Thames Valley & Surrey LHCR Programme Board
DRAFT
30.01.2020 14:30 – 16:30
Royal Berkshire Conference Centre, Madejski Stadium, Reading, RG2 0FL
Notes and Actions

Present	Programme Board Role	Organisation
Fiona Edwards	Chair	Frimley ICS / Surrey Heartlands
Julie Fisher	SRO	Frimley Health
Mark Sellman	Frimley representative	Frimley Health
Patrick Reed	Bucks Representative	Buckinghamshire Healthcare Trust
Sharon Boundy	Transformation & Benefits Lead	Frimley Health FT
Dr Siân Rees	Patient & Public engagement Lead	Oxford AHSN
Nigel Foster	TVS Finance Lead	Frimley Health FT
Kate Knight	Comms and Engagement lead	TVS programme
Martyn Ward	Oxfordshire representative	Oxford Health
Mark Davison	Berkshire representative	Berkshire Healthcare Trust
John Skinner	Digital Strategy lead	TVS programme
Colin Godbold	Lay Representative	
Colin Innes	Programme Director (supplier)	Graphnet/System C
Andrew Fenton	Programme Director	SCW CSU
Stephanie Colborne	Programme Management	SCW CSU
Emma Harris	NHS X representative	NHS X
Apologies		
Robert Majilton	Buckinghamshire representative	Buckinghamshire CCG
Markus Bolton	Joint CEO (SystemC)	Graphnet/System C
Katie Summers	Berkshire West	Berkshire West CCG
Craig York	Milton Keynes representative	MKUH
Guy Boesma	AHSN representative	KSS AHSN
John Blakesley	Milton Keynes representative	MKUH
Anna Lewis	Buckinghamshire representative	Buckinghamshire CCG
Matt Meyer	GP / LMC representative	BBO LMC
Sarah Parker	Surrey representative	Surrey Heartlands
John Farenden	NHS X representative	NHS X
Bryn Wales	Architecture/Cyber Lead	TVS programme
Balvinder Heran	Buckinghamshire representative	BCC/BCCG/BHT
Dr Nick de Pennington	Health & Care professional engagement lead	Oxford University Hospitals
Chris Bunch	Information Governance	Oxford University Hospitals
Stuart Bell	Oxfordshire Representative	Oxford Health FT
Dr Paul Clements	Surrey representative	Surrey Heartlands ICS
Prof Gary Ford	AHSN representative	Oxford AHSN
Don Redding	Patient & Public engagement representative	National Voices

Key points	Decisions / Actions (nos show Action Log reference)
1. Introduction Fiona Edwards opened the meeting and introductions were made. Four out of the six areas involved in the TVS LCHR were represented. Colin Innes (CI) gave a summary of the current availability issues with the CareCentric for Connected Care (Berkshire West & Frimley), and was asked to bring a TVS architecture review paper to the next meeting of this board to give assurances that similar issues are avoided on the TVS instance.	Action: Graphnet to bring a TVS architecture review paper to the next Programme Board meeting (148)

Key points	Decisions / Actions (nos show Action Log reference)
2. **Notes and Actions from last meeting & sub-groups** - Programme Board, 26.11.19 Actions were reviewed and updated on the board action log. Notes of the previous meeting were accepted as a true record (Paper 1) Agreed to add an agenda item on Apps strategy at the next Board meeting (from action 133) Papers from the subgroups were accepted as follows: - [Design Authority, 04.12.19](#) * [Programme Delivery & Service Management board, 14.01.20](#) * 3. **Programme overview / update** Julie Fisher (JF) commented on the key points identified in the January Highlight Report (paper 02). JF noted that we are at an important stage of the programme. Bucks data has been uploaded and by the end of March we are expecting to be flowing data across boundaries through the TVS platform. Huge progress has been made to simplify IG needs across the partnership to enable data to flow. Thanks were extended to Mark Selman, Chris Bunch and other colleagues for their support in this area. There is more work to be done to make the language of the documents produced by the programme understandable. The Ethics and Advisory group have met twice and are helping the programme to achieve this. The policy on the agenda will not able to be put forward for approval due to the complexity of the language. JF noted that Vince Weldon, who was leading on benefits has left the programme and that Kate Knight will support the work to ensure we can clearly articulate the benefits and have clear use cases for the end of March and will work with the group of newly appointed clinicians and with the care systems The expected paper on Surrey has been deferred; more work is needed and this will come back to a future meeting. Andrew Fenton (AF) noted that the focus is now on go live for clinical operational use. There are a fair number of dependencies being worked on across the partnership. Work is being done around testing stages, IG approval stage to allow us to move to data linkage, matching and de-duplication, clinical risk management sign off, local comms and engagement, including use cases and early benefits. Aiming to start mid-March but recognise need to go through the governance process first. Also progressing discussions with Milton Keynes, Surrey and SCAS followed by Oxford and SECAM. AF reported that the programme has agreed re-profiling of milestones with NHS X into next year and now working on contract milestones with Graphnet. Financial position	

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AF took the board through the slide expenditure to Dec 2019 and Forecast to March 2021 Includes Payment milestones for running the platform start in 20/21 Funding slide. From next year partner contributions to the running of the programme commence as agreed in the partnership agreement. Invoicing at the end of this year for 20/21. It was noted that the table does not show that local partners are paying capital repayments and interest for the £7.5m. Nigel Foster (NF) confirmed that by deferring the £1m the repayments will be slightly reduced. AF to re-circulate the partnership agreement with the payments in. Patrick Reed (PR) asked that this includes what the payments cover (£1.2m Graphnet, £800k programme costs) and that a review of the programme costs be undertaken. This was supported by FE. We will have received £5m by the end of this FY, rolling over £1.3 into next year committed for Q1 and Q2 Graphnet contract payments. A brief discussion was help on testing, test resource and the difference that end users will experience. It was noted that it will be seamless for users that are from within Graphnet already. There was a consensus that no local stakeholder engagement would take place until there is new data in the platform for them to see. **4. Future delivery model for the TVS Programme** JF spoke to paper 4 – cover note only. PA Consulting has been commissioned to pull together a proposal for the future delivery model to inform the discussion at the March board. PA will speak with stakeholders across the programme to undertake this exercise. It was suggested that PA speak to the Directors of Finance to feed into the board discussion. It was agreed that JF & AF review the scope of the work in light of the discussions relating to cost and the proposed options providing value for money. NF asked whether we need to understand what has changed in terms of the national aspirations of the LHCRs and where we are and taking that back into the systems. Emma Harris offered national resources to take part in the options discussions. **5. TVS Care Records Platform – Policies/key documents** Data Subject Rights Policy AF reported that Ethics and Engagement group met yesterday and the proposal is that the paper is not ready for approval, needs further work in how it is expressed and how clear it is and also whether the model and approach to data subject rights is right and compliant with GDPR. Further conversations with key people Nicola Gould and Patrick Reed will be held to progress that.	Action: AF to recirculate the Partnership Agreement (149) Action: AF to lead a review of the projected programme costs (149b) Action: JF and AF to review the scope of the future delivery model options proposal (150)

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Sian Rees (SR) provided feedback from the Ethics and Engagement Group as follows 1 – format, be clear who the audience is, need infographics, flow charts and plain English 2 – starting point has to be the patient and their rights, challenge is that what comes across is defensive 3 – Content – national policy position is unclear. If take local policies then will have different approaches across the partnership Data Protection Impact Assessment no.1 – for information It was agreed at the last Board to split the DPIAs to cover each stage of the programme and the purposes. DPIA no.1 covers data processing and has been signed off by Fiona Edwards and Nigel Foster. Data Protection Impact Assessment no.2 – for endorsement This DPIA is for the preparatory data processing stage – data linking and data matching. It builds on DPIA no.1 and has been through a process of development with IG colleagues across the partnership. It has been brought to the board for review, amendment and approval. A further DPIA (3) is being developed for the go live stage for individual care. Mark Davison (MD) noted that the security assessment spreadsheet is missing. Action AF to re-attach. No issues were raised. DPIA no.2 was endorsed. Information Governance IG assurance submission – for information AF informed the board that there is a national set of guidance on information sharing and the programme is being assured by a panel of experts on 24th February 2020 to ensure that we are in line with that guidance. AF to attend as Programme Director and IG lead, Nicola Gould to attend as DPO for Frimley Health Trust & Bryn Wales as technical architect lead.	Action: AF to reattach the security assessment spreadsheet to DPIA no.2 (151) Decision: DPIA no.2 was endorsed. (152)

6. Health & Care Professional Group

JF updated the board on the successful recruitment of the following health and care professionals to the programme and the widespread coverage of geography and clinical disciplines. Gaps are being addressed with Buckinghamshire, Frimley and Milton Keynes. A welcome & working session has been arranged for Monday 10th February to which the board members were welcome to attend.

Daniel	Alton	GP Partner	Wargrave Surgery, Wargrave, Berkshire
Gagan	Bhatnagar	Senior Oncology Trainee	Royal Berkshire NHS Foundation Trust
Kiren	Collison	GP & Chair Oxfordshire CCG	The Nuffield Practice (Witney & Eynsham Medical Group), Oxfordshire
Deon	Louw	Locum Consultant in Emergency Medicine & Departmental Lead for Mental Health	Oxford University Hospitals NHS Foundation Trust

Key points				Decisions / Actions (nos show Action Log reference)
Caroline	Monzon	Divisional Nurse & Informatics Lead	Oxford University Hospitals NHS Foundation Trust	
Stephanie	Ross	Lead Learning Disability Liaison Nurse	Oxford University Hospitals NHS Foundation Trust	
Doug	Stewart	Director of Digital Health & Chief Clinical Information Officer (CCIO)	Surrey & Borders Partnership (SABP) NHS Foundation Trust	
Alex	Wilson	Deputy Head of Therapies & Therapies EPR Lead	Oxford University Hospitals NHS Foundation Trust	

7. Cyber Security

AF spoke to Paper 09 regarding the information asset that the partnership is responsible for. The board was reminded that Frimley Health NHS Foundation Trust holds the Cyber Security risk on behalf of the partnership but as joint controllers we are all responsible. There is a need to come back to some form of Lead Controller model that has more formality to it as in the partnership agreement.

AF confirmed that work is underway on defining and agreeing the qualifying standards, which will identify what the partners need to demonstrate to give each other assurance that they meet that level of IG compliance.

A discussion took place on the risks that need to be mitigated and where the responsibilities lie and what access controls and audit were in place.

It was agreed that opportunities to automate more of the audit functions should be explored. Action: John Skinner (JS) to explore what tools may be available and suitable.

Martyn Ward (MW) noted that organisations in other sectors are well ahead of the NHS in this area. Action MW to initiate contact with other sectors to understand how this is approached.

Action: JS to investigate automated audit control tools (153)

Action: MW to initiate contact with other sectors to discuss audit controls (154)

AOB

None raised.

Date and time of the next meeting Wednesday 25th March 2020, 10.00 to 12.00