

PSD RB/February 2021/Paper No 2

## Public Service Delivery Review Board minutes of meeting

**Meeting date:** 11 November 2020 10:00 - 11:30, hosted remotely via Google Meet. **Attended:** Sue Bateman (GDS, Chair), Heather Neate (GDS, secretariat), Albert King (Scottish Government), Anna Bartlett-Avery (Welsh Government), Carolina Valsecchi (BEIS), Debra Heaton (ICO), Dan Newbury (ICO), Edgar Whitley (PCAG), Jenny Westaway (National Data Guardian for Health and Social Care), John Morgan (Northern Ireland), Lan-Ho Man (MHCLG), Jennifer Firth (DHSC), Jonathan Turner (DWP).

**Apologies:** Ross Young (UKSA), Louise Bennet (PCAG), Helen Walker (DWP), Martine Clark (HO), Stephen Aldridge (MHCLG), Kevin Fletcher (HMRC), Glyn Jones (Welsh Government).

1	Welcome and introduction from the Chair
1.1	The Chair welcomed Members to the meeting and introduced John Morgan from Northern Ireland Government, and Dan Newbury, shadowing from the Information Commissioner's Office (ICO).
	The Chair explained that, following on from a machinery of government change in July, policy responsibility for government use of data has transferred from DCMS to the Cabinet Office Government Digital Service (GDS). Going forward, the Public Service Delivery Review Board (the Review Board) will be chaired and supported by GDS.
	The Chair set out the government vision for transforming the way data is used and shared across government, how this will help deliver joined-up, trusted public services and improve policy-making. As part of the National Data Strategy, data quality, availability and access, which includes data sharing, have been identified as key areas for change. The Review Board will be integral to driving forward data sharing and data use to improve public service delivery and policy outcomes.
2	Paper 2 - conflicts of interest and actions brought forward
2.1	Members raised no specific conflicts of interest in any agenda item, although invited Privacy and Consumer Advisory Group (PCAG) members also have

	responsibilities to that Group and to the Debt and Fraud Information Sharing Review Board, also established under the Digital Economy Act 2017(DEA).
	Brought forward action point 3 is an agenda item. Action points 1 and 2 are now closed.
3	Paper 3 - Terms of Reference, Board membership and dates for meetings in 2021.
3.1	<ul> <li>Members discussed the revised Terms of Reference and noted proposed changes with regard to the introduction of voting where decision-making is locked and an escalation route to Government Digital, Data &amp; Technology (DDaT) Steering Group in the first instance. Members agreed to add in a reference to the role of the Devolved Administrations and clarify the role of PCAG.</li> <li>Action point 4 - Secretariat to amend the Terms of Reference and re-issue</li> </ul>
	to Members for approval. Members discussed the criteria for membership and composition of the Review Board. The Code of Practice requires the Board 'will consist of senior officials from relevant information governance or social policy areas from across government and will be attended by representatives from the ICO and invited members from appropriate public representative bodies'. Members discussed the level of seniority required and agreed that Members should be sufficiently senior so as to help shape Review Board decision-making and authorise change. BEIS, Welsh Government and MHCLG will confirm to the secretariat who the appropriate Member should be. Members also identified some data and policy gaps in Board composition and the secretariat will contact other departments to resolve this. Members agreed that Northern Ireland should be represented on the Review Board as GDS moves forward with commencing DEA powers there.
	<ul> <li>Action point 5 - BEIS, Welsh Government and MHCLG to confirm to the secretariat who the appropriate Member should be.</li> <li>Action point 6 - Secretariat to contact DCMS, DfE, the Local Government Association and the Home Office to resolve gaps in Board composition relating to data and policy.</li> </ul>
	This item closes action point 3.
	Members agreed the proposed dates for meetings in 2021
4	Papers 4&5 - Update on work programme
4.1	Members considered the risk register and agreed to include a further risk to recognise the potential for public authorities to delay adding data shares to the public register without prompting, and to highlight that it may be appropriate to make decisions by correspondence where there are too many objectives to

	consider in the quarterly meeting cycle. Members discussed the data sharing activity that had happened in support of a cross UK response to COVID-19. They agreed that a short discussion on the opportunities and challenges should be an agenda item at the next meeting.
	<ul> <li>Action point 7 - Secretariat to amend risk register</li> <li>Action point 8 - Secretariat to include a discussion on the opportunities and challenges of COVID-19 on data sharing at the next meeting.</li> </ul>
	The secretariat advised that GDS is working with DCMS to transfer the public register into GDS and will include ongoing data sharing activity in the register as a regular agenda item going forward. The secretariat is working with the Troubled Families Team to register new activity in that workstream.
	<ul> <li>Action point 9 - Secretariat to add ongoing data sharing activity in the register as a regular agenda item going forward.</li> </ul>
	The secretariat advised the Scottish ELC objective previously approved by the Board and the Minister is high profile in Scotland and that slow progress to date has been the subject of scrutiny from the Scottish Government (SG). GDS is committed to driving this forward and there are lessons to be taken forward to considering future proposals. The Board discussed what support is available to the parties to the new objective (SG, HMRC and DWP). The parties agreed that the Working Group was working towards a pragmatic outcome and that no additional support is currently required. However, the Board also agreed that a reflection on the process followed to date would be helpful before escalating further, and to help speed up future objectives approved by the Board. The secretariat will take forward a review with SG, HMRC and DWP for the next Review Board meeting.
	process with SG, HMRC and DWP and report at the next meeting.
	Members discussed the forward look of indicative items that may come before the Board in 2021.
5	Verbal update on the ICO Data Sharing Code
	The ICO reported that it is discussing with DCMS the submission of the Data Sharing Code to DCMS' Secretary of State and timing for laying the Code before Parliament. The Code is ready for that. The ICO will publish the Code along with a suite of data sharing tools and resources to support stakeholders. This will include myth-busting messages, case studies and a toolkit on law enforcement data sharing between parts 2 and 3 DPA 2018. The ICO will also publish simplified guidance for SMEs. All items will be presented in a data sharing hub on the ICO website that will be a resource that will grow in time.
	The ICO also confirmed that it will carry out a review of the DEA powers in 2021.

6	AOB
	Members discussed the commencing DEA powers in Northern Ireland and agreed to provide examples of use cases to help promote the powers.
	<ul> <li>Action point 11 - Members to provide use cases of DEA powers to help Northern Ireland promote the powers when commenced.</li> </ul>
7	DONM - 10 February - 11am to 1pm