

TVS LHCR Programme Board meeting Agenda, 19 May 2020



Meeting Name	Date	Time	Location
TVS LHCR Programme Board	19.05.2020	2.00 – 4.00pm	Teams video-call
Next Meeting	07.07.20, 2-4pm		

Meeting Agenda	Paper	Timing
1. Welcome/ Introductions <ul style="list-style-type: none"> - New programme roles: Jane Hogg (SRO), Patrick Reed (joint Programme Director with Andrew Fenton). 		2.00 – 2.10
2. Notes and Actions from last meeting & sub-groups <ul style="list-style-type: none"> - Programme Board, 25.03.20 - Design Authority, 05.05.20 * - Programme Delivery & Service Management board, 14.04.20 * - Health & Care Professional advisory group [verbal update] - [Ethics & Engagement Advisory group – under item 7]. 	Paper 1 – notes of last meeting Action Log – below	2.10 – 2.15
3. Programme overview / update [Andrew Fenton / Patrick Reed] <ul style="list-style-type: none"> - Programme update and key risks - Finance update - Cyber Security (verbal update, Bryn Wales) 	Paper 2 – April Highlight Report	2.15– 2.20
4. Future Partnership Delivery Model [Jane Hogg / Patrick Reed] <ul style="list-style-type: none"> - Discuss review recommendations and agree next steps for the Partnership (papers 3a and b) - Consider proposal re My Care Record and Surrey Care Record to move directly to the TVS LHCR Graphnet platform (paper 3c) 	Paper 3a - Future Delivery Model Options Analysis Paper 3b - Partnership Delivery Model Outline Paper 3c – My Care Record / Surrey TVS Migration	2.20– 2.45
5. Current Programme priorities [Andrew Fenton / Patrick Reed] <ul style="list-style-type: none"> - Update and delivery steps for Q1 & Q2 priorities 	Paper 4 – Programme route map and dependencies	2.45– 3.10
6. Programme scope [Bryn Wales / John Skinner] <i>to consider a number of possible additional opportunities:</i> <ul style="list-style-type: none"> - London / TVS HIE link-up - Thames Valley Cancer Alliance support - Bedfordshire, Luton and Milton Keynes – GP data - MOD Cortisone project (records-sharing) - Clinical use case developments 	Paper 5 – Programme Scope developments	3.10– 3.35
7. Information Governance policies [Andrew Fenton & Sian Rees] <ul style="list-style-type: none"> - TVS Data use and Subject Rights: <i>to approve as the policy and for website publication.</i> - Data Protection Impact Assessment no.3 (Individual Care): to note. - Ethics and Engagement Advisory Group input on IG policies (Sian Rees) 	Paper 6 – Data use and Subject Rights Paper 7 – DPIA no.3	3.35– 3.50
8. Communications and Engagement [Kate Knight] <ul style="list-style-type: none"> - Programme communications material and website update; to note 	Paper 8 – new TVS slide-deck	3.50– 3.55
9. AOB		3.55 – 4.00

*Links to sub-group papers on TVS futurehhs site – contact bethany.martin6@nhs.net if you need access.

Programme Board Papers
<ol style="list-style-type: none"> 1. Draft notes of last meeting, 25.03.20 2. Highlight Report 3. Future Delivery Model Options Analysis 4. Programme route map and dependencies 5. Programme Scope: additional possibilities 6. Data use and Subject Rights policy 7. DPIA no.3 – Individual Care 8. Comms update / new TVS slide-deck

Action Log – open and recently closed actions

No.	Action / Decision	Source	Date	Theme	Action / Decision	Comments	Owner	Due date	Status	Date closed
138	Action	Programme Board	26/11/2019	Comms & Engagement	MS to have a conversation with senior colleagues in Pathology as a group of initiatives across the LHCR	In Progress	Mark Sellman	30/01/2020	Open	
139	Action	Programme Board	26/11/2019	Finance	JF/NF to discuss investment opportunities for pathology initiatives (Berks & Surrey)	In Progress	Nigel Foster	30/01/2020	Open	
140	Action	Programme Board	26/11/2019	Information Governance	AHT to re-write the DPIA as separate documents for each of the journeys.	DPIAs now set out as a sequence to cover stages or data processing and purpose	Adam Horton Tuckett	30/01/2020	Closed	23/01/2020
142	Action	Programme Board	26/11/2019	Information Governance	Comments on Data Subject Rights to be shared with AF ahead of the shadow lead controller group meeting.	Comments received on draft DSR policy and discussed at 21 Jan IG working group	Area representatives	16/12/2019	Closed	23/01/2020
143	Action	Programme Board	26/11/2019	Comms & Engagement	SR to write a paper for the board to cover transparency and language	Original paper on transparency and language re-circulated with Jan '20 board agenda.	Siân Rees	30/01/2020	Closed	18/03/2020
144	Action	Programme Board	26/11/2019	Comms & Engagement	The paper on language previously written for the board to be re-circulated	This paper available at https://future.nhs.uk/TVS_LHCRE/view?objid=41705221	Siân Rees	30/01/2020	Closed	23/01/2020
145	Action	Programme Board	26/11/2019	Comms & Engagement	The process for how the project uses appropriate language to be discussed at the Programme Delivery and Service Management group	Progressing through the review and update of the website and communications content, with input from members of the Ethics and Engagement advisory group.	Andrew Fenton	30/01/2020	Closed	18/03/2020
147	Action	Programme Board	26/11/2019	Programme management	Add risk relating to securing further capital to the risk log	Capital draw-down for 2019/20 has been secured.	Andrew Fenton	30/01/2020	Closed	18/03/2020
148	Action	Programme Board	30/01/2020	Programme management	Graphnet to bring a TVS architecture review paper to the next Programme Board meeting		Colin Innes	25/03/2020	Open	
149	Action	Programme Board	30/01/2020	Programme management	Recirculate the Partnership Agreement to Board members	Re-circulated after Jan '20 Board meeting	Andrew Fenton	21/02/2020	Closed	18/03/2020
149b	Action	Programme Board	30/01/2020	Finance	AF to lead a review of the projected programme costs	Finance update to 25.03.20 Board meeting (in Highlight Report).	Andrew Fenton	25/03/2020	Closed	18/03/2020
150	Action	Programme Board	30/01/2020	Programme management	JF and AF to review the scope of the future delivery model options proposal	Report and recommendations to the 25.03.20 Board meeting	Andrew Fenton	25/03/2020	Closed	18/03/2020
151	Action	Programme Board	30/01/2020	Information Governance	AF to reattach the security assessment spreadsheet to DPIA no.2		Andrew Fenton	21/02/2020	Closed	18/03/2020
153	Action	Programme Board	30/01/2020	Programme management	JS to investigate automated audit control tools		John Skinner	25/03/2020	Open	
154	Action	Programme Board	30/01/2020	Programme management	MW to initiate contact with other sectors to discuss audit controls		Martyn Ward	25/03/2020	Open	
155	Action	Programme Board	25/03/2020	Programme management	JF to write a clear position statement for the LHCR		Julie Fisher	30/03/2020	Closed	27/03/2020
156	Action	Programme Board	25/03/2020	Programme management	JF to follow up with the systems to confirm short term priorities and resource for taking the programme forwards		Julie Fisher	19/05/2020	Closed	28/04/2020
157	Action	Programme Board	25/03/2020	Transformation & benefits	AF to identify resource to link with KC re benefits	Follow up with Katherine C and Kate Knight.	Andrew Fenton	19/05/2020	Closed	12/05/2020

Thames Valley and Surrey LCHR Programme Board dates:

Tues 7th July, 2.00 – 4.00pm
Weds 16th Sept, 2.00 – 4.00pm
Tues 17th Nov, 2.00 – 4.00pm
Tues 19th Jan 2021, 2.00 – 4.00pm
Tues 16th Mar, 2.00 – 4.00pm