

Minutes

Purpose of Meeting: **GP Data Implementation Project Board**

Date: **24 November 2016**

Time: **14:00-16:00**

Location: **Leeds, BWP 807**

Attendees	Initials	Role
Redacted	Redacted	Redacted
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Apologies		
James Hawkins	JH	HSCIC – Executive Director and Interim SRO (Chair)
Redacted	Redacted	Redacted
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1. Welcome and introductions

Redacted welcomed attendees.

2. Review of minutes, actions and decisions

The minutes of the previous meeting were agreed as an accurate record.

Updates were given on the following actions:

- A12/13 - Subsequent delivery dependant on OBC approval. DH has asked for a review of current OBC document, further work on requirements needed with additional information not yet agreed. OBC approval date early 2017, with a current delay of 10 months. Minimum 15 months of work after OBC approval, currently looking into alternative procurement routes.
- A17 - Redacted stated discussions around this topic are NOT to be discussed with the wider organisation currently.
- A29 - No further progression until go-ahead agreed with SCCI. In principal Redacted happy to lead on work.
- A33 - No supplier engagement prior to February, including patient preferences
- A36 - Follow current assumption. Further action: If type 1s remain – what is impacted by type 1s remaining at source? What is needed? New scenario to be considered.
- A38/42 - Meeting on the 7th Dec to discuss scope and content of NHSE view of aggregate feed. NHSE currently want 100% of data for non-payment extracts, no data with type 1 objections applied.
- A41 - Redacted to confirm with Redacted who is attending future boards.
- A43 - confirmation received. To close.
- A44 - Paper shared - work ongoing for Domain C resource.
- A45 - All comment received. To close.
- A47 – To close.
- A48 - ALL to review ToRs and return comments W/E 2/12/2016 to Redacted. Redacted to collate.
- A49 – To close.

3. Term of Reference

Redacted not present.

ACTION - ALL to review ToRs and return comments W/E 2/12/2016 to Redacted. Redacted to collate.

Redacted reiterated that the GP Data Implementation project board is there to look at the overall broader scope to ensure every chance of success. From looking at the step change to the overall scope.

4. Update on Contingency Planning

Redacted presented contingency planning raising salient points for discussion.

Redacted brought a number of red/amber-red risks that may delay delivery to the board's attention, where some are external and GP Data Implementation have little control over. It was emphasised that it is almost certain that the July 2018 deadline will not be met and that the risk of DSP being delayed cannot be viewed in isolation, there is a need to consider the risk of delay to other project elements also, including delivery of the GP Data requirements by the GP system suppliers.

Redacted asked the board for permission to investigate a parallel piece of work as a way of ensuring the continuity of current GPES extracts ahead of standard GP datasets, looking at a transitional technical solution, as detailed in the paper. The intent is to bring a report to the next board detailing the impact on commercial and investment decisions and resourcing.

Redacted shared concerns on the impact of plan A and delays beyond February, and suppliers completing contingency work. Redacted described the work as a stepping stone rather than a separate stream of work.

Further work agreed with the caveat that the delay on plan A is understood.

ACTION – Further paper to be brought to the next board (Redacted).

5. Customer Facing Requirements document

Redacted presented.

Redacted stated the purpose was to be clear about what data is being collected and why, what user needs are being resolved through the initiative and any that are missed, and gaining SRO responsibility.

Redacted talked about the current governance route in PHE being through Redacted. The chair advised to speak to Redacted in relation to NHSE, along with Redacted and Redacted.

Redacted asked the board if the number of use cases collected met the data items needed, is there a need to carry on and collect all user cases. The chair advised that there was a need for enough use-cases to validate the requirement to collect the documented data set.

The chair asked what is not being collected. Redacted stated that they are following the current assumption that no free text, letters or documents.

The chair asked for use cases to be categorised further – direct care and commissioning work that require support, and national and local. It was discussed that these categories could be tied into the categories used within the OBC for the FBC.

The chair asked for 'Appointments' to be changed into 'Capacity utilisation'.

Updates to the documents as follows: a range of use cases that cover off different examples of frequency, direct and public health care and extraction methods. Each use case also needs a clear sponsor that is accountable for requirements individually in terms of organisational responsibility.

ACTION – Redacted to talk to Redacted regarding governance routes

ACTION – Redacted to talk to Redacted and Redacted regarding governance routes

ACTION – Redacted to change 'Appointments' to 'Capacity utilisation'.

ACTION – Redacted to update paper to include; different examples of frequency, direct and public health care and extraction methods and clear sponsorship. Updated document to be brought to the next board.

6. Plan on a Page

Not presented.

7. Highlight Report

Not presented.

8. Risks and Issues Report

Not presented.

9. AOB

Redacted discussed the need for a local standardised plan and clarity is needed around individual responsibilities for standardising local data flows.

On behalf of **Redacted**, **Redacted** stated a draft GP Data Implementation Project Brief will be circulated on Monday 28/11/16 that will need reviewing and approving by the chair.

ACTION - Redacted/Redacted to further discuss responsibilities regarding standardising local data flows.

ACTION - Redacted to review and approve GP Data Implementation Project Brief

10. Date of next meeting

19th January 2017 – Room TBC.

Open actions table		
Ref	Action	Owner
<p>20/05/2016</p> <p>A12</p>	<p>NDS D Roadmap</p> <p>Provide confirmation that the NDS D procurement includes the replacement of the GPET-Q.</p> <p>In progress – Requirements provided to NDS D, awaiting confirmation of inclusion in release 0.9 (first major NDS D release).</p> <p>Update 19/10/2016 – DSP has placed a change freeze on requirements to focus on defining epics for procurement.</p> <p>Update 24/11/2016 – Subsequent delivery dependant on OBC approval. DH has asked for a review of current OBC document, further work on requirements needed with additional information not yet agreed. OBC approval date early 2017, with a current delay of 10 months.</p> <p>Minimum 15 months after OBC approval, currently looking into alternative procurement routes.</p>	<p>REDACTED</p>
<p>20/05/2016</p> <p>A13</p>	<p>NDS D Roadmap</p> <p>Confirm level of confidence in NDS D road map and timescales.</p> <p>In progress – Assurance received from NDS D Programme Director REDACTED on timescales included in the OBC for technical delivery (July 2018) prior to OBC submission to ISG on 26th September.</p> <p>Further update required from REDACTED following NDS D programme boards w/c 19th September.</p> <p>No update following NDS D Programme Board, August 2018 date still achievable.</p> <p>Update 19/10/2016 - REDACTED stated a new roadmap has been released with new dates, confirmed 8 month slip but confirmed timescales for a GPES replacement by August 2018 will still be met.</p> <p>REDACTED to circulate updated NDS D roadmap – complete</p> <p>Update 24/11/2016 – included in action A12</p>	<p>REDACTED</p>

<p>29/06/2016 A17</p>	<p>Plan on a Page – GP System Suppliers</p> <p>Consult with REDACTED on the reactive lines to take with external bodies on engagement regarding national data set at different stages in the project and REDACTED to speak to REDACTED to ascertain whether a strategic communications plan exists around the national data set.</p> <p>Open – REDACTED has spoken to REDACTED and agreed that REDACTED will provide an update on this action given that she is leading on consultation and engagement</p> <p>Update from REDACTED - The Communications team for Paperless 2020 are focussing on the strategy for data sharing and plan to present it to the Secretary of State on 19 September. In the meantime we are minimising communications on this subject with stakeholders and suppliers.</p> <p>Update 19/10/2016 - Following a workshop on 6th Oct the communications team is now fully aware of sensitivities. No agreed position on GP data and no statement to be made before NDG decision, options given around possible NDG decision – all based on respecting type 1s. All of these factors could delay the start of procurement.</p> <p>Update 24/11/2016 – REDACTED stated discussions around this topic are NOT to be discussed with the wider organisation currently.</p>	<p>REDACTED</p>
<p>04/08/2016 A29</p>	<p>GP Data for Secondary Uses Highlight Report</p> <p>REDACTED to speak to REDACTED about seeking a direction for the GP Dataset and what it would mean for the programme</p> <p>In progress – initial discussion completed with REDACTED . Further discussion required with REDACTED on whether this will be taken forward under the GP Data Implementation project.</p> <p>Update 19/10/2016 – Assumption – there will be a direction for the GP Dataset. REDACTED confirmed that a person is available to complete this work.</p> <p>Update 24/11/2016 – No further progression until go-ahead agreed with SCCI. In principal REDACTED happy to lead on</p>	<p>REDACTED</p>

<p>14/09/2016 A33</p>	<p>Plan on a Page – Requirements</p> <p>Chair to speak with James Hawkins to confirm what we can do in terms of supplier engagement etc. while we are waiting for DH response to the NDG Review.</p> <p>Open</p> <p>Update 24/11/2016 – No supplier engagement prior to February, including patient preferences</p>	<p>REDACTED</p>
<p>14/09/2016 A34</p>	<p>Plan on a page</p> <p>REDACTED to share Customer Requirements document at a future Board.</p> <p>Open</p> <p>Update 19/10/2016 - To be shared at the next project board. The Data Coordination Group to sign off the Customer Requirements document.</p>	<p>REDACTED</p>
<p>14/09/2016 A35</p>	<p>Risks and Issues Reports</p> <p>The Chair to engage with REDACTED on a technical contingency against the risk that DSP would not be able to support a GPES replacement by August 2018</p> <p>Update 19/10/2016 – Covered by agenda item. See board minutes. Further actions regarding Risks and Issues – A43, A44.</p>	<p>REDACTED</p>
<p>14/09/2016 A36</p>	<p>Risks and Issues Report</p> <p>The Chair to ask James Hawkins for guidance on treatment of Type 1 objections and proceeding on the basis of the earlier board decision (D2).</p> <p>Update 24/11/2016 – Follow current assumption. Further action: If type 1s remain – what is impacted by type 1s remaining at source? What is needed? New scenario to be considered.</p>	<p>REDACTED</p>

<p>14/09/2016 A38</p>	<p>Position update on supplier engagement around the continuity of Service Support for practices</p> <p>AS to engage REDACTED on NHS England's position on future reporting requirements and the future of QOF PS to engage REDACTED on NHS England's position on future reporting requirements and the future of QOF</p> <p>Update 19/10/2016 - No imminent changes to QOF or plans to discontinue in the next 2 years. REDACTED to test at Payments board 20/10. As a result of including additional requirement for the business feed the payment extract has increased the cost of OBC (to take us over July "Deep Dive" baselined position).</p> <p>Update 24/11/2016 – Meeting on the 7th Dec to discuss scope and content of NHSE view of aggregate feed. NHSE currently want 100% of data for non-payment extracts, no data with type 1 objections applied.</p>	<p>REDACTED</p>
<p>14/09/2016 A40</p>	<p>AOB</p> <p>Chair to speak with Programme Director REDACTED about which Board REDACTED should be involved in in terms of MIQUEST.</p> <p>Open</p> <p>Update 19/10/2016 – The chair requested the action owner to be changed to REDACTED .</p>	<p>REDACTED</p>
<p>19/10/2016 A41</p>	<p>GP Implementation Board membership</p> <p>REDACTED to have a discussion with REDACTED regarding GP Implementation Board membership.</p> <p>Update 19/10/2016 – REDACTED to attend on behalf of REDACTED</p> <p>Update 24/11/2016 – REDACTED to confirm with REDACTED who is attending future boards.</p>	<p>REDACTED</p>
<p>19/10/2016 A42</p>	<p>Plan on a Page</p> <p>REDACTED / REDACTED to present aggregate data feed update at next board.</p> <p>Update 24/11/2016 – Included in action A38.</p>	<p>REDACTED / REDACTED</p>

<p>19/10/2016 A43</p>	<p>Risks and Issues</p> <p>REDACTED to confirm what allocation he has to the project and any additional resource needed.</p> <p>Update 24/11/2016 – confirmation received. To close.</p>	<p>REDACTED</p>
<p>19/10/2016 A44</p>	<p>Risks and Issues</p> <p>REDACTED to prepare resource paper and share with REDACTED ASAP.</p> <p>Update 24/11/2016 – Paper shared - work ongoing for Domain C resource</p>	<p>REDACTED</p>
<p>19/10/2016 A45</p>	<p>Future Operating Model</p> <p>ALL to review circulated 'Future Operating Model' and return comments ASAP.</p> <p>Update 24/11/2016 – All comment received. To close.</p>	<p>REDACTED</p>
<p>19/10/2016 A46</p>	<p>Contingency Planning</p> <p>Paper covering costs and timescales of contingency options to be presented at the next board.</p> <p>Update – Paper presented at 24/11 Board – To close.</p>	<p>REDACTED</p>
<p>19/10/2016 A47</p>	<p>GP Data Implementation project governance</p> <p>REDACTED to circulate draft Terms of Reference.</p> <p>Complete – TOR circulated with meeting papers and there is an agenda item on 24th Nov Board to discuss.</p> <p>To Close.</p>	<p>REDACTED</p>
<p>19/10/2016 A48</p>	<p>GP Data Implementation project governance</p> <p>ALL to review Terms of Reference and bring comments to next board</p> <p>Update 24/11/2016 – ALL to review ToRs and return comments W/E 2/12/2016 to REDACTED . REDACTED to collate.</p> <p>Update – All reviews collated and sent to REDACTED .</p>	<p>REDACTED</p>
<p>19/10/2016 A49</p>	<p>GP Data Implementation project governance</p> <p>REDACTED to be asked to attend next board</p> <p>Complete. To close.</p>	<p>REDACTED</p>

<p>24/11/2016 A50</p>	<p>Contingency Planning Further paper to be brought to the next board</p>	<p>REDACTED</p>
<p>24/11/2016 A51</p>	<p>Customer Facing Requirements REDACTED to talk to REDACTED regarding governance routes</p>	<p>REDACTED</p>
<p>24/11/2016 A52</p>	<p>Customer Facing Requirements REDACTED to talk to REDACTED and REDACTED regarding governance routes</p>	<p>REDACTED</p>
<p>24/11/2016 A53</p>	<p>Customer Facing Requirements REDACTED to change 'Appointments' to 'Capacity utilisation'.</p>	<p>REDACTED</p>
<p>24/11/2016 A54</p>	<p>Customer Facing Requirements REDACTED to discuss with REDACTED / REDACTED if user cases can be strengthened around local more readily.</p>	<p>REDACTED</p>
<p>24/11/2016 A55</p>	<p>Customer Facing Requirements REDACTED to update paper to include; different examples of frequency, direct and public health care and extraction methods and clear sponsorship. Updated document to be brought to the next board.</p>	<p>REDACTED</p>
<p>24/11/2016 A56</p>	<p>Local standardised plan REDACTED / REDACTED to further discuss responsibilities regarding standardising local data flows.</p>	<p>REDACTED / REDACTED</p>
<p>24/11/2016 A57</p>	<p>GP Data Implementation Project Brief ALL to review and REDACTED to approve GP Data Implementation Project Brief</p>	<p>REDACTED</p>

GPES Interim Strategy Board Decisions		
D1	A decision was made to approve the terms of reference (subject to the correction identified in action 9).	20 th May 2016
D2	A decision was made that the working assumption for the business case is that patient consent will be handled in a central platform, rather than at practice level.	20 th May 2016
D3	A decision was made to approve procurement with 3 rd party suppliers to support VfM comparisons on options developed in the business case.	20 th May 2016
D4	A decision was made to approve in principle a separate feed of aggregate data for payment purposes.	14th September 2016
D5	A decision was made to endorse Tolerance Exception Report 1	14th September 2016
D6	A decision was made to endorse OBC	19th October 2016

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