

care.data
Programme Board – Main Session

Wednesday 11 February 2015
14:00 – 15:00

Skipton House room 5A1 and Quarry House room 4W26

MINUTES

Attendees:

Alan Barcroft	Research and Development, Department of Health
Mark Davies	Informatics and Digital Strategy, Department of Health
Simon Denegri	National Institute for Health Research
Jon Ford	Head of Operations, Clinical Practice Research Datalink
Bethan George	Deputy Director Integrated Care WELC Integrated Care Programme Tower Hamlets CCG
Tim Kelsey	Care.data Senior Responsible Owner (SRO) (Chair)
Sir Bruce Keogh	National Medical Director
David Knight	Information Strategy, Department of Health
Dr Geraint Lewis	Chief Data Officer, NHS England
Martin McShane	Director (Domain 2) on Behalf of Sir Bruce Keogh
Ronan O'Connor	Director of Intelligence, Patients and Information Directorate NHS England
Eve Roodhouse	Care.data Programme Director
Neil Stutchbury	Monitor
Tom Ward	Head of Intelligence and Information Management, Care Quality Commission
Andy Williams	CEO, Health & Social Care Information Centre

Apologies:

Ciaran Devane (observer)	Chair of the care.data Advisory Group
Dr Ian Hudson	CEO, MHRA
Peter Knight	Deputy Director Research Contracting, Information Intelligence and Stakeholder Engagement, DH
Prof John Newton	Chief Knowledge Officer, Public Health England
Sarah Schofield	GP and Chair of West Hampshire Clinical Commissioning Group
Janet Valentine	Director for CPRD, MHRA

Secretariat:

Rozanne Addams	Care.data Project Support Office, Health and Social Care Information
Jade Thorpe	Care.data Programme Support Office, Health and Social Care Information

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 Main Session Minutes 20150114' – <i>for approval</i>)</p> <p>The Programme Board minutes from 14 January 2015 were accepted as an accurate reflection of the meeting, with the following minor amendments.</p> <ul style="list-style-type: none"> • Roz Rawson, to be amended to Ros Roughton. <p>Open actions from previous meetings were reviewed and updates were provided:</p> <ul style="list-style-type: none"> • Actions from 23 September 2014 <ul style="list-style-type: none"> ○ Action 12 – Tim Kelsey advised the fast followers conversation needs to occur between Tim Kelsey (TK) and Ros Roughton. Eve Roodhouse (ER) to contact Ros now there is a clearer view - 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. Board agreed that this is not a care.data action but a departmental one – CLOSED • Actions from 15 December 2014 <ul style="list-style-type: none"> ○ Programme team to develop a Risk & Issue Assurance Framework. Sent to SRO for approval on 03 February 2015. • Actions from 14 January 2015 <ul style="list-style-type: none"> ○ 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. The document has now been updated and Eve is reviewing this will be sent on to the SRO for approval. - CLOSED <p>Outcome: The minutes from the board meeting held on 14 January 2015 were accepted as submitted.</p>
4.	<p><u>Highlight Report</u> (Paper 02: 'Programme Highlight Report' – <i>for approval</i>)</p> <p><u>Eve Roodhouse (ER) presented the report.</u></p> <p><u>Communications, Stakeholder Engagement and Media</u></p> <p>Eve Roodhouse (ER) made the following additional points:</p> <ul style="list-style-type: none"> • The Programme Business case has now commenced the assurance process. The latest draft is available to Board members on request to the secretariat (as the document is a large file with several appendices). An update will be provided at the March meeting. • The SRO, Tim Kelsey advised that Dame Fiona will require evidence that supports her in judging the programme has met the standards that were set out in the IIGOP report. • Further feedback from pathfinder CCGs and other stakeholders on patient and NHS facing materials has been received, with meetings scheduled with Somerset later in the week. The materials will now be updated, the next stage of the approvals process being review by HSCIC and NHS England as Joint Data Controllers. • Programme Board papers for October – December 2014 were published on 2 February 2015. <p><u>Commissioning Strategy and Policy</u></p> <ul style="list-style-type: none"> • The HSCIC approved the Joint Data Controller Agreement between NHS England and HSCIC on the 28 January 2015 at the HSCIC Board meeting. Arrangements will now be made for the agreement to be signed by the respective organisations.

	<ul style="list-style-type: none"> The NHS England Directions (issued on December 2013) are being updated to reflect with the pathfinder approach, these will be considered at the HSCIC Board meeting in March. <p><u>Data Delivery</u></p> <ul style="list-style-type: none"> Progress continues to be made confirming practice participation in the CCG areas. There are currently 103 practices who have agreed to proceed There was an important and passionate discussion about whether the pre-election period should impact on our plans for the pathfinders. Bruce Keogh and Martin McShane put the case forward for not delaying and the Programme Board agreed that its formal position should be that the programme should not be limited to pre-election restrictions Mark Davies (DH) thanked them and advised that the Department would come back with appropriate guidance. <p><u>Data Access</u></p> <ul style="list-style-type: none"> The Expert Reference Group meeting took place on 27 January 2015. Jon Ford advised the meeting was interesting and significant discussion was undertaken also around the importance for not delaying the roll out. <p><u>Programme Office/Controls</u></p> <ul style="list-style-type: none"> Progress is continuing. Following the Programme Assurance Review there is a need for a focus on planning, particularly for the post pathfinder stage. <p><u>Risks and Issues</u></p> <ul style="list-style-type: none"> The Programme Board agreed that mitigations should be added back into the highlight report. <p>Eve advised that a new GP Clinical Lead, Dr Lisa Harrod-Rothwell has now joined the programme. She advised that Dr Harrod-Rothwell has already provided valuable input will have a key role going forwards to engage with the profession.</p> <p>Outcome: The Highlight Report was discussed and reviewed by the Programme Board.</p>
5.	<p><u>Terms of Reference</u> (Paper 03: Updated Programme Board Terms of Reference – for approval)</p> <ul style="list-style-type: none"> Eve updated the Programme Board on minor changes made. <p>Outcome: The Programme Board approved the updated Terms of Reference.</p>
6.	<p><u>Assurance, Approvals and Evaluation</u> (Paper 04: Assurance, approvals and evaluation document 20150211 – for approval)</p> <ul style="list-style-type: none"> ER stated that this paper was a key document, which sets out the proposed approval process for the decision to commence testing of communications and subsequent extraction, and to proceed to further roll-out beyond the pathfinder stage. The board agreed that the term ‘fair processing’ needs to be changed to ‘testing communications’ throughout the document. The document needs to clearly state that the National Data Guardian will provide advice to the Secretary of State and that the Programme Board will have regard to that advice. ER agreed to make the changes suggested by the Programme Board. <p>Outcome: The Assurance, Evaluation and Approvals document was approved subject to changes.</p> <p>New Action: The Assurance, Approvals and Evaluation document to be updated and circulated via correspondence for final approval.</p>
7.	<p><u>AOB</u> No further matters were raised for discussion.</p>
8.	<p><u>Next Board Meeting – Main Session</u> Tuesday 17 March 2015 14:00-15:00 VC: Skipton House (5A1) and Quarry House (4W26)</p>

9.	<u>Open Actions</u>				
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