

care.data
Programme Board

Monday 15 December 2014
13:00 – 15:00

5A1 Skipton House, London

MINUTES

Attendees:

Mark Davies	Informatics and Digital Strategy, Department of Health
Jon Ford	MHRA on behalf of Ian Hudson
Bethan George	Deputy Director Integrated Care WELC Integrated Care Programme Tower Hamlets CCG
Dr Alan Hassey	RCGP Health Informatics Group, National Data Guardian Panel member
Tim Kelsey	Care.data Senior Responsible Owner (SRO) (Chair)
Dr Geraint Lewis	Chief Data Officer, NHS England
Martin McShane	Medical Director LTCs, on Behalf of Sir Bruce Keogh
Ronan O'Connor	Interim Director of Intelligence, Patients and Information Directorate NHS England
Eve Roodhouse	Care.data Programme Director
Sarah Schofield	GP and Chair West Hampshire CCG
Tom Ward	Care Quality Commission

Apologies:

Graham Binns	Monitor
Will Cavendish	Director General, Innovation, Growth and Technology, DH
Simon Denegri	National Institute for Health Research
Ciaran Devane	Chair of the care.data Advisory Group
Dr Ian Hudson	CEO, MHRA
Sir Bruce Keogh	National Medical Director
Peter Knight	Deputy Director R&D, Head of Research, Information and Intelligence, DH
Prof John Newton	Chief Knowledge Officer, Public Health England
Neil Stutchbury	Monitor
Andy Williams	CEO, Health & Social Care Information Centre

Secretariat:

Donna Braisby	Care.data Programme Manager (Programme Controls)
Rozanne Addams	Care.data Project Manager (Programme Controls)

1.	<p><u>Welcome, introductions and apologies</u></p> <p>Tim Kelsey (TK) chaired the meeting. Apologies were noted.</p>
2.	<p><u>Agenda overview and requests for AOB</u></p> <p>TK provided an overview of the agenda.</p>
3.	<p><u>Acceptance of minutes from last meeting and review of actions</u> (Paper 01: 'Programme Board Minutes 20141117' – <i>for approval</i>)</p> <p>The Programme Board minutes from 17 November 2014 were accepted as an accurate reflection of the meeting.</p> <p>Open actions from previous meetings were reviewed and updates were provided:</p> <ul style="list-style-type: none"> • Actions from 26 August 2014 <ul style="list-style-type: none"> ○ Action 4 - The full risk and issues register to be discussed during the meeting (agenda item 4) – Action closed. • Actions from 23 September 2014 <ul style="list-style-type: none"> ○ Action 10 – Work across NHS England and HSCIC has been completed relating to the finances of care.data for financial year 2014/2015. The Programme Board highlight report submitted on 15 December 2014 includes this information. Action Closed ○ Action 12 – Tim Kelsey advised the fast followers conversation needs to occur between Tim Kelsey (TK) and Roz Rawson. Eve Roodhouse (ER) to forward a note to TK in order to progress - to be carried forward. ○ Action 14 -The programme level vision statement to be circulated to the PB members as part of the Programme Business Case on 14 January 2015 – to be carried forward. ○ Action 16 - Other national enterprises which share data from which we could learn, including overseas and outside health arena has been followed up by Geraint Lewis (GL) which will be fed into the Business Case discussions with Eva Simmonds – to be carried forward. • Actions from 15 October 2014 <ul style="list-style-type: none"> ○ Action 21 - DH to issue guidance as to when the Opt out would or would not apply and write to all ALBS. Opt out guidance will be required to Arm's length bodies (ALBs), However, further information is being considered such as statutory powers relating to identifiable data. It was mentioned that the need for policy to be in place is being discussed with ALBs and Department of Health prior to pathfinder extraction. ○ Action 24 – Meeting has occurred with the programme team and Graham Binns (GB) to go through the test plan – Action closed. ○ Action 26 – The engagement summary and next steps document is due to be published on the NHS England webpage in January 2015. • Actions from 17 November 2014 <ul style="list-style-type: none"> ○ ToR for the Expert Reference Group has been circulated to the PB members following changes received from the Advisory Group. Action closed. ○ Programme Board papers to be published as per agreement and proposal. <ul style="list-style-type: none"> ▪ Web content and documents from October and November 2014 PBs have been agreed, to go to TK by 19 December 2014. Exempted documents will not be included in the published content. ▪ All Programme Board papers that are exempt from publication are classified as restricted and have been protectively marked accordingly. ○ A session is still to be scheduled with the National Information Board (NIB) to discuss which datasets to take forward in the Programme Business Case. (<i>Allocated to Eva Simmonds</i>). This will be scheduled in line with the NIB workshop to link with the workstream in this area (section 3.2). To be carried forward. ○ Exploration of how the work we are doing for care.data would support fair processing

for CSUs/commissioners. (*Allocated to Eve Roodhouse, Ronan O'Connor, and David Knight*) is being considered. The additional costs and/or burden that fair processing will place on GPs, CCGs, CSUs and commissioners are being investigated. Further update to be presented at next Programme Board on 14 January 2015. To be carried forward.

Outcome: The minutes from the board meeting held on 17 November 2014 were accepted as submitted.

4. Programme Status update

(Paper 02: 'Programme Board Highlight Report 20141117– *for information and discussion*)

Overall delivery confidence commentary

Eve Roodhouse (ER) raised the following points:

- The Health Select Committee has invited the SRO to give evidence to them alongside Dame Fiona Caldicott (National Data Guardian) on 21 January 2015. TK noted that a key point of this discussion is likely to be about the regulations. It was noted that there will not be any additional regulations regarding uses of data, e.g. insurance purposes. Confidentiality Advisory Group (CAG) regulations are proceeding as previously agreed.
- The Programme Business case draft is due by the end of the week. This is a large document, and will be circulated to board members for discussion on the 14 January 2015 PB meeting.
- Programme costs and funding have now been baselined for financial year 2014/15. A workpackage has been drafted. The costs and funding for the next financial year is also being considered alongside NHS England and HSCIC's business planning cycle.
- Pathfinder plan (Paper 03: 'Pathfinder Stage Plan on a Page' – *for approval*) was resubmitted, reflecting the feedback from CCGs and the approvals process. ER explained this may be subject to further changes dependent on the recommendations from the Independent Information Governance Oversight Panel (IIGOP) report. The PB members accepted as a baseline for the programme as at 15 December 2014.

Communications, Stakeholder Engagement and Media

- Significant work has been conducted with the pathfinder areas regarding the co-production of communication materials. Comments have been received (an acceptance / rejection log is being maintained to track these comments) and further iterations of the products are being produced.
- The Business Case for the patient mailing during pathfinders has been approved by NHS England and Cabinet Office.
- Research baseline benchmarking has commenced and will complete on 16 December 2014.
- The Telegraph coverage of the Partridge Review on 26 November 2014 has highlighted the need for a coordinated approach to communications about care.data and other data sharing projects. The communications leads for each of the ALBs are meeting on 19 December 2014 to consider how they can work together on a coordinated approach.
- Abilitynet has been commissioned to review and advise on the programme approach to accessible communications, e.g. for visually impaired people. CarersUK has been commissioned to produce a briefing on care.data for carers.
- The All Party Parliamentary Group Press Release of 11 December 2014 and the associated report will be circulated to the PB for reference. The report reiterates some concerns that the programme is already aware of and working on resolving.

Commissioning Strategy and Policy

- Privacy Impact Assessment has been updated to reflect the changes to the programme since the first version was produced. TK to be briefed on the changes.
- The legal view on bulk opt outs by GPs and a short document for stakeholders has been shared with Programme Director for review and will be incorporated into the GP Toolkit.

Technology & HSCIC Strategic Capability Platform

- The risks on the technology are reducing. The timeline is ambitious but the team within HSCIC are confident about the ability to deliver the required solutions on time.
- TK requested that Andy Williams (CEO of HSCIC) come to the next PB to discuss how the dependencies are being managed to ensure that the technology is in place.
- Secure Data Facility plans are progressing well and the team is engaging with researchers and the Expert Reference Group (ERG).

Data Delivery

- A proposal from the patient line provider to support fair processing has been received and is being reviewed.
- Practices are coming forward to sign up to the pathfinder stage. No firm deadline for sign up has been set yet. Following a session with the Blackburn with Darwen CCG 3 practices immediately expressed their intent to sign up.

Programme Controls

- Actions from the PVR Recommendations are mostly complete or close to completion. All are expected to be closed prior to the Programme Assurance Review (PAR 3 - 5 February 2015)
- The final report from the recent NHS England internal audit is due this week.

Outcome: The highlight report was discussed and reviewed by the Programme Board.

Outcome: Paper 03: 'Pathfinder Stage Plan on a Page' was submitted and accepted as a baseline for the programme.

New action: The All Party Parliamentary Group Press Release of 11 December 2014 and the associated report will be circulated to the PB for reference.

New action: TK to be briefed on the changes to the Privacy Impact Assessment by the Programme team.

5. Independent Information Governance Oversight Panel (IIGOP) Report

Alan Hassey attended the Programme Board to discuss initial findings which are likely to be included in the IIGOP report. The report will be shared with the SRO by 19 December 2014.


6. Risks and issues

(Paper 04: "Risk Register 20141215"- *for baselining*)

- ER noted there are three levels of risks and issues in the programme, those raised to the members in the highlight report, programme level recorded on the databases, and those managed at project level.
- The risk register 20141215 was accepted as submitted by the PB and is therefore a baseline of the risks and issues within the care.data programme as at 15 December 2014.
- TK requested the Programme Controls team to review each risk and issue and categorise them as either strategic (affecting the Programme Business Case, its benefits or its strategic objectives) or operational (tactical risks affecting the ability of workstreams to deliver to time, quality or budget) risks.
- TK requested that an assurance framework be drafted for discussion to assure the PB that strategic risks and issues are being managed appropriately.

Outcome: Paper 04: "Risk Register 20141215" was accepted as a baseline of the risks and issues for the programme.

New action: Programme team to develop a Risk & Issue assurance framework.

7.	<p><u>Project Validation Review</u> (Paper 05 "Project Validation Review" - <i>for update</i>)</p> 	<div style="border: 1px solid red; padding: 2px; text-align: center; color: red;"> Redacted – Section 36 FOI Act 2000 </div>
8.	<p><u>AOB</u> No further matters were raised for discussion</p>	
9.	<p><u>Next Board Meeting</u></p> <p>Wednesday 14 January 2015 12:30-14:30 VC: Skipton House (6B6) and Quarry House (4W25)</p>	
10.	<p><u>Open Actions</u></p> <p>From 23 September 2014 meeting:</p> <ol style="list-style-type: none"> 1. Conversation to occur between Tim Kelsey and Beverley Matthews (NHS IQ) regarding back-up/fast follower areas (<i>Allocated to Tim Kelsey</i>). ER to forward TK a note to progress with Roz Rawson of the CCG Assurance Team in NHS England. 2. A programme level vision statement as part of the Strategic case to be developed and circulated to the PB members for comments and approval via correspondence (<i>Allocated to Eve Roodhouse</i>). The programme level vision statement will be included as part of the Programme Business Case, expected to be presented 14 January 2015. 3. GL to look at other national enterprises which share data from which we could learn, including overseas and outside health arena to be considered and findings discussed with ES (<i>Allocated to Geraint Lewis</i>). GL has followed up and will feed the information into the Business Case discussions with Eva Simmonds <p>From 15 October 2014 meeting:</p> <ol style="list-style-type: none"> 4. DH to issue guidance as to when the Opt out would or would not apply and write to all ALBS. (<i>Allocated to DH</i>) Opt out guidance will be required to Arm's length bodies (ALBs), However, further information is being considered such as statutory powers relating to identifiable data. David Knight mentioned that the need for policy to be in place which is being discussed with ALBs and Department of Health. DK confirmed this will be done prior to pathfinder extraction. 5. Assurance, approval & evaluation for the Pathfinders paper requires updates prior to approval by board. (<i>Allocated to Eve Roodhouse</i>) Further amendments to be made following presentation to Programme Board on 17 November 2014. To be resubmitted on 14 January 2015. <p>From 17 November 2014</p> <ol style="list-style-type: none"> 6. Programme Board papers to be published as per agreement and proposal. (<i>Allocated to Donna Braisby</i>). Web content and documents from October and November 2014 PBs have been agreed, to 	

go to TK by 19 December 2014 for final approval before uploading. Restricted/protectively marked documents will not be included in this content.

All papers from the December 2014 Programme Board that are classified as restricted have been marked accordingly and will not be published as per agreement. Papers from previous boards (June 2014 to September 2014) will be processed, classified as may be necessary, and published as per agreement in the New Year.

7. A session to be scheduled with the National Information Board to discuss which datasets to take forward in the Programme Business Case (*Allocated to Eva Simmonds*).

A session is still to be scheduled with the National Information Board (NIB) to discuss which datasets to take forward in the Programme Business Case. (*Allocated to Eva Simmonds*). This will be scheduled in line with the NIB workshop to link with the workstream in this area (section 3.2).

8. Explore how the work we are doing for care.data would support fair processing for CSUs/commissioners. (*Allocated to Eve Roodhouse, Ronan O'Connor, and David Knight*)

The additional costs and/or burden that fair processing will place on GPs, CCGs, CSUs and commissioners are being investigated and options to reduce these costs and burdens are being considered. Further update to be presented at next Programme Board on 14 January 2015.

From 15 December 2014

9. The All Party Parliamentary Group Press Release of 11 December 2014 and the associated report will be circulated to the PB for reference. (*Allocated to Eve Roodhouse*)

10. TK to be briefed on the changes to the Privacy Impact Assessment by the Programme team (*Allocated to Eve Roodhouse*).

11. Programme team to develop a Risk & Issue Assurance Framework (*Allocated to Donna Braisby*).