

A One Day National Conference

## Multi-Agency Information Sharing

Monday 23rd September 2013 – Central London



**Chair: Dr Fatima Zohra**  
Corporate Information Manager  
**Westminster City Council**

**Speakers include:**

**Jonathan Bamford**  
Head of Strategic Liaison  
**Information Commissioner's Office**

**Dr Alan Hassey GP**  
Member  
**Information Governance Review Panel**

**Dan Gascoyne**  
Assistant Director of Corporate Policy, Strategy  
and Partnerships  
**Essex County Council**

**Jeff Wallbank**  
Head of Business and Partnership Management  
**Kent County Council**

**Nicola Underdown**  
Project Officer, Improving Information Sharing  
and Management Exemplar  
**Leicestershire County Council**

**Marisa de Jager**  
MASH Project Manager  
**London Borough of Lewisham**

**Superintendent Helen Chamberlain**  
Head of Public Protection  
**Nottinghamshire Police**

Plus a Half-Day Workshop

## Legal Essentials for Information Sharing

Tuesday 24th September 2013 – Central London

Contributors



## Multi-Agency Information Sharing

Monday 23rd September 2013 – Central London

### About the Event

Capita's National Multi-Agency Information Sharing Conference brings together expert speakers to examine how practitioners can **share information securely** and efficiently across the public sector. Against a backdrop of the recent publication of the **Caldicott2 report** outlining recommendations to improve the security of confidential information, the **Government's ambition to strengthen local partnerships** is clear. Furthermore the development of **Multi-Agency Safeguarding Hubs (MASH)** aiming to achieve improved risk analysis and outcomes, and the drive towards pooling the resources of public sector agencies through **Community Budgets** makes now the ideal time to revisit crucial **data sharing protocols and practices**.

This conference will bring together key public service stakeholders to address challenges including:

- Ensuring compliance with the **Data Protection Act**
- Implementing recommendations from **Caldicott2**
- Improving data security whilst creating **comprehensive shared networks**

Attend this crucial event and hear expert speakers share **best practice on developing robust partnerships** and improve the ability of your organisation to securely transfer information.

### Benefits of Attending

- Get expert guidance from the **Information Commissioner's Office** on the best ways to ensure **compliance with Data Protection legislation**
- Examine the **data sharing templates outlined in the Caldicott2 report** in order to establish best practice
- Take essential advice from a **Community Budgets pilot area** on how to establish trust and collaboration between agencies and **build robust data sharing frameworks**
- Hear practical advice from **one of London's first MASH projects** and learn how to set up an **integrated multi-agency information sharing hub**
- Learn how **interoperability** considerations affect **information sharing projects**
- Understand the circumstances governing when **Privacy Impact Assessments** are necessary



### Sponsorship and Exhibition Opportunities

We offer a range of flexible packages which offer your organisation a platform to network and communicate with key organisations in the public sector.

For further information please contact Matt Turton on 020 7960 7717 or email [matt.turton@capita.co.uk](mailto:matt.turton@capita.co.uk)

### Who Should Attend

Stakeholders from central and local government, health, police, housing and third sector organisations including:

- Senior Management Teams
- Corporate Information Teams
- Information Governance and Compliance Teams
- Records Management Teams
- IT, ICT and IM&T Teams
- Information and Data Management Teams
- Data Protection Teams
- Integrated Services Teams
- Caldicott Guardians
- Legal Teams

## Legal Essentials for Information Sharing

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### About the Event

This half-day workshop will provide you with a **legal context for information sharing** and examines the **complexities of the Data Protection Act and ICO Codes of Practice**.

Attend to help your organisation to collect and share information in full compliance with the law and **satisfy transparency and consent requirements**.

### Benefits of Attending

- Take away **expert legal advice on sharing information under the Data Protection Act**
- Hear practical advice on how to **fully comply with the law and the ICO's codes of practice**
- Learn **when consent can be implied** and **how to deal with issues of non-consent**

## Conference Programme

09.20 Registration Tea and Coffee

09.50 Chair's Opening Remarks

**Dr Fatima Zohra**, Corporate Information Manager  
Westminster Council

### Keynote Addresses

10.00 Complying with the Data Protection Act

- How to share information legally
- Anticipating changes to national and European legislation
- Identifying the key aspects of the ICO's code of practice

**Jonathan Bamford**, Head of Strategic Liaison  
Information Commissioner's Office

10.20 Understanding Information Governance  
Recommendations in Caldicott2

- Balancing personal privacy and public interest
- Effective information governance techniques

**Dr Alan Hassey GP**, Member  
Information Governance Review Panel

10.40 Session Questions and Discussion

10.50 Networking Tea and Coffee

### Effectively Integrating Systems

11.20 Information Sharing in Support of Collaborative Working

- Using systems to improve data security
- The challenges of technology-driven culture change

**Philip Dyer**, Principal Consultant  
Atkins Management Consultants

11.40 Questions and Discussion

**ATKINS**

11.50 Tackling Issues of Interoperability and Compatibility

- Separating and securing shared data
- Operational advantages and cost benefits of shared networks

**Jeff Wallbank**  
Head of Business and Partnership Management  
Kent County Council

12.10 Building Trust and Co-operation Between Agencies

- Growing partnerships through equal stake-holdings
  - Arriving at common purpose across two-tier authorities
- Dan Gascoyne**, Assistant Director of Corporate Policy,  
Strategy and Partnerships, Essex County Council

12.30 Session Questions and Discussion

12.45 Networking Lunch

13.45 Addressing Risk in the Information Sharing Context

- Agreeing upon shared interpretations between agencies
- Understanding and implementing approaches to risk

**Nicola Underdown**, Project Lead  
Improving Information Sharing and Project Management

14.05 Questions and Discussion

14.15 Secure Information Sharing for Safeguarding  
Partnerships

- Maintaining the security and traceability of sensitive data
- Practical examples of running Serious Case Reviews

**Dr Sue Ross**  
Independent Safeguarding Chair and Social Care Consultant  
**Mark Gibbison**, Account Director  
Objective Corporation

**Objective**

14.35 Questions and Discussion

14.45 Networking Tea and Coffee

15.05 Establishing Multi-Agency Information Sharing

- Launching a successful multi-agency safeguarding hub
- Marisa de Jager**, MASH Project Manager  
London Borough of Lewisham

15.25 Enacting Effective Joint Working Arrangements

- Aligning operational standards and practices
- Superintendent Helen Chamberlain**, Head of Public Protection  
Nottinghamshire Police

15.45 Session Questions and Discussion

16.00 Chair's Closing Remarks and Close of Conference

## Workshop Programme

08.30 Registration, Tea and Coffee

09.00 Workshop Facilitator's Opening Remarks

**Hazel Grant**, Partner, Bristows LLP

09.10 Understanding the Data Protection Act

- Satisfying the conditions for fair and lawful processing
- Establishing a specific and lawful purpose for shared data

09.40 Questions and Discussion

09.50 Ensuring Compliance with the Information  
Commissioner's Office Data Protection Codes of Practice

- Justifying the right to share
- Assessing your organisation's power to share

10.20 Questions and Discussion

10.30 Networking Tea and Coffee Break

11.00 Meeting Consent Requirements

- Establishing when consent is necessary and whether it has been obtained

11.30 Questions and Discussion

11.40 Securing Data and Protecting Civil Liberties

- Explaining the rights of data subjects and ensuring confidentiality
- Penalties for loss or destruction of, or damage to, personal data

12.10 Questions and Discussion

12.20 Chair's Closing Remarks and Close of Conference



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# Booking Form

## Multi-Agency Information Sharing

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BOOKING SOURCE CODE: EMPD \$~/
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### DELEGATE DETAILS (Please use BLOCK CAPITALS and complete in full)

#### Correspondence Address

Organisation
Address
Postcode

#### 1st Delegate

Surname	Title
Forename	
Job Title	
Organisation	
Department	
Email	
Telephone	
Dietary/Access requirements	


#### 2nd Delegate

Surname	Title
Forename	
Job Title	
Organisation	
Department	
Email	
Telephone	
Dietary/Access requirements	


#### 3rd Delegate \*BOOK A 3<sup>rd</sup> DELEGATE @ 1/2 PRICE

Surname	Title
Forename	
Job Title	
Organisation	
Department	
Email	
Telephone	
Dietary/Access requirements	

### EASY WAYS TO BOOK


 FAX your completed form to 0870 165 8989

 ONLINE [www.capitaconferences.co.uk](http://www.capitaconferences.co.uk)

 POST your completed form to:  
Capita Conferences Administration, 4th Floor,  
Barnard's Inn, 86 Fetter Lane, London, EC4A 1EN

**\*Attend both events and receive a 20% discount**

 **ENQUIRIES 0870 400 1020**

 [capita.conferences@capita.co.uk](mailto:capita.conferences@capita.co.uk)

### PAYMENT DETAILS – CONFERENCE

Public Sector @ £350.00 plus VAT  No. of delegates

Private Sector @ £545.00 plus VAT  No. of delegates

\*Concessionary Discount @ £225.00 plus VAT  No. of delegates

**TOTAL NUMBER OF DELEGATES**

### PAYMENT DETAILS – HALF-DAY WORKSHOP

Public Sector @ £299.00 plus VAT  No. of delegates

Private Sector @ £445.00 plus VAT  No. of delegates

\*Concessionary Discount @ £225.00 plus VAT  No. of delegates

**TOTAL NUMBER OF DELEGATES**

*Only Charities Registered with the Charity Commission and OSCR are eligible for this discount.*

*Please provide registration number below.*

Charity Commission/OSCR Registration No.

*\*Discounts cannot be combined*

TOTAL COST £

Your Purchase Order/Reference Number

### INVOICE ADDRESS

Surname	Title
Forename	
Job Title	
Organisation	
Address	
Postcode	Telephone
Email	

**Payment terms are 30 days and payment must be received before the conference date.** We will issue an invoice upon receipt of your booking and payment can be made: online by credit/debit card; BACS or cheque.

**I have read the terms and conditions and understand the cancellation policy**  
**Signature required**

### Purchase of Delegate Pack Only

If you are unable to attend the event, but would like to receive supporting documentation please indicate below:

PDF Electronic Version @ £95 – plus VAT

Hard Copy Paper @ £95 – no VAT

*Invoices issued after the event when order processed. See payment options below.*

### PAYMENT INFORMATION

Payments to **CAPITA BUSINESS SERVICES LTD.**

Bank: Barclays Bank Plc  
Sort Code: 20-67-59  
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Email remittances:  
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to 020 7504 3551

Please send payments, quoting conference codes **L09131 & L09132**, to: Capita Business Services Ltd, Accounts Receivable, PO Box 212, Faverdale Industrial Estate, Darlington DL1 9HN.

A VAT invoice will be issued on receipt of payment  
VAT No: 618 1841 40

### HOTEL ACCOMMODATION

The conference fees do not include accommodation. For discounted accommodation rates, please contact Capita Business Travel quoting the title of the Conference, date of event and conference code (in bold in paragraph above) on Tel: 0871 521 9816 or email [capexternal@capita.co.uk](mailto:capexternal@capita.co.uk).

### TERMS & CONDITIONS

**CANCELLATIONS** confirmed in writing 14 days before the conference date will be refunded, minus an administration fee of £50.

We regret that no refund can be made after that date, although substitutions can be made at any time.

Capita are not able to offer refunds for cancellations arising from events outside of our control.

**VENUE AND REGISTRATION DETAILS** will be sent within 14 days of the event date. We cannot be held responsible for non arrival of this information, if you have not received within 7 days of the event date, please call us on 0870 400 1020.

**PROGRAMME AMENDMENTS** Capita reserves the right to alter the programme or venue without notice due to unforeseen circumstances.

### CHANGE OF DETAILS

Have your details changed, are they incorrect or you do not wish to receive any future mailings? Please email: [conference.events@capita.co.uk](mailto:conference.events@capita.co.uk).

### DATA PROTECTION

Capita Business Services Ltd may use your details to send you information about our further conferences and services. If you would prefer not to receive this information, please tick this box.

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