto the Datashare platform on a regular frequency to be agreed with each Partner within the parameters of an agreed timetable.
2. Validation of information prior to analysis will take place to achieve 90%+ accuracy via the cross-referencing of raw data with the Local Land and Property Gazetteer (LLPG).
3. Datasharing Partnership participants will submit agreed relevant data to a standard in compliance with the standard – BS7666.
4. Each Partner shall nominate its "responsible" officer (**custodian**) for ensuring the data is transferred in time to the correct standard.
5. Access to the information for analysis and data manipulation will be limited by password and restricted to the relevant responsible officer.

- 6 All data must comply with the Data Protection Act.
- 7 Requests for information from external sources shall be approved jointly by officers nominated by all members of the ***Aberdeen City Datasharing Partnership***.
- 8 The nominated Partner for managing the data shall be responsible for providing and maintaining a list of authorised users of information for the ***Aberdeen City Datasharing Partnership***.

Security

- Only staff authorised by the ***Aberdeen City Datashare Partnership***, shall have access to the system.
- All authorised staff shall be obliged to enter into a contractual agreement not to disclose any information which could in any way prejudice the rights of the individual.
- All necessary measures will be employed to safeguard against theft of hardware, which will include appropriate security of the computer room, security cabling, marking and registration.
- All necessary measures will be employed to prevent the non-authorised use of the system, which will include the installation of a disk lock and password protection.
- All new information that is inputted into the system will be backed up on the first day of every month by the nominated managing Partner.
- All software relating to the project shall be stored in a secure room within a British Standard fire cabinet.

Accountability

- Accountability for the project lies with the ***Aberdeen City Datashare Partnership***.

Monitoring/Evaluation/Breaches

- All applications of protocols will be reviewed by the Partnership's reps on 1] a bi-monthly basis and any breaches of the protocol reported to the ***Aberdeen City Datashare Partnership*** with a view to rescinding access privileges, and 2]. a six monthly basis and requested changes in the protocol notified to the ***Aberdeen City Datashare Partnership*** for its consideration.
- Each Partner organisation has responsibility for ensuring it is represented on the Datasharing Partnership Group.

Signed by Partners

JAW/DLP