

Standard Setting for Accessible Information

Advisory Group Meeting 07 May 2015

Minutes

**Present:**

**Tom Bailey**, Research and Policy Officer, Action on Hearing Loss

**Diane Bullman**, Informatics Development Manager, Health and Social Care Information Centre (HSCIC)

**Olivia Butterworth**, Head of Public Participation, NHS England (Chair)

**Catherine Carter**, Lead Trainer, CHANGE

**Erin Fahey**, Projects Manager, CHANGE

**Toto Gronlund**, GP Systems of Choice Lead on Benefits and Patients, HSCIC

**Hugh Huddy**, Policy and Campaigns Manager, Royal National Institute of Blind people (RNIB)

**Margaret Flaws**, Senior Equality and Human Rights Officer, Care Quality Commission (CQC) via teleconference

**Dr Howard Leicester**, Patient and Public Involvement (PPI) Member

**Sarah Marsay**, Public Engagement Account Manager, NHS England

**Sarah White**, Policy Officer (Health), Sense

**Apologies:**

**Dr Ira Laketic-Ljubojevic**, Informatics Development Lead, Developing Informatics Skills and Capability (DISC), HSCIC

**John Taylor**, Patient and Public Involvement (PPI) Member

**Chris Wood**, Senior Research and Policy Officer, Action on Hearing Loss

# Welcome, introduction and apologies

Olivia Butterworth welcomed everyone to the meeting and a round of introductions followed.

# Overview of full stage submission documents / process

Sarah Marsay outlined the current position with documentation for ‘full stage’ submission and next steps, including the required outcomes from discussion at this meeting and timescales. She advised that the initial deadline for submission of documents is 14.05.15. Documentation will then be quality assured and returned with comments. The final deadline for submission of documents to the Independent Standards Appraisal Service (ISAS) – part of HSCIC – is 28.05.15. After submission on this date there is no further opportunity for changes to be made.

The Standard is scheduled for consideration by the Standardisation Committee for Care Information (SCCI) on 24.06.15.

In response to a query from Howard Leicester, Olivia Butterworth advised that she would ensure that members of the Group were informed of the outcome of SCCI on 24.06.15. However, if the Standard is approved, this information will be confidential prior to the official publication of the Information Standards Notice, Specification and Implementation Guidance by HSCIC, which is scheduled for 03.07.15. If the Standard is not approved, then NHS England will prepare a statement to this effect, which will be issued as soon as possible after 24.06.15.

# Documents for discussion and approval

‘Final draft’ versions of the documentation making up the Standard had been circulated to members prior to the meeting. Discussion ensued, focusing on the Specification for the Standard, but also directly influencing the Implementation Guidance, Implementation Plan and Maintenance Plan.

A number of amendments and additions were agreed, including to add clarity around the definition of ‘substantial disadvantage’, further advice around preparing to implement the Standard, ‘minimum compliance’ versus best practice, identification of individuals likely to have information / communication needs, the role of commissioners, website accessibility, terminology and code release schedules, acknowledgment of the differing positions of GP IT systems versus hospital Patient Administration Systems (PAS), and evaluation of benefits.

Members formally approved all of the documentation associated with SCCI1605 Accessible Information for submission into HSCIC / SCCI at ‘full’ stage, subject to agreed amendments.

**Action: Sarah Marsay to make agreed amendments and submit all documents.**

Additional actions agreed were:

* **Sarah Marsay to liaise with NHS England colleagues with regards to potential use of contract and tariff levers to support implementation of the Standard.**
* **Sarah Marsay to include review of the role and membership of the Advisory Group as an agenda item at the next meeting, acknowledging the anticipated transition from development of the Standard to overseeing implementation and review.**
* **Sarah Marsay to liaise with colleagues with regards to publication of information in alternative formats on NHS Choices.**

# Minutes of the previous meeting – for approval

Due to lack of time, it was agreed that approval of the Minutes would be postponed until the next meeting.

# Any other urgent business / matters arising

This item was not covered due to lack of time. It was agreed that Sarah Marsay would raise any urgent items with members via email.

# Date and time of next meeting

The next meeting is to be arranged for July / August 2015.

# Close

Olivia Butterworth thanked everyone for their contributions and closed the meeting.