

care.data
Programme Board – Main Session

Monday 14 December 2015
13:00 – 15:00

Skipton House room 136B

MINUTES

Attendees:

Alan Barcroft	Research and Development, Department of Health
Steve Black	Data Analytics Programme Lead, Monitor
David Corbett	care.data programme team, Health and Social Care Information Centre for item 6
Susie Day	care.data programme team, Health and Social Care Information Centre for item 6
Tim Kelsey	care.data Senior Responsible Owner (SRO)
Dr Geraint Lewis	Chief Data Officer, NHS England
Prof John Newton	Chief Knowledge Officer, Public Health England
Ronan O'Connor	Director of Information and Transparency, Patients and Information Directorate
Cameron Robson	Deputy Director, Information Policy & Strategy, Department of Health
Eve Roodhouse	care.data Programme Director Health and Social Care Information Centre
Julie Tague	Operations Lead, Major Projects Authority, Cabinet Office
Janet Valentine	Director of Clinical Practice Research Datalink

Apologies:

Graham Binns	Director of Enterprise Architecture, Monitor
Simon Denegri	National Institute for Health Research
Bethan George	Director Integrated Care WELC Integrated Care Programme Tower Hamlets CCG
Dr Ian Hudson	CEO, Medicines and Healthcare Products Regulatory Agency
Sir Bruce Keogh	National Medical Director, NHS England
Sarah Schofield	GP and Chair of West Hampshire Clinical Commissioning Group
Martin Severs	Caldicott Guardian and Lead Clinician, Health and Social Care Information Centre
Neil Stutchbury	Knowledge Management Director, Monitor
Tom Ward	Head of Intelligence and Information Management, Care Quality Commission

Secretariat:

Donna Braisby	care.data Programme Manager, Health and Social Care Information Centre
Jade Thorpe	care.data Business Support Manager, Health and Social Care Information Centre

1.	<p><u>Welcome, introductions and apologies</u></p> <p>Tim Kelsey (TK) advised that Ronan O'Connor will be the new Senior Responsible Owner for the care.data programme. TK will be leaving the role officially from 31 December 2015. RO will now chair the care.data Programme Board from this meeting onwards.</p> <p>Martin Severs will be HSCIC representative going forwards due to Andy Williams's diary commitments.</p> <p>RO advised the dates for January, February and March board meetings will be changing as they clash with National Information Board (NIB) meetings.</p> <p>Apologies were noted.</p>
2.	<p><u>Agenda overview and requests for AOB</u></p> <p>RO 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 20151118' – <i>for approval</i>)</p> <p>The Programme Board minutes from 18 November 2015 were accepted as an accurate reflection of the meeting with one amendment to attendance.</p> <p>Open actions from previous meetings were reviewed and updates were provided:</p> <ul style="list-style-type: none"> • Actions from 18 November 2015 <ul style="list-style-type: none"> ◦ The programme team to update the Equality Impact Assessment (EIA) with the amendments suggested by the board. The EIA is being discussed under item 5 on the agenda – CLOSED <p>Outcome: The minutes from the board meeting held on 18 November 2015 were approved as an accurate reflection, once minor change made to attendance.</p>
4.	<p><u>Highlight Report</u> (Paper 02: 'Programme Highlight Report 20151214' – <i>for approval</i>)</p> <p>Eve Roodhouse (ER) presented the report.</p> <p><u>Overall Delivery</u> Eve Roodhouse (ER) made the following points:</p> <ul style="list-style-type: none"> • Detailed planning activity for consultation to enhance the GP dataset is well underway, with timetable for delivery planned and pre-consultation engagement events scheduled. The consultation document is being prepared with input from a variety of stakeholders. ER advised that this will be tested with the Programme Board and Strategic Oversight Board before publication. • Financial Planning for FY16/17 has commenced within the programme team and as part of NHS England business planning. • ER advised a significant amount of work has gone into planning and good progress has been made. The work will continue in order to baseline the programme plan. This was well received by the board members. • ER advised the next MPA review is currently being scheduled and will take place at the end of February/beginning of March 2016, this aligns with the schedule of activity that the programme team are working to. • Members asked a number of questions around the Outline Business Case approvals timeline. ER advised feedback from subject matter experts is expected back first week in January 2016. <p>Outcome: The Highlight Report was discussed and reviewed by the Programme Board.</p>

5.	<p><u>Equality Impact Assessment</u> (Paper 03: Equality Impact Assessment 20151214 – <i>for approval</i>)</p> <p>ER presented the document.</p> <ul style="list-style-type: none"> ER advised that this in the second submission of the Equality Impact Assessment (EIA) to the Board and that changes have been made to reflect the feedback provided at the last Programme Board meeting on 18 November 2015. ER advised that the EIA will be published online ahead of the start of the testing of communications period. Members welcomed the inclusion of improving inequalities. Members suggested some additional input related to other protected characteristics. Members raised a number of comments in relation to existing dataset, which raised the question of timing in relation to issue of the EIA. <p>Outcome: The Board are content with the Equality Impact Assessment (subject to minor changes), however the timing of publication needs to be considered.</p> <p>Action: care.data programme team to liaise with Dr Geraint Lewis to discuss the comments raised.</p>
6.	<p><u>Pathfinder Evaluation Update</u> (Paper 04: Pathfinder Evaluation Update 20151214 – <i>for update</i>)</p> <p>David Corbett (DC) presented the document.</p> <ul style="list-style-type: none"> DC advised that the care.data programme team will co-ordinate the production of an overarching Evaluation Report which will use evidence and contributions captured through the pathfinder stage. The care.data Programme Board will be the approval body for the report and local CCG Chairs/SROs will be asked to endorse the report and findings. DC explained that a template evaluation report and an overarching evaluation plan have been developed, incorporating both locally and nationally planned components of the evaluation. <p>Outcome: The Board agreed that the approach is comprehensive and that no additional work is needed.</p>
7.	<p><u>AOB</u></p> <p>RO thanked Tim Kelsey on behalf of the care.data Programme Board.</p>
8.	<p><u>Next Board Meeting – Main Session</u></p> <p>January 2015 – To be rearranged. VC: Skipton House (TBC) and Quarry House (TBC)</p>