

# Action notes

**Meeting: GP Data Patient and Public Engagement and Communications Advisory Panel**

**Date: Thursday, 9<sup>th</sup> December 2021**

**Time: 09:30am to 11:00am**

**Location: MS Teams dial in**

## Agenda

Time	Agenda Item	Owner
09:30	Welcomes and Introductions	<b>Chair (NHS Digital)</b>
09:40	Objectives from GP Letter: Overview and Comms approach	<b>NHS Digital</b>
10:00	Discussion on Initial TRE Functionality and Design for Data Collection	<b>NHS Digital</b>
10:30	Brief and themes for baseline research	<b>NHS Digital</b>
10:50	Next meeting: <ul style="list-style-type: none"> <li>- Discussion to remove meetings over holiday period</li> <li>- Potential discussion topics</li> </ul>	<b>Chair (NHS Digital)</b>
10:55	AOB	<b>Chair (NHS Digital)</b>

Attendee name:	Organisation
Assistant Head of Communications	NHS Digital
Information Governance Lead	NHS Digital
Programme Manager	NHS Digital
Representative	Use My Data
Project Manager	NHS Digital
Lay member 1	Independent member
Grace Melvin	AMRC
Lay member 2	Independent member
Senior Business Support Officer	NHS Digital
Lay member 3	Independent member
Patient and Public Involvement and Engagement Lead *	NHS Digital (Chair)
Head of Strategic Communications	NHS Digital

Representative	Healthwatch
Content Designer	NHS Digital

\*meeting chair



# Action notes

Apologies:	Organisation
Eileen Phillips	Office of the National Data Guardian
Lay member	Independent member
Lay member	Independent member

Agenda Item	Notes <i>(record summary of discussions and decisions)</i>
1	<p><b><u>Welcomes and Introductions</u></b></p> <p>Panel members were welcomed to the meeting and apologies noted. Members were given a brief overview of the Gateway review and what it entails.</p>
2	<p><b><u>Objectives from GP Letter: Overview and Comms approach</u></b></p> <p>Members were reminded about the Jo Churchill letter from July 2020 and informed that work is being carried out to ensure the programme aligns to the key commitments and set realistic objectives that can be measured and monitored. Members were talked through the various commitments.</p> <p>Members asked that one of the considerations noted should be the lack of knowledge in GP surgeries and how that can be addressed.</p>
3	<p><b><u>Discussion on Initial TRE Functionality and Design for Data Collection</u></b></p> <p>The TRE (Trusted Research Environment) definition and how it works was explained to members and the objectives and concepts of the work were highlighted. Members were asked to provide feedback in due course around what should be in the TRE, what the users should know etc.</p>

4	<p><b><u>Brief and themes for baseline research</u></b></p> <p>Members were informed about an omnibus survey which asks the public questions to establish a baseline understanding and awareness. The starting objectives were highlighted and how the survey will be carried out and what it should achieve.</p> <p>This may be an opportunity to test what different avenues of communication work. Consideration should be given to how we increase people's trust and confidence.</p>
5	<p><b><u>Next meeting</u></b></p> <p>The next meeting is 20<sup>th</sup> January 2022.</p>

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