

# Action notes

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

**Date: Thursday 26 October 2023**

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

**Location: MS Teams dial in**

<b>Time</b>	<b>Agenda Item</b>	<b>Owner</b>
09:30	Introductions	Matt Howard-Murray (CHAIR)
09:35	Formal review of last minutes	Matt Howard-Murray (CHAIR)
09:40	Terms of reference	Head of Communication and Engagement (GDPR)
10:00	Break	All
10:15	A discussion regarding plans for large-scale PPIE including the topics to be covered, methods of engagement, and process for engaging with the group ahead of PPIE activity	DHSC Stakeholder and Public Engagement Lead
10:35	FDP Opt Out copy review	Head of Communication and Engagement (FDP)
10:55	Any other business	Matt Howard-Murray (CHAIR)

<b>Attendees</b>	<b>Organisation / Department</b>
Eileen Phillips	National Data Guardian
Matt Howard-Murray (CHAIR)	Association of Medical Research Charities / Cancer Research UK
Lay member	Independent member
Lay member	Independent member
Lay member	Independent member
Lay member	Independent member
Lay member	Independent member
Lay member	Independent member
Nicola Hamilton	Understanding Patient Data
Lay member	Independent member
Head of Communication and Engagement FDP	NHS England
Head of Information Governance FDP	NHS Arden and GEM CSU

Stakeholder and Public Engagement Lead	DHSC
Head of Communication and Engagement (GDPR)	NHS England
Delivery Lead	NHS England
PMO Communications FDP (note taker)	NHS North of England CSU

Agenda item	Notes
1.	<p><b>Introductions</b></p> <p>Panel members were welcomed to the meeting by the Chair, who also ran through the agenda.</p>
2.	<p><b>Formal review of last minutes</b></p> <p>The action notes from 19 October 2023 meeting were approved for publication.</p>
3.	<p><b>Terms of Reference</b></p> <p>The updated Terms of Reference (ToR) for the group was presented and the panel provided feedback. The NHS team agreed to update the ToR and circulate for final approval.</p> <p>It was discussed that after consideration, the useMYdata members have decided to not renew their contract and to stand down from this group. The team were thanked for their involvement in the group to date and for their contribution to our ongoing conversation around patient data.</p> <p>The panel recommended recruiting two additional members to cover the vacancies. The panel requested the NHS team focus on underrepresented groups to enhance the group's diversity. The panel also suggested exploring student groups or members from existing panels within NHS England to attend. The DHSC Public and Stakeholder Engagement Lead advised that a new web page will be set up as a central point to hold the panel minutes. Web links will be used to ensure that users can access all the minutes.</p>

	<p>ACTION: Head of Communication and Engagement (GDPR) to obtain necessary permission to recruit additional members.</p> <p>ACTION: DHSC Stakeholder and Public Engagement Lead to circulate a link to the new web page once available to the panel.</p>
<p>4.</p>	<p><b>A discussion regarding plans for large-scale PPIE including the topics to be covered, methods of engagement, and process for engaging with the group ahead of PPIE activity</b></p> <p>The DHSC Stakeholder and Public Engagement Lead gave a recap of the meeting held on 14 September 2023.</p> <p>The panel was updated that an external supplier will be procured to deliver a comprehensive series of engagement during 2024-25. The data will be analysed and form recommendations for policy development.</p> <p>The panel was informed that an invitation to tender was issued yesterday (25 October) and that work will start with the chosen supplier in the New Year. The first engagement stats will be delivered by March 2024, with further updates throughout the year until March 2025. The supplier will be encouraged to work with charities including women's charities and patient groups to reflect diversity and culture across England. In depth analysis will happen throughout the programme and will be published online. A final report will also be delivered.</p> <p>The panel recommended that lessons learned could be taken from the covid data sharing from 2020 regarding engagement with patient groups, charities and patient groups and how this quickly went through NHS systems.</p>
<p>5.</p>	<p><b>FDP Opt Out copy review</b></p> <p>The FDP Head of Communications and the Head of Information Governance presented the panel with Opt Out copy for review.</p> <p>The aim of session was to review the wording that has been developed to explain opt out for FDP. It will also make clear the purposes for which data will be used in the FDP.</p> <p>The panel discussed the wording and provided suggestions including making the message consistent across all areas of the NHS, making the language easier to understand, and breaking down the information into smaller sections so it is easier to digest. The panel advised the team to ensure that any information available should be in an accessible format.</p>

	<p>ACTION: FDP Head of Communications will speak to web team to see if a pop out box (or similar) can be added to make it easier for people to see definitions that cross pages at a glance.</p> <p>ACTION: FDP Head of Communications to make edits to the copy, in line with the feedback provided</p>
<p>6.</p>	<p><b>AOB</b></p> <p>The panel was reminded to submit their time sheets.</p> <p>The Head of Understanding Patient Data will be the groups next rotating chair taking responsibilities from November.</p> <p>The GP data team will not be available at the next meeting, but will provide a programme update on 23 November 2023</p>

ENDS