

## GP Data for Planning and Research

### Programme Board

#### Minutes of the meeting held 2<sup>nd</sup> November 2021

#### Attendees

Name	Role, Organisation	Name	Role, Organisation
Tim Donohoe <b>Chair</b>	Director of Delivery, Assurance and Operations, NHSX	Ed Waller	Director of Primary Care, NHSE/I
Peter Morton	Director of Communications, NHSX	Ming Tang	Chief Data & Analytics Officer, NHSE/I
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 & Decisions Recorded

Action ID	Description	Target Date
<b>PRB-A005</b>	Discussion to be held on the wider risk of negative impacts to the programme based on confusion around patient preferences	01/12/2021
<b>PRB-A008</b>	Hold follow-up session regarding alignment of DPN issuance with Comms campaign	01/12/2021
<b>PRB-A009</b>	Hold offline discussion regarding impact and potential response options to Goldacre review	01/12/2021
<b>PRB-A010</b>	Hold offline discussion regarding potential impact of TRE policy on planning uses	01/12/2021
<b>PRB-A011</b>	Arrange meeting with GPITF team to discuss roadmap, prioritisation, and positioning of GDPR requirements	01/12/2021

## Meeting Notes

### Meeting Notes

#### Introductions

- The meeting was opened by the chair and members welcomed
- An overview of the agenda was provided

#### Open Actions and Decisions

- It was noted that further discussions had been held on meeting the wider requirements of other NHS organisation as per the action taken at the last programme board. The action was noted as closed, but agenda point will feature on future Board meetings to ensure continued alignment with the programme and the needs of all NHS organisations

#### Programme Progress Update

- A discussion was held on the current high-level programme timeline and some key discussion points were raised:
  - It was noted that the timeline will be iterated during the initial stakeholder listening and engagement phases. This will be to ensure that the programme deliverables evolve to meet stakeholder needs as well as the conditions in Letter to GPs
  - Any assumptions that have been made in the production of this timeline are planned to be challenged with a broad range of internal and external stakeholders
  - It was agreed that the timeline regarding the issuance of the Data Provision Notice (DPN) will need to be reviewed. An action was taken to hold a follow up session to discuss this area in more detail
- The board members were presented with the current approach being taken to create a set of specific and measurable objectives based on the ministerial letter to GPs. This will allow the programme to align with stakeholders on what the programme will do, and confirm when each objective has been achieved
  - The approach will now be presented to external stakeholders through the Check & Challenge advisory group, and the objectives will continue to be refined using stakeholder input as the delivery progresses

#### Workstream Progress Spotlights

- An update was presented from the Comms & Engagement workstream, and key discussion points were as follows:
  - There was a discussion on the updated programme web content for NHS Digital website

- The programme is ensuring all content is widely reviewed by multiple internal and external stakeholder groups due to the focus on this next step following the letter to GPs in July. It was noted that stakeholder groups have been appreciative of this approach to date
- It was confirmed that all programme-specific communications are being produced in alignment with the ongoing planning around a broader data comms strategy. Current and future planning on this area will continue to be shared with programme board as well as all NHS organisations as required to communicate how this alignment will work in practice
  - It was noted that planning for a specific GDPR comms campaign was in its very early stages and will be heavily influenced by what will be learnt during the stakeholder listening and engagement phases. However, the campaign will also be planned in line with the broader data comms strategy
  - There was an action taken to hold an offline discussion regarding the upcoming Goldacre review, how it will impact the programme and how it will be responded to
- An update was presented from the Data Management, Access, and Governance workstream, and key discussion points were as follows:
  - A discussion was held on the current planning assumptions being made to GP System Supplier capacity, and how this may impact the programme
  - It was noted that the current models for TRE usage may impact planning uses. Ongoing discussions are being held to understand this point further and agree how this issue can be addressed. An action was taken to discuss this challenge in more detail with sub-set of programme board members
- An update was presented from the Opt-outs workstream, and key discussion points were as follows:
  - It was noted that information governance and legal requirements for the opt-out solutions need to be considered for any delivery plan. Discovery work is ongoing, but these requirements are included as part of the current options analysis and will be outlined in the resultant options papers
  - It was noted that the initial stakeholder engagement on potential approaches for retrospective deletion have been positive and constructive input was received, which is being factored into the emerging designs

- It was advised that programme is currently reviewing its risk and issue profile in light of the recent progress made. A refreshed view will be provided at the December board. Any input is welcome from board members offline to feed into this refresh
- An action was taken to meet with GP IT Futures team to align on GDPR requirements and emerging priorities around GPITF roadmap

**AOB**

- No further items raised