

Minutes

Purpose of Meeting: GP Data Implementation Programme Board Meeting

Date: 27 June 2018, by Webex Time: 12:00 – 2:00

Attendees	Initials	Role
Redacted	Redacted	Redacted
Redacted	Redacted	Redacted
Redacted	Redacted	Redacted
Redacted	Redacted	Redacted
Redacted	Redacted	Redacted
Redacted	Redacted	Redacted
Redacted	Redacted	Redacted
Redacted	Redacted	Redacted
Redacted	Redacted	Redacted
Redacted	Redacted	Redacted
Redacted	Redacted	Redacted

Apologies		
Redacted	Redacted	Redacted
Redacted	Redacted	Redacted
Redacted	Redacted	Redacted
Redacted	Redacted	Redacted
Redacted	Redacted	Redacted
Redacted	Redacted	Redacted
Redacted	Redacted	Redacted
Redacted	Redacted	Redacted
Redacted	Redacted	Redacted

1. Welcome and introductions (Redacted)

Redacted welcomed attendees.

2. Review of Minutes and Actions (Redacted)

Minutes of the last meeting held on 4 June 2018 were reviewed by members and agreed as an accurate record.

Members reviewed the open actions table and agreed that actions A117, A118, A121, A122, A123 and A124 could be closed - *please refer to the previous minutes for any detail on these actions.*

3. Phase Step 1 Programme Board Update and Key Risks (Redacted)

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

- Redacted provided members with an overview of the key milestones based on the Plan On a Page (POAP);
- Redacted also shared a separate supplier scorecard setting out progress against the key contractual milestones for GP system suppliers - to be included in the future Board updates going forward;
- the DDC milestone set out in the POAP, has slipped by a month in order to mitigate 2 key risks – set out on slide 5;
- Integration testing of the DDC solution with GP System Suppliers is due to start next week, ahead of schedule;
- following the Board's agreement to proceed with Step 2 of Phase 1, elaboration workshops have begun with system suppliers. Following completion of the workshops, a specification will be issued by the end of July which will allow system suppliers to produce design documentation and start development work;
- the changes to CQRS are now complete and have gone live;
- communications planning activity is in progress as part of the transition work. Key messages are in the process of being agreed with the profession. Various channels, including the website, will be used to publicise the changes;
- a new target operating model is being produced which will set out the new processes which the business team will need to adopt as part of the new service.

4. Phase 2 Status Programme Board Update and Key Risks (Redacted)

Redacted and Redacted provided members with a status update on Phase 2 and the following points were noted:

- Redacted provided an overview on the key milestones based on the Standard GP Dataset POAP;
- one of the key areas of work on Phase 2 is approval of the Full Business Case which will be reviewed by various stakeholders including, Board members and NHS England before submission to TDIB for approval on 21 September;
- Another key area of work is approval of the dataset as an Information Standards Notice (ISN);
- initial engagement with the GP Professions now complete and preparation for a process of formal consultation with the profession is underway;
- Redacted reported that further work has been undertaken to ensure and demonstrate that only the minimum amount of data necessary for secondary uses will be collected. Analysis has been undertaken to look at the best way of doing this, along with implications of the non-collection of data items. These proposals have yet to be discussed with Redacted and Redacted and Redacted will seek to bring a set of proposals to this Board in the future;
- engagement sessions have been held with all system suppliers to test their understanding of what is required and to work with them to prototype their capability to map the data to a standard structure under the ISN;
- Redacted suggested that Redacted CCG - Birmingham - would be a good exemplar to work with. Redacted agreed to discuss this with Redacted;
- the contract has now been let for the re-identification service and successful supplier is Privtaar;
- Redacted reported on the approach to developing the communications strategy. Redacted commented on the important of briefing senior colleagues such as, Redacted, Redacted Redacted and Redacted going forward, along with the likely need to brief the Secretary of State ahead of more public facing activity;
- Redacted reported that shortfall based on the Redacted capital forecast is £374K(slide 11). Redacted was confident that further savings could be found to further reduce the gap, and this will be monitored closely over the coming months;
- Redacted commented that the NHS England POSA has been approved by FCAP and is currently with NHS England for signature.

Action: Redacted to speak to Redacted about approaching Redacted (Birmingham CCG) regarding engagement on the GP Standard Dataset

5. New Governance Structure (Redacted)

Redacted took Board members through the slidedeck setting out the new governance structure and the following points were noted:

- for background, Redacted explained that this work arose from acknowledgement at a senior level that there was a logistical challenge in operating effectively under the existing

governance structure. These changes seek to simplify the structure to ensure attendance by key members at meetings to facilitate timely decision making;

- the new GP Data Programme Board will cover the following programmes:
 - GP Connect
 - GP Data for Secondary Uses
 - SNOMED
 - GP Appointments Data in Support of Winter Pressures
- members were content with the proposal for this Board to continue as the GP Data for Secondary Uses Delivery Board, which would be responsible for delivery of phase 1 and phase 2 of the GP Data for Secondary Uses programme;
- Redacted asked members for comments on the draft Terms of Reference;
- Redacted commented on the lack of a service user representative.

6. Any Other Business (All)

None.

Open actions table		
24/01/2018 A97	<p>Redacted to present a paper to the Board on the principles discussed with the Profession</p> <p>Update – action still in progress and Redacted agreed to share a summary of progress with Board members for information after this meeting</p>	Redacted
28/03/2018 A109	<p>Redacted to look at operational planning around transition to GPES Uplift</p> <p>Update – Redacted was not present at the meeting but Redacted commented that work is ongoing to plan transition and the operational team needs to continue to play a major part in both planning for and preparing for readiness to go live</p>	Redacted

<p>25/04/2018 A116</p>	<p>As part of the discussion on Phase 2 Status Programme Board Update on what the Phase 2 'analytics service' will provide, Redacted to provide Redacted and Redacted a brief summary of the steps which will take us that point to enable clearer understanding (Milestone 6, page 16 of slidedeck)</p> <p>Update – this work is still in progress</p>	<p>Redacted</p>
<p>04/06/2018 A117</p>	<p>TO BE CLOSED</p> <p>Circulate a copy of the document which was sent to the profession regarding the validation work</p>	<p>Redacted</p>
<p>04/06/2018 A118</p>	<p>TO BE CLOSED</p> <p>Send email to Board members confirming where funding for Step 2 for Phase 1 will be sourced</p>	<p>Redacted</p>
<p>04/06/2018 A119</p>	<p>Provide the Board with an overview on the testing for QOF and payments</p> <p>Update – Redacted has received a draft and will provide Redacted with comments linked to action 04/06/2018 A120 for the next meeting</p>	<p>Redacted</p>
<p>04/06/2018 A120</p>	<p>Redacted to provide the Board with an overview of the business readiness criteria for go-live.</p> <p>Update – Redacted will provide to Board members for the next meeting. Work is currently in progress to agree the business readiness criteria</p>	<p>Redacted</p>

<p>04/06/2018 A121</p>	<p>TO BE CLOSED</p> <p>Provide an update on paper on Phase 1, Step 2 Decision to state assumption on the future of QOF</p>	<p>Redacted</p>
<p>04/06/2018 A122</p>	<p>TO BE CLOSED</p> <p>Provide clarity on the funding risk raised, ahead of the next meeting, as requested by Redacted in the paper on Phase 1, Step 2 Decision for GPES Uplift</p>	<p>Redacted</p>
<p>04/06/2018 A123</p>	<p>TO BE CLOSED</p> <p>Agree a statement that can be provided to customers to provide clarity on GPES operational capacity</p>	<p>Redacted</p>
<p>04/06/2018 A124</p>	<p>TO BE CLOSED</p> <p>Circulate paper on GPES replacement presented to JGPIT Liaison Group to the Board.</p> <p>Update – circulated to the group</p>	<p>Redacted</p>
<p>27/06/2018 A125</p>	<p>Redacted to speak to Redacted about approaching Redacted (Birmingham CCG) regarding engagement on the GP Standard Dataset</p>	<p>Redacted</p>

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

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.	14 th September 2016
D5	A decision was made to endorse Tolerance Exception Report 1	14 th September 2016
D6	A decision was made to endorse OBC	19 th October 2016
D7	A decision was made to endorse contingency option 2b	01 st March 2017
D8	A decision was made to endorse Procurements Approach for GPES Uplift	05 th April 2017
D9	A decision was made to endorse the RACI process for the GPES Uplift requirements	05 th April 2017
D10	GP Data for Secondary Uses Revised OBC and FBC approved ahead of submission to the Investment Committee.	15 th November 2017
D11	Schedule 14 approved by the board.	06 th December 2017
D12	The Board approved the ATOS CCN.	24 th January 2018
D13	The Board agreed the approach to the Standard GP dataset development.	24 th January 2018
D14	The Board accepts the conditions of the approval of the GP Data for Secondary Uses combined revised OBC and FBC.	07 th 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	07 th March 2018
D16	The Board approved the risk and reward model for Schedule 15.	07 th March 2018
D17	The Board approved the recommendation to proceed with step 2 of Phase 1 GPES Uplift.	4 th June 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).	19 th January 2017
----	---	-------------------------------

A2	QOF will continue for at least the next two years.	19 th 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)	01 st March 2017
A4	Delivery of contingency option will be done in such a way that it can be consumed by the DSP	01 st March 2017