

GP Data for Planning and Research

Programme Board

Minutes of the meeting held 13th September 2021

Attendees

Name	Role, Organisation	Name	Role, Organisation
Tim Donohoe Chair	Director of Delivery, Assurance and Operations, NHSX	Simon Bolton	CEO, NHS Digital
Matthew Gould	CEO, NHSX	Ed Waller	Director of Primary Care, NHSE/I
Simon Madden	Director of Policy & Strategy, NHSX	Peter Short	Clinical Lead, NHSD
Peter Morton	Director of Communications, NHSX	Catherine Pollard	Director of Tech Policy, NHSX
Richard Alcock	Director of Primary Care Technology, NHS Digital	Jackie Gray	Exec Director of Privacy, Transparency and Ethics, NHS Digital
Matt Bacon	Director of Communications, NHS Digital	Michael Chapman	Director of Research and Clinical Trials, NHS Digital
Approved delegates for board members unable to attend			
NHS Digital programme team representatives			

Actions and Decisions Recorded

Action ID	Description	Target Date
PRB-A001	Considering the deferral of the GDPR delivery, a further discussion is required on how the requirements of all NHS organisations can be met. This discussion should also consider how these areas can be represented within all relevant programme meetings	06/10/2021
PRB-A002	Ensure all members titles are accurate within the programme terms of reference Complete	20/09/2021
PRB-A003	Provide feedback or suggested amendments on Programme Board Term of Reference ahead of formal baselining Complete	20/09/2021
PRB-A004	Provide feedback or suggested amendments on Programme Structure diagram ahead of formal baselining Complete	20/09/2021
PRB-A005	Discussion to be held on the wider risk of negative impacts to the programme based on confusion around patient preferences	06/10/2021
PRB-A006	Review and refresh risks regarding parallel data collections	06/10/2021
PRB-A007	Review assumptions and dependencies within Programme Board pack and provide feedback as required (Slides 16, 19, 23, 26)	06/10/2021

Decision ID	Description
PRB-D001	Programme Board Terms of Reference (ToR) baselined
PRB-D002	Programme Structure diagram baselined

Meeting Notes

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Introductions

- The meeting was opened by the chair and members welcomed
- The programme board is intended to serve as a senior stakeholder forum to help drive programme progress and escalate challenges the programme is facing
- There was a discussion on the purpose and the objectives of the programme and how these may be met with the support of this programme board. An action was taken for a further discussion to be held on how the wider objectives of NHS organisations will be met considering the deferral of the GDPR data collections
- It was noted that the board membership has been set to support the programme and may change over time as the programme progresses.
- It was noted that a small number of board member titles were not reflective of recent changes. An action was taken to ensure all titles were accurate and up to date
- Members were invited to submit any further amendments outside of the meeting. It was agreed the terms of reference will be baselined on 20th September as long as any submitted amendments before that date are incorporated. It was further noted that these terms of reference may change alongside the board membership and major updates will be brought to the board for ratification

Programme Structure Overview

- The current programme structure was presented to the programme board for discussion. There was an action taken to ensure that all programme board member areas are represented across other meetings within the programme
- There was a discussion regarding the different technical meetings within the overall programme structure, and how these meetings will support the delivery of the programme
- Members were invited to submit any amendments to the programme structure outside of the meeting. It was agreed the structure will be baselined on 20th September as long as any submitted amendments before that date are incorporated

Programme Scope and Timeline Overview

- There was a discussion on the programme's scope and responsibilities, in particular whether it had any direct responsibility to ensure the transition from current to the new data collection service. There was agreement that the programme will input into a transition plan from the current to the new service, but the day-to-day management will not be the programme's responsibility

- It was noted that programme timelines are currently approximate and will be driven by the stakeholder listening and engagement activities. Programme board members will be kept up to date on progress and estimated dates as the initial work progresses

Programme Risk and Issue Spotlight

- There was a discussion on 'anecdotal' comments from GP service suggesting that the confusion, misinformation, and complexity around patient preferences may be having a negative impact on sharing decisions and confidence in respect of Direct Care. There was an action taken for this to be further discussed
- There was a discussion on the risk wording regarding parallel data collection initiatives. There was an action taken to review the risk to ensure it properly addresses the current challenge

Programme Workstream Overviews

- There was a discussion on the need for a single voice of the programme to provide a nexus between internal and external stakeholders. This will be investigated by the programme team
- There was an action taken for members to review assumptions and dependencies presented during the meeting and provide any feedback as required

AOB

- It was noted that there is an intention to publish programme board agendas and notes externally to further aid transparency and openness. The process for this is under review and board members will be kept up to date on progress