Minutes

Purpose of Meeting: GP Data Implementation Programme Board Meeting

Date: 28 March 2018

Attendees	Initials	Role
Redacted	Redacted	Redacted
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1. Welcome and introductions (==Redacted==)

==Redacted== welcomed attendees. ==Redacted== chaired the meeting in ==Redacted== absence. It was noted that there was no respresentation at the meeting from NHS England.

2. Review of Minutes and Actions (==Redacted==)

Minutes of the meetings held on 24 January 2018 and 7 March 2018 were reviewed by members and agreed as an accurate record.

Members reviewed the open actions table – set out in the minutes of 7 March. It was agreed that actions A99, A100 and A106 could be closed - *please refer to the previous minutes for any detail on these actions.*

3. Programme Board Update (==Redacted== and ==Redacted==)

==Redacted== and ==Redacted== provided members with a status update using the slidedeck provided. The following key points were noted:

Phase 1 - GPES Uplift

- The Atos CCN was approved by the Atos Board and FCAP and has also been signed by NHS Digital. It is now with Atos for signature;

- ==Redacted== signed CCNs for Schedule 15 on 26 March and all four GP System Suppliers countersigned on 27 March. This concludes all contractual work for Phase 1 of the programme;

- development work by DDC on the GP Data Collector for the Backwards Compatible Release is underway;

- following comments from ==Redacted== about the approach to creating a smooth transition, it was agreed that ==Redacted== would provide an update on the transition plan for the next meeting;

- ==Redacted== also asked ==Redacted== to take an action around operational planning for transition;

- following a discussion around step 2 of phase 1, and the decision to deliver further improvements following the Backward Compatible release, it was agreed that ==Redacted== would set out a proposed list of criteria at the next Board.

Phase 2 - Standard GP dataset

- as part of the work on a cross-programme governance proposal - approved by ==Redacted== ==Redacted== - two new governance groups will be created, in addition to this Board: a strategy group, and a delivery group. The delivery group will be a forum to resolve issues and would also be responsible for escalating unresolved issues up to the strategy group;

- Workshops are currently being set up to work with a wide range of current users of GP data (for research and planning purposes) to further validate the content of the proposed Standard GP dataset. The dataset and a report setting out the further validation work

undertaken will be presented to GP Profession representatives at the end of May. This will be followed by a formal consultation;

- Redacted commented on the need to include what the data will look like for use under the DARS process for online data requests. Redacted commented on the ambition to develop a data dictionary to translate the name of a specific data item from the different suppliers to a common name which could be recognised nationally – and be friendly to an end user.

ACTION: Following comments from Redacted about the approach to creating a smooth transition, it was agreed that Redacted would provide an update on the phase 1 transition plan for the next meeting

ACTION: Redacted to look at operational planning around transition to GPES Uplift

ACTION: Redacted to set out a proposed list of criteria at the next Board for making the decision to deliver further improvements (step 2 – GPES Uplift) following the Backward Compatible release

4. Delivery Strategy (Redacted)

Redacted provided members with an overview on this item using the draft paper which sets out the approach to delivery of the Standard GP dataset. The following points were noted:

- Redacted informed members that they would welcome any comments from members no later than 13 April. Please let Redacted know if more time is required;

- the target audience are key stakeholder groups which include, GP profession representatives, national bodies, existing end users of data and patient groups. The final draft will inform future communications documents;

- the draft sets out opportunities where this programme can work collaboratively with the local Health and Care Records programme;

- in response to a query from Redacted, Redacted clarified that, subject to approval, this data would go into the cloud as part of DSP. Redacted reported that there are 2 parts to this:

  o the approvals process for the Data Access Environment - which is to provide access to approved datasets - has been categorised Class 4. The DAE project team are working with Redacted on this and approval is expected to be secured by the end of next week

  o the approvals exercise for the Core Platform (prime location for storage and processing of data). This is expected to be categoried as Class 5, the highest category. The DSP Programme is currently determining the approval route, although it is expected to be similar to the approach for DAE

- the members discussed stakeholders concerns raised by the RCGP and BMA regarding the current data sharing MOU;

- Redacted made the point that formal consultation with the JGPITC on the dataset may not be completed until there is a resolution to the issue with the data sharing MOU. This could impact programme timescales for DCB approval of the Standard GP dataset as an ISN;

- Redacted agreed to share a NHSD Domain C Board paper which sets out further options for mitigating the risk around engagement with the profession - one of which is the Delivery Strategy;

- Redacted queried the use of an Information Standards Notice(ISN). It was agreed that an ISN was one of a number of levers which could be utilised to fufil data collection requirements;

- Redacted suggested Birmingham CCG as a candidate for the Local Trialling pilot using the new capability developed with suppliers. It was noted that Redacted (former Domain C SRO) is leading the Connect My Care work with Birmingham CCG;

- Redacted queried the use of a legal Direction as set out on page 9. Redacted experience was that Directions are usually used to mandate NHSD to collect or deliver a service, rather than state what the service must look like. This may be first time a Direction has been used in this way and it was agreed that Redacted should conduct further engagement on this;

- Members agreed that the issue of who would be the Data Controller would be unclear until the end of May.

ACTION: Redacted to share a NHSD Domain C Board paper which sets out further options for mitigating the risk around engagement with the profession

ACTION: Members to send comments on the Delivery Strategy to Redacted by 13 April (please contact Redacted directly if more time required)

5. GP Profession Engagement (Redacted)

Due to the planned meeting with the GP profession being postponed, Redacted agreed to bring a paper on this item to a future meeting.

ACTION: Redacted to present a paper on engagement with the GP profession to a future meeting

6. Risk and Issues (Redacted)

Due to time constraints, it was agreed to discuss this item at the start of the next meeting.

7. Any Other Business (All)

Redacted asked members to think about the context of the uses for the data and see if it is possible to come up with a more appropriate name for the the Dataset.

ACTION: Following comments from Redacted, members to think about the context of the uses for these data and suggest ideas for a more clear and transparent name for the Dataset

Open actions table		
24/01/2018 **A97**	<mark>Redacted</mark> to present a paper to the Board on the principles discussed with the Profession.	<mark>Redacted</mark>
24/01/2018 **A98**	<mark>Redacted</mark> and <mark>Redacted</mark> to organise a cross programme group, which is to include NHSE's regional hubs team.	<mark>Redacted</mark>
24/01/2018 **A101**	<mark>Redacted</mark> to escalate MOU issue to DDB and present the issue and any possible mitigations.	<mark>Redacted</mark>
07/03/2018 **A102**	<mark>Redacted</mark> to add the risk of Atos responding to a shorter notice period than 6 months by requesting payment for a full 6 months of ongoing service.	<mark>Redacted</mark>
07/03/2018 **A103**	<mark>Redacted</mark> to get approval for the approach with the Atos CCN notice period from <mark>Redacted</mark> and <mark>Redacted</mark>	<mark>Redacted</mark>
07/03/2018 **A104**	Once schedule 15 dates are clear, <mark>Redacted</mark> to look at risk mitigation plan for missing the backstop dates and turning off GPET-Q.	<mark>Redacted</mark>
07/03/2018 **A105**	<mark>Redacted</mark> to look at adding wording to repurpose any unused capacity from schedule 15 CCN for the GPSoC Continuity Capacity on Demand.	<mark>Redacted</mark>

07/03/2018 A107	Redacted to share the FCAP briefing notes for Schedule 15 and the Atos CCN.	Redacted
28/03/2018 A108	Following comments from Redacted about the approach to creating a smooth transition, it was agreed that Redacted would provide an update on the phase 1 transition plan for the next meeting.	Redacted
28/03/2018 A109	Redacted to look at operational planning around transition to GPES Uplift	Redacted
28/03/2018 A110	Redacted to set out a proposed list of criteria at the next Board for making the decision to deliver further improvements (step 2 – GPES Uplift) following the Backward Compatible release.	Redacted
28/03/2018 A112	Redacted to share a NHSD Domain C Board paper which sets out further options for mitigating the risk around engagement with the profession.	Redacted
28/03/2018 A113	Members to send comments on the Delivery Strategy to Redacted by 13 April (please contact Redacted directly if more time required).	Redacted
28/03/2018 A114	Following comments from Redacted , members to think about the context of the uses for these data and suggest ideas for a more clear and transparent name for the Dataset.	Redacted

GP Data Implementation Project Board Decisions		
D1	A decision was made to approve the terms of reference (subject to the correction identified in action 9).	20th 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.	20th May 2016

D3	A decision was made to approve procurement with 3rd party suppliers to support VfM comparisons on options developed in the business case.	20th 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
D7	A decision was made to endorse contingency option 2b	01st March 2017
D8	A decision was made to endorse Procurements Approach for GPES Uplift	05th April 2017
D9	A decision was made to endorse the RACI process for the GPES Uplift requirements	05th April 2017
D10	GP Data for Secondary Uses Revised OBC and FBC approved ahead of submission to the Investment Committee.	15th November 2017
D11	Schedule 14 approved by the board.	06th December 2017
D12	The board approved the ATOS CCN.	24th January 2018
D13	The Board agreed the approach to the Standard GP dataset development.	24th January 2018
D14	The board accepts the conditions of the approval of the GP Data for Secondary Uses combined revised OBC and FBC.	07th March 2018
D15	Board endorsed the programme's approach to the Atos notice period (written notice at the programme's discretion). This endorsement had a caveat that approval would also be obtained from Redacted and Redacted.	07th March 2018
D16	The board approved the risk and reward model for Schedule 15.	07th March 2018

GP Data Interim Strategy Board Assumptions		
A1	Seeking a direction for an extract and the SCCI process will remove the requirement for the current practice authorisation model (stage 1 and stage 2).	19th January 2017
A2	QOF will continue for at least the next two years.	19th January 2017
A3	DSP MVP 1.0 will not be available before March 2019 and will contain functionality to meet the GP Data for Secondary Uses requirements (informal confirmation provided by Redacted)	01st March 2017

A4	Delivery of contingency option will be done in such a way that it can be consumed by the DSP	01st March 2017