

GP Data for Planning and Research
Check and Challenge Group
Minutes of the meeting held 27th October 2021
Final – Approved for publication

Attendees

Name	Organisation	Name	Organisation
Mark Coley	British Medical Association	Helen Stokes-Lampard	Academy of Medical Royal Colleges
David Parkin	British Medical Association	Nicola Perrin	Association of Medical Research Charities
Ruth Ellenby	Royal College of General Practitioners	Ben Goldacre	Nuffield Department for Primary Care Health Sciences
Ian Diamond	Office for National Statistics	Michael Lewis	National Institute for Health Research
Alison Pritchard	Office for National Statistics	Tim Donohoe Chair	NHSX (Programme SRO)
Steve Wood	Information Commissioners Office	Simon Madden	NHSX
NHS Digital Programme Team Representatives			
Further representatives from: <ul style="list-style-type: none"> • Office of the National Data Guardian (1 attendee) • NHSX (1 attendee) 			

Actions & Decisions Recorded

Action ID	Description	Owner	Target Date
CAC-A001	Distribute current list of topics and documents planned for group review with dates where known	Programme	08/11/2021
CAC-A002	Review list of topics and documents for group review, and provide suggestions if appropriate on further members to be added for future sessions for specific reviews	All Members	10/11/2021
CAC-A003	Rethink how citizens juries will be used as part of Comms & Engagement strategy, and feedback to group members on any changes in approach	Programme	10/11/2021
CAC-A004	Review draft papers on Comms & Engagement (Research proposal for Listening Phase, and Web Copy) and provide working feedback to programme team to allow iteration	All Members	10/11/2021

Decision ID	Description
CAC-D001	Check & Challenge Terms of Reference baselined

Meeting Notes

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Introductions

- Meeting opened by Programme SRO acting as Chair
- Members welcomed and introductions given

Purpose of the group, alignment to other groups and ways of working

- Purpose of group outlined, and position of group explained within GDPR programme and other inherent stakeholder engagement groups
- Overview of planned ways of working covered. Key focus will be on open and transparent discussions to maximise effectiveness of, and benefits from, programme delivery. Group membership and Terms of Reference will continue to be iterated as required to serve this purpose
- Group will not be a formal decision-making forum, but all significant proposals will be brought to the group to ensure transparency and give the opportunity for robust challenge with key stakeholders. This approach will be mirrored in other stakeholder groups that form part of GDPR programme
- Given the time constraints of this meeting, it is anticipated that much of the discussion on specific proposals will take place (with members) outside of the group. Members are encouraged to contact the programme team to discuss specific points as needed.
- Programme committed to providing list of draft documentation and topics that will be brought to group in coming months. This will change and grow as the programme progresses, but the initial list will allow opportunity to review and ensure attendance is appropriate for the topic under discussion.

Communications and Engagement update

- Programme Comms & Engagement Lead gave overview of draft comms & engagement strategy and approach. Discussion and input from members. Key topics were:
 - Group consensus that although programme comms campaign will be time-bound, continuous engagement and messaging is incredibly important to long-term success. This must be informed by ongoing listening and refinement of messaging to maintain public/patient engagement
 - Approach will not be to simply inform public and patients of technicalities of data collections, but to advise on overall benefits and outcomes that data can provide alongside clear and transparent commitments to data protection and safety

- Programme team gave run through of research proposal for initial engagement phase (Listening). Discussion and input from members. Key topics were:
 - Stimulus materials will be produced to ensure all stakeholder engagement is performing with participants at a base level of understanding. Stimulus materials will be provided to group members for review prior to use
 - Members suggested programme uses citizens' juries during work as a powerful approach to listening and discovery. Current programme approach was to use during later phases for specific issues, but action taken to rethink and feedback to group
 - Focus needed on data usage and driving benefits as this will drive participant engagement during discovery phase
 - Full and regular publication of materials and progress is important to demonstrate programme is listening and acting transparently. Full member agreement that this is critical to engender trust
 - Important that programme builds in time to understand, learn, and iterate from each phase. Doing this correctly is much more important than doing this by a deadline
- Programme team outlined plans and approach to updating current web content. Discussion and input from members. Key topics were:
 - Old content will be removed, and new content will be added regularly to reflect programme listening and iteration
- Action for members to review draft papers issued (Research proposal for Listening Phase, and web content) and provide working feedback to programme team to allow early thinking to be refined

AOB

- Confirmation that all feedback for Terms of Reference has been consolidated into master copy. Terms of Reference will be baselined pending further member feedback. Terms of Reference is a living document and will be iterated as required
- Meeting chair thanked all attendees for their time and closed meeting
- Next meeting will be held 10th November 2021