

GP Data for Planning and Research
Programme Board
Minutes of the meeting held 6th April 2022
Final – Approved for publication

Attendees

Name	Role, Organisation	Name	Role, Organisation
Tim Donohoe	GDPR Programme SRO, 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	Simon Madden	Director of Data Policy, DHSC
Luke Blakeley	Head of Workforce & Active Policy, DHSC	Melanie Craig	Director of General Practice, NHS England (Deputy for Ursula Montgomery)
Steven Knight	Interim Director of Data Analytics and Technology, NHS Digital	Simon Tither	Deputy Director, Performance and Analysis, NHS England (Deputising for Ming Tang)
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	04/05/2022
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	04/05/2022
PRB-A015	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	04/05/2022
PRB-A017	GDPR comms team to work with Data Strategy Comms team to present developing plan at May Programme Board	04/05/2022

PRB-A019	Programme team to arrange deep dive session with key programme board members to review how the NHS merger will impact the timing and planning associated with the GDPR data collection.	04/05/2022
PRB-A020	Programme team to arrange a review with Policy, PTE, and Comms programme board members to challenge and align on the proposed scope for meeting the ministerial commitments around the provision of a Type 1 digital service.	04/05/2022
PRB-A021	Programme team to review GDPR Programme Board Terms of Reference and present updates to members for ratification at May Programme Board	04/05/2022
PRB-A022	Programme Board members to review previous meeting notes and provide feedback ahead of each programme board to allow notes to be ratified for publication <ul style="list-style-type: none"> - Feedback requested on March action notes by 14th April 2022 and for April action notes by 29th April 2022 	Ongoing

Meeting Notes

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<p>Introductions</p> <ul style="list-style-type: none"> • The meeting was opened by the Programme SRO as chair and apologies noted. Members and deputies welcomed • An overview of the agenda was provided
<p>Open Actions and Decisions</p> <ul style="list-style-type: none"> • Previous open action PRB-A018 marked as closed and complete • Updates provided against open actions as follows: <ul style="list-style-type: none"> ○ PRB-A013 – Secretary of State for Health has been briefed on the current programme status, and a further presentation is planned for early May. Action to remain open to track the planning and alignment with DHSC colleagues for the May meeting ○ PRB-A014/015 – Engagement ongoing with Policy colleagues to continue the planning around wider opt-out policy implications for GDPR, and the NHS merger. Updates to be provided again at May programme board
<p>Programme Progress Update</p> <ul style="list-style-type: none"> • GDPR Programme Manager provided the progress update to board members. Key updates as follows: <ul style="list-style-type: none"> ○ Comms listening phase progressing well with surveys and focus groups under way. Listening phase expected to finish within April with formal phase completion report

issued within May. Learnings from listening phase to inform comms engagement phase activities and focus areas

- Discussions progressing well with key stakeholder groups regarding planning for key deliverables, and this is expected to continue through April. Focus for the programme will be to work with stakeholders to finalise high-level approaches and plans, and build agreement that these will meet the ministerial commitments when delivered

Programme Plan Review

- GDPR Programme Manager provided an update on the current milestones and key deliverables to meet the ministerial commitments. Key updates and discussion points as follows:
 - It was noted that the current focus of the programme is to agree the scope of all key deliverables with stakeholders prior to confirming a set timeline and date for the deliverables and data collection. This is due to the need to meet the ministerial commitments before data collection can commence
 - Ongoing programme focus for planning is to provide regular updates against the milestone plan to key stakeholders with the acknowledgement that dates can't be set until clarity and agreement is reached on what will be delivered
 - It was noted that the delivery of the programme comms strategy remains a key planning factor for the programme as public, patient, and general practice awareness is critical to the success of the programme
 - The current proposed timings for the NHS merger are expected to have a significant impact on when the programme can deliver an effective comms campaign. It was agreed that a deep dive session is needed to review the implications for the programme because of the merger. **Action PRB-A019 recorded** and existing risk to be updated
 - The programme will maintain an emphasis on key blockers, milestones, and dependencies for programme board discussions to ensure ongoing focus on scoping and delivering against the ministerial commitments
 - One key challenge that will be included on upcoming agendas will be the specific comms challenges that the programme will face due to parallel initiatives. The ongoing management on these challenges will be critical to programme success

Programme Workstream Spotlights

- GDPR Programme Manager presented an update on the current planning regarding the scope for the Type 1 digital service for board member review. Key updates and discussion points as follows:
 - There is a clear need to ensure the existing non-digital journey is fully assessed to meet accessibility and equality requirements. The digital solution is being scoped to

supplement this journey, but focus will be needed on both elements to provide a consistent and effective patient experience

- Action taken to hold a deep dive session for programme board members on all elements of the Type 1 service planning to date, the proposed scope, and the policy, comms, and accessibility implications for the service. **Action PRB-A020**
- It was noted that planning and design is being progressed in tandem with key external stakeholder groups via the Check & Challenge advisory group. The programme is planning to work with these groups to build formal agreement that the deliverables will meet the ministerial commitments and to work them going forward as detailed design and delivery progresses to maintain that commitment

AOB

- It was agreed that the Terms of Reference for the meeting will be reviewed to ensure it reflects the current membership and purpose of the group. **Action PRB-A021 recorded**
- It was requested that the March programme board action notes are recirculated to members for review ahead of publication. The programme team will share out with feedback requested by 14th April to allow for publication on NHS Digital website. Ongoing action to be noted for board members to review previous action notes ahead of publication. **Action PRB-A022 recorded**