

**GP Data for Planning and Research**  
**Check and Challenge Group**  
**Minutes of the meeting held 10<sup>th</sup> November 2021**  
**Final – Approved for publication**

**Attendees**

Name	Organisation	Name	Organisation
Farah Jameel	British Medical Association	Marcus Baw	Royal College of General Practitioners
David Parkin	British Medical Association	Michael Lewis	National Institute for Health Research
Ruth Ellenby	Royal College of General Practitioners	Steve Wood	Information Commissioners Office
Nicola Byrne	National Data Guardian	Tim Donohoe <b>Chair</b>	NHSX (Programme SRO)
Matthew Gould	NHSX		
NHS Digital Programme Team Representatives			
Further representatives from:			
<ul style="list-style-type: none"> <li>• Office for National Statistics (1 attendee)</li> <li>• NHSX (1 attendee)</li> </ul>			

**Actions & Decisions Recorded**

Action ID	Description	Owner	Target Date
<b>CAC-A002</b>	<b>Action updated</b> Roadmap document reviewed, with members encouraged to add and suggest additional items or to request information at different times, as required to support their active involvement	All Members	Ongoing
<b>CAC-A004</b>	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	8/12/2021 (extended)
<b>CAC-A005</b>	Programme to update and circulate roadmap document monthly	Programme	Ongoing
<b>CAC-A006</b>	Issue latest draft of Programme Objectives documents from 10 <sup>th</sup> Nov meeting	Programme	12/11/2021
<b>CAC-A007</b>	Consider and review draft Programme Objectives document, and provide feedback, enabling the programme to shape objectives around stakeholder views throughout programme delivery	All Members	Ongoing
<b>CAC-A008</b>	Update comms Programme Objectives to explicitly state the need to build awareness in GP profession	Programme	24/11/2021

## Meeting Notes

### Meeting Notes

#### Introductions

- Meeting opened and members welcomed
- Review of previous session and agenda outlined. Members were told that where working feedback is requested it can be provided in any form members wish, with separate discussions accommodated if required, alongside email and input during Check & Challenge meetings. Unless specifically stated, all feedback will be considered as part of ongoing programme development, and not considered as formal.

#### Programme Review Roadmap

- Group discussed future meetings and topics for discussion, deliberation, and feedback
- It was acknowledged that this process should be flexible, with group members encouraged to request agenda items or move topics depending on progress and to allow them to explore all subjects in order to shape the programme

#### Programme Objectives Overview

- Discussion around how the programme can set measurable objectives to ensure that the terms in the Ministerial Letter to GPs are met
- Workstream objectives will be discussed at Check and Challenge in phases to allow for full consideration and ample discussion
- Acknowledgement that these would be iterated as we learn more through the listening and engagement phases
- Request for the Check and Challenge Group to be active members in the development of this work

#### Communications and Engagement Progress Spotlight

- Group were thanked for their working feedback to date and encouraged to continue sharing their views, with all feedback used to shape the work and major items brought back to the group to discuss
- Spotlight discussion on the items in the Letter to GPs which relate to communications and some key discussion points raised:
  - How are we considering GP profession, given letter focuses on public and patient awareness? Programme confirmed profession engagement is a key

element of the comms approach and committed to updating objectives to fully cover this and ensure clarity

- Importance of ensuring that communications approaches do not cause additional burden on GPs and practice staff. Programme confirmed this is a key tenet of the approach
- Key that a diverse mix of GP practices is considered to get the best input for the programme
- A discussion was held about previous suggestion that Citizens' Juries should be used during initial comms Listening phase. Response was that although Citizen's Juries will be a key part of the engagement phase, they aren't appropriate for the listening phase, which is focussed on filling gaps in our knowledge to ensure that we engage on the right topics in the right way
- An overview was provided around the approach for a drumbeat of comms, which will supplement the listening and engagement phases. A conversation followed and members were asked to continue to offer feedback

#### **Opt-out workstream introduction**

- A discussion was held around the current position of opt-outs planning, and next steps in developing recommendations for stakeholder review and challenge. Key discussion points were:
  - How are we ensuring any solution is inclusive? Options are being developed at present, with inclusivity as a key requirement and we will welcome challenge when recommendations are shared
- Members were advised that this part of the project will be delivered early if possible and if there is an opportunity to gain enough robust feedback and challenge to ensure the right solution. The next session will provide early views on this for review

#### **AOB**

- Meeting chair thanked all attendees for their time and closed meeting
- Next meeting will be held 24<sup>th</sup> November 2021