

GP Data for Planning and Research
Programme Board
Minutes of the meeting held 2nd March 2022
Final – Approved for publication

Attendees

Name	Role, Organisation	Name	Role, Organisation
Peter Morton	Deputy Director of Communications, Transformation Directorate, NHS England	Michael Chapman	Director of Research and Clinical Trials, NHS Digital
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	Sarah Gravenstede	Deputy Director, General Practice Policy, DHSC
Claire Bloomfield	Deputy Director, Data for R&D, Centre for Improving Data Collaboration, NHS England	Jennifer Boon	Deputy Director, Data Policy and Digital Oversight, Transformation Directorate, NHS England
Emily Henderson	Deputy Director, General Practice Contract, NHS England	Melanie Craig	Director of General Practice, NHS England (Deputy for Ursula Montgomery)
Steven Knight	Interim Director of Data Analytics and Technology, NHS Digital	Eva Simmonds (Chair – Deputy for SRO)	GDPR Programme lead, NHS Digital
NHS Digital programme team representatives			

Actions & Decisions Recorded

Action ID	Description	Target Date
PRB-A013	SRO to engage with DHSC colleagues to review engagement plan for new ministerial team, and align on forward action plan and major checkpoints	06/04/2022
PRB-A014	Programme team and policy colleagues to progress discussions to align on timings for wider opt-out policy discussions - Action updated and expanded to include discussion on benefits and challenges of a specific method of opting out of GDPR	06/04/2022
PRB-A015	Action Updated - Programme team to engage with policy colleagues on current position re: the merger - providing the latest information whilst recognising that this work is ongoing outside the programme	06/04/2022
PRB-A017	GDPR comms team to work with Data Strategy Comms team to present developing plan at a future Programme Board	04/05/2022
PRB-A018	Programme team to arrange follow-up sessions on strategic risks with key board members during March as required	06/04/2022

Meeting Notes

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Introductions

- The meeting was opened by the programme lead as Chair and SRO apologies (due to illness) noted. Members and deputies welcomed
- An overview of the agenda was provided

Open Actions and Decisions

- Previous open actions PRB-A012 and PRB-A016 marked as closed and complete
- Updates provided against all open actions and target dates updated to April Programme Board
- Programme team to align with Information Governance (IG) and Privacy, Transparency, & Ethics (PTE) colleagues on outstanding requirements to close PRB-A015

Programme Progress Update

- Chair provided context for programme updates and handed over to workstream leads for specific updates in each workstream
- Data Management, Access, and Governance workstream lead provided an update on the TRE development and progress
 - TRE development to be split into a series of releases providing an increased set of functionalities with each release. Initial release will cover core GDPR use cases, with more complex use cases addressed by future releases
 - External security assurance will be integral to initial release and will be prioritised through all releases
 - It was noted that the TRE can't be formally accredited against the Digital Economies Act criteria as health is exempt, but we will seek to be independently benchmarked against these criteria with input and oversight from stakeholder groups as required
 - It was confirmed that this approach is being developed in full alignment with the Joint Policy and Strategy unit, and two-way feedback is maintained through regular meetings
 - It was noted that some external feedback has been provided against this plan to date with particular focus on the approach for independent assurance. Further feedback to be sought through Check & Challenge and direct with key stakeholders as the approach is refined

- It was confirmed that board members were happy for the phased TRE release approach to be taken forward
- Opt-outs workstream lead provided an update on the current approach to meet the Type 1 commitments noted in the letter
 - Background and context provided to support the current option being investigated and progressed
 - Approach would be to prioritise the commitment to reduce the burden on General Practice and enhance the solution afterwards in line with development in national policy
 - There is a clear requirement to ensure patients, the public, and General Practice are fully informed of any changes, and the potential impact on them. A strong communications and engagement approach will be essential to ensuring the service provides a simple, effective, and consistent way of patients expressing their opt-out preferences
 - Initial stakeholder engagement on the draft approach has been positive and further engagement is planned as the approach is refined. The approach has been discussed with the GDPR stakeholder groups previously, and will be presented again in March for feedback on the refinements made since incorporating their previous feedback
 - An action was taken to discuss the approach with policy colleagues, and to review whether having a method to specifically opt-out of GDPR would be possible and/or of benefit. Action PRB-A014 expanded to include this point.
- Comms and Engagement workstream lead provided an update on recent progress and next steps
 - It was noted that the updates to the NHS website regarding the GDPR programme were published in February, and the programme is committed to continuing to operate in an open and transparent manner; continuing to publish updates and relevant information as the programme progresses
 - Board members noted the recent publication from Understanding Patient Data on primary care attitudes. The programme will review this and incorporate relevant aspects into the programme delivery
 - There is ongoing alignment with the Data Strategy Comms team; plans are being drafted to outline how the comms strategies for each element align and can be delivered to the benefit the overall public messaging and awareness of both. The programme board will be kept up to date with progress and an action was taken to bring the draft plan to a future Programme Board for visibility and comment
- GDPR Programme lead outlined the key challenges facing the programme

- It was noted that to ensure the awareness and information campaign was effective, it would need to be delivered outside of the winter period. Delivering comms in this period could put undue burden on General Practice when they are at their busiest
- A draft roadmap was presented that would mitigate against this challenge and allow the programme to fully meet the ministerial commitments. This will need to be reviewed with stakeholders ahead of formalising for a decision and publication
- GDPR Programme lead provided an update on the current financial position of the programme and progress in refreshing the business case against the ministerial commitments

Strategic Risk Update

- GDPR Programme lead provided an update on the wider strategic challenges that are impacting the programme
 - A number of the strategic risks presented at the January Programme Board have increased and solutions are now under review in NHS Digital. This sits outside of the scope of GDPR, but the programme is monitoring closely and considering the mitigation actions that will be required to limit the impact on GDPR delivery
 - Board members discussed the risks and provided input on the current GDPR mitigation plans. Feedback was captured and will be incorporated into plans as needed
 - Programme team to keep GDPR board apprised of developments in this area and the impact on GDPR. Programme took action to arrange follow-up sessions with board members during March if needed

AOB

- No further items raised