<div style="border: 1px solid black; text-align: center;">

care.data
Programme Board – Main Session

Wednesday 14 January 2015
16:00 – 17:00

6C1 Skipton House, London

</div>

MINUTES

Attendees:

Graham Binns	Monitor
Simon Denegri	National Institute for Health Research
Jon Ford	MHRA on behalf of Ian Hudson
Bethan George	Deputy Director Integrated Care WELC Integrated Care Programme Tower Hamlets CCG
Tim Kelsey	Care.data Senior Responsible Owner (SRO) (Chair)
David Knight	Information Strategy, Department of Health
Peter Knight	Deputy Director R&D, Head of Research, Information and Intelligence, DH
Dr Geraint Lewis	Chief Data Officer, NHS England
Martin McShane	Medical Director LTCs, on Behalf of Sir Bruce Keogh
Prof John Newton	Chief Knowledge Officer, Public Health England
Ronan O'Connor	Interim Director of Intelligence, Patients and Information Directorate NHS England
Eve Roodhouse	Care.data Programme Director
Stefan Sanchez (Observer)	Care.data business case specialist resource, HSCIC
Sarah Schofield	GP and Chair West Hampshire CCG
Eva Simmonds (Observer)	Care.data Programme Manager (Business Case)
Janet Valentine	Director of CPRD, MHRA on behalf of Ian Hudson
Tom Ward	Care Quality Commission
Andy Williams	CEO, Health & Social Care Information Centre

Apologies:

Mark Davies	Informatics and Digital Strategy, Department of Health
Ciaran Devane (observer)	Chair of the care.data Advisory Group
Dr Ian Hudson	CEO, MHRA
Sir Bruce Keogh	National Medical Director
Neil Stutchbury	Monitor

Secretariat:

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

1.	**Welcome, introductions and apologies**
	Tim Kelsey (TK) chaired the meeting. Apologies were noted.
2.	**Agenda overview and requests for AOB**
	TK provided an overview of the agenda.

3.	**Acceptance of minutes from last meeting and review of actions**
	 (Paper 01: 'Programme Board Minutes 20141015' – *for approval)*
	
	 The Programme Board minutes from 15 December 2014 were accepted as an accurate reflection of the meeting.
	
	 Open actions from previous meetings were reviewed and updates were provided:
	 • Actions from 23 September 2014
	     o 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.
	     o 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 (ES) – CLOSED.
	 • Actions from 15 October 2014
	     o 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.
	     o Action 26 – The engagement summary and next steps document is due to be published on the NHS England webpage in January 2015 – CLOSED: Published on care.data Advisory Group website: http://www.england.nhs.uk/wp-content/uploads/2015/01/care-data-presentation.pdf
	 • Actions from 17 November 2014
	     o Programme Board papers to be published as per agreement and proposal - Web content and documents from October and November 2014 PBs have been reviewed by the SRO. Exempted documents will not be included in the published content. – CLOSED
	     o 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. This will be scheduled in line with the NIB workshop to link with the workstream in this area (section 3.2). CLOSED.
	     o Exploration of how the work we are doing for care.data would support fair processing for CSUs/commissioners is being considered. The additional costs and/or burden that fair processing will place on GPs, CCGs, CSUs and commissioners will be assessed as part of the pathfinder stage. Further update to be presented at next Programme Board - CLOSED
	 • Actions from 15 December 2014
	     o The All Party Parliamentary Group Press Release of 11 December 2014 and the associated report will be circulated to the PB for reference. CLOSED.
	     o TK to be briefed on the changes to the Privacy Impact Assessment by the Programme team. CLOSED.
	     o Programme team to develop a Risk & Issue Assurance Framework. This is in progress and is due for SRO approval by 31 January 2015.
	
	 Outcome: The minutes from the board meeting held on 15 December 2014 were accepted as submitted.

4.	**Project Initiation Document** (Paper 02: 'Project Initiation Document' – *for approval*) The following points about the paper were raised: • The project initiation document (PID) is an extension and refinement of a number of documents prepared to shape the pathfinder stage of care.data. It brings together in one place information about scope, timelines, anticipated costs, risks and issues and the approach to evaluation. • The PID was well received and approved subject to some anticipated changes to the cost section as

	a result of business planning. The Board were also invited to provide any further comments by 21 January in order that the document could be finalised. **Outcome: The PID was discussed and approved pending financial caveats by the Programme Board.** **New actions: Further comments to be sent to Eve Roodhouse for the project team to incorporate into the document by 21 January 2015.**

5.	**Publication of Programme Board Papers**
	(Paper 03: "Proposal on Transparency and Publication of care.data papers'– *for approval*)
	• TK noted that this document aims to define the separation of the Programme Board meeting into two (2) sessions.
	    o The first session will be the main session and the supporting agenda, papers and minutes of this session will be made available on the care.data Programme website.
	    o The second session will be a private session where items that are commercial in confidence will be discussed and the supporting agenda, papers and minutes of this session will not be made available on the care.data Programme website.
	• The Programme Board Terms of Reference will require update following the approval of this document.
	
	The following points about the paper were raised:
	• Point 7 of the document – Papers since the reconstitution of the Programme Board in June 2014 will need to be reviewed and appropriately redacted to ensure that commercial confidentiality is not compromised. The Programme Board agreed that all meeting papers and minutes pre-June 2014 will not be published. This was decided due to the volume of time it will need to undertake seeking permission (from previous Programme Board members) and redacting the papers to be in a position to be published.
	• Terminology throughout this document should reflect that the first session is a main session as this meeting is not open to members of the public to attend.
	
	Outcome: Paper 03: "Proposal on Transparency and Publication of care.data papers" approved with caveats regarding the updating of the document as per the comments above. All programme board papers pre June 2014 will not be published.
	
	New actions: Programme team to update the proposal on transparency and publication of care.data papers document in line with caveats above and to update the Programme Board ToR accordingly.

6.	**AOB** No further matters were raised for discussion.
7.	**Next Board Meeting – Main Session** Wednesday 11 February 2015 14:00-16:00 VC: Skipton House and Quarry House (Rooms to be confirmed)
8.	**Open Actions**

	Open Actions	
	From 23 September 2014 meeting:	
1	Conversation to occur between Tim Kelsey and Beverley Matthews (NHS IQ) regarding back-up/fast follower areas	*(Allocated to Tim Kelsey).*
	• ER to forward TK a note to progress with Roz Raughton of the CCG Assurance Team in NHS England.	
	From 15 October 2014 meeting:	
3	DH to issue guidance as to when the Opt out would or would not apply and write to all ALBS.	*(Allocated to DH)*
	• 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.

From 15 December 2014

7	Programme team to develop a Risk & Issue Assurance Framework • This is in progress and is due for SRO approval by 31 January 2015	*(Allocated to Donna Braisby)*

From 14 January 2015

8	Further comments on PID to be sent to Eve Roodhouse for the project team to incorporate into the document by 21 January 2015.	*(Allocated to Programme Board members)*
9	Programme team to update the proposal on transparency and publication of care.data papers document in line with caveats above and to update the Programme Board ToR accordingly.	*(Allocated to Donna Braisby)*