

Advisory Group for Data (AGD) – Meeting Minutes

Thursday, 4th December 2025

10:30 – 15:30

(In-person at Wellington Place, Leeds, Wellington House, London & via videoconference)

AGD INDEPENDENT / NHS ENGLAND MEMBERS IN ATTENDANCE:	
Name:	Role:
Paul Affleck (PA)	AGD independent member (Specialist Ethics Adviser)
Mr Christopher Barben (CB)	AGD independent member (Specialist Clinician Adviser)
Michael Chapman (MC)	NHS England member (Data and Analytics Representative) (In attendance for items 1 to 5 and 7.2))
Claire Delaney-Pope (CDP)	AGD independent member (Specialist Information Governance Adviser)
Dr. Arjun Dhillon (AD)	NHS England member (Caldicott Guardian Team Representative (In attendance for item 6))
Dr. Jon Fistein (JF)	AGD independent member (incoming Chair) (Not in attendance for part of item 7.3) (AGD Chair for the meeting)
Dr. Robert French (RF)	AGD independent member (Specialist Academic / Statistician Adviser)
Kirsty Irvine (KI)	AGD independent member (outgoing Chair)
Prof. Jo Knight	AGD independent member (Specialist Academic / Researcher Adviser)
Dr. Mark McCartney (MM)	AGD independent member (Specialist GP / Clinician Adviser)
Jon Moore (JM)	NHS England member (Data Protection Office Representative)
Dr. Jonathan Osborn (JO)	NHS England member (Caldicott Guardian Team Representative)
Andy Rees (AR)	NHS England member (Data and Analytics Representative (Delegate for Michael Chapman))
Jenny Westaway (JW)	AGD independent member (Lay Adviser)
Miranda Winram (MW)	AGD independent member (Lay Adviser)
NHS ENGLAND STAFF IN ATTENDANCE:	
Name:	Role / Area:

Garry Coleman (GC)	NHS England SIRO Representative (In attendance for items 6 and 7.3)
Dave Cronin (DC)	Applications Service Owner, Data Access and Partnerships, Transformation Directorate (In attendance for item 4)
Jackie Gray (JG)	Director of Privacy and Information Governance, Privacy, Transparency, and Trust (PTT), Deputy Chief Executive Directorate (In attendance for item 6)
Dickie Langley (DL)	NHS England SIRO Representative (delegate)
Narissa Leyland (NL)	Head of Data Governance and Assurance, Data Access and Partnerships, Data and Analytics, Transformation Directorate (In attendance for item 7.3)
Karen Myers (KM)	AGD Secretariat Officer, Privacy, Transparency and Trust (PTT), Deputy Chief Executive Directorate
Vicki Williams (VW)	AGD Secretariat Manager, Privacy, Transparency and Trust (PTT), Deputy Chief Executive Directorate

1	Welcome and Introductions: The Group welcomed Dr. Fistein as the new AGD Chair. The AGD Chair welcomed attendees to the meeting.
2	Review of previous AGD minutes: The minutes of the AGD meeting on the 27 th November 2025 were reviewed and, after minor amendments, were agreed as an accurate record of the meeting.
3	Declaration of interests: There were no declarations of interest.
4	NHS England Scene Setting (Dickie Langley and Michael Chapman) The NHS England SIRO Representative and the AGD NHS England Data and Analytics Representative provided a verbal overview to the Group on a number of internal updates, including, but not limited to, 1) the NHS England / Department of Health and Social Care (DHSC) merger; 2) the current NHS England voluntary redundancy scheme and timelines; 3) Integrated Care Boards (ICBs); 4) the Health Data Research Service (HDRS); 5) Data for Research and Development network Secure Data Environments (SDEs); and 6) the data access area of work. The Group noted the content of the verbal update and thanked Dickie and Michael.
5	AGD members feedback / reflections

The AGD Chair noted that clause 9.1 of the AGD [Terms of Reference](#) (ToR) states: “*The Chair, the Secretariat, the SIRO Representative and at least one of the NHSE members of the Group will meet at least once every three months to review the operation of the Group*”.

Following on from the discussion at the AGD meeting on the 25th September 2025, the Group discussed and provided feedback to the NHS England SIRO Representative, in respect of how they felt that AGD was operating.

AGD Meetings:

AGD noted and commended NHS England’s Data Access Request Service (DARS) on the quality of the recent applications submitted to the Group for review.

AGD noted and commended NHS DigiTrials on the early advice sought from the Group, on a number of different areas of work over recent months.

AGD noted business as usual (BAU) meetings would continue to be held weekly until at least March 2026 and that following the successful recruitment of the four new AGD independent members, attendances for all independent members would move back to alignment with the [AGD ToR](#) in that the requirement is only seven members per BAU Meeting (four independent and three NHS England members).

The importance of knowledge sharing and AGD members keeping themselves up to date with the most recent information was highlighted.

AGD also discussed the AGD minutes and the AGD NHS England Data and Analytics Representative noted that the current AGD minutes (revised earlier in the year following service improvements) were clear, actionable and easy to operationalise. AGD members and AGD Secretariat Team noted and welcomed the positive feedback.

AGD noted that the oversight and assurance work had recommenced in November 2025 and stressed the importance of this work, including the feedback back loop to AGD in how the points they were raising were being actioned in NHS England (see item five below).

Communications / Stakeholder Engagement:

AGD reiterated the suggestion made at the AGD plenary meeting on the 25th September 2025, that further thought could be given within NHS England, to ensure the wider organisation are aware of the work that AGD do and the support that they can offer.

NHS England AGD Members:

AGD reiterated the point made at the AGD plenary meeting on the 25th September 2025, in respect of the pressure on AGD NHS England members / delegates, noting that pre-meeting preparation and attendance at the AGD meetings, was in addition to other responsibilities.

In addition, the Group acknowledged that the pressure on AGD NHS England members / delegates and their respective teams, would increase moving forward, noting the reduction in staff as part of the NHS England voluntary redundancy scheme.

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AGD Future ways of working

AGD discussed the role of the Group in line with [NHS England’s protection of patient data](#) Statutory Guidance and the [AGD Terms of Reference](#); and how it supports / provides advice to NHS England, both now and in the future.

	<p>AGD discussed how AGD could operate more effectively as a Group, for example, how the end-to-end AGD meeting processes could work more effectively; and how the structure of the AGD meetings could work moving forward, to ensure that AGD were providing actionable advice to NHS England.</p> <p>AGD reiterated the point made under item four (above), that the role of AGD moving forward, is partly dependent on NHS England colleagues being aware of the Group and what support / advice can be sought from them, and the benefit / value of this advice.</p> <p>AGD noted that the AGD oversight and assurance programme of work re-started in November 2025, following a pause to reassess the process. The Group acknowledged that 1) there would be a learning curve for the new AGD members in early 2026, to ensure that they are familiar with the processes for this specific area of work; and 2) the AGD oversight and assurance process may be reviewed / refined going forward.</p> <p>The Director of Privacy and Information Governance, Privacy, Transparency, and Trust (PTT) queried whether some of the oversight and assurance function currently undertaken by the Group, could be undertaken internally within NHS England, which would provide capacity for the Group to undertake other work.</p> <p>Noting the forthcoming merger of NHS England and the Department of Health and Social Care (DHSC) and the new HDRS, AGD suggested that it may be beneficial to NHS England / DHSC if the Group's advice was sought / fed into discussions around data sharing at the appropriate stage. The Director of Privacy and Information Governance, PTT advised that engagement with the Group may be sought at the appropriate stage in the process.</p> <p>AGD suggested that 'AGD future ways of working' should be added as a standing item to the AGD meetings agendas from January 2026.</p> <p>ACTION: AGD Secretariat to add 'AGD future ways of working' to the AGD meetings agendas from January 2026.</p>	AGD Sec
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7 AGD OPERATIONS

7.1	<p>AGD Terms of Reference</p> <p>AGD noted that at the AGD meeting on the 31st July 2025, the Group had discussed the review of the AGD Terms of Reference (ToR), and the suggested minor edits circulated to the Director of Privacy and Information Governance, Privacy, Transparency, and Trust (PTT) on the 14th March 2025 for consideration.</p> <p>As agreed at the meeting on the 31st July 2025, the Group had a further discussion on potential updates to the AGD ToR. Whilst the Group did not undertake a thorough review of the AGD ToR, a number of suggestions were made by the Group, in respect of possible updates, for example, removing historical information that was no longer relevant; moving legal information to the footnotes, to reduce the length of the document / make it easier to read; and adding further information as to how the work of the Group could be made more transparent to the public.</p> <p>Notwithstanding the advice already provided to the Group in respect of merger with DHSC and potential changes to the AGD ToR following this, some of the Group discussed whether a change could be made to the AGD ToR to allow 'minor' amendments to be made, separate to the governance route outlined in the AGD ToR. It was noted this would need</p>	
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	<p>further consultation, including, but not limited to, agreeing a clear definition as to what constituted a 'minor' amendment.</p> <p>ACTION: The NHS England SIRO Representative and / or the AGD Chair to discuss the feasibility of an approval route for 'minor' amendments to the AGD ToR with the Director of Privacy and Information Governance, PTT; and provide an update at a future AGD meeting</p>	SIRO Rep / AGD Chair
7.2	<p>AGD Annual Reports</p> <p>(a) AGD Annual Report 2023/24</p> <p>AGD reiterated the point made at the AGD plenary meeting on the 19th June 2025, that at the AGD meeting on the 10th April 2025, the Director of Privacy and Information Governance, Privacy, Transparency, and Trust (PTT), had advised (via the AGD Chair) that the AGD Annual Report 2023/24 had been submitted to the relevant colleagues / groups within NHS England for review / approval; and that this would be submitted for final sign-off around the end of April 2025. The Group noted that they had not received any further information on this.</p> <p>The NHS England SIRO Representative advised that there was no further update on this, and a further update would be provided in due course.</p> <p>ACTION: The NHS England SIRO Representative to provide an update on the AGD Annual Report 2023/24 at a future AGD meeting.</p>	SIRO Rep
(b)	<p>AGD Annual Report 2024/25</p> <p>In line with paragraph 8.1 of the AGD Terms of Reference that states that "<i>The Group will produce an annual report on its work...for the SIRO following the end of the financial year...</i>"; AGD reiterated the point made at the AGD plenary meeting on the 19th June 2025, that a draft Annual Report 2024/25 had been submitted to the Director of Privacy and Information Governance, Privacy, Transparency, and Trust (PTT) on the 23rd May 2025. The Group noted that they had not received any further information on this.</p> <p>The NHS England SIRO Representative advised that there was no further update on this, and a further update would be provided in due course.</p> <p>ACTION: The NHS England SIRO Representative to provide an update on the AGD Annual Report 2024/25 at a future AGD meeting.</p>	SIRO Rep
(c)	<p>AGD Annual Report 2025/26</p> <p>In line with paragraph 8.1 of the AGD Terms of Reference that states that "<i>The Group will produce an annual report on its work...for the SIRO following the end of the financial year...</i>"; the Group discussed the process / timeline for drafting the AGD Annual Report for 2025/26.</p> <p>The Group noted that following the submission of the AGD Annual Reports for 2023/24 and 2025/25, and prior to any work starting on the AGD Annual Report 2025/26, suggested that it would be beneficial to discuss this further with the Director of Privacy and Information Governance, Privacy, Transparency, and Trust (PTT), for example, to seek clarity as to whether the content of previous AGD Annual Reports was sufficient; or whether a different format / level of information was required for the AGD Annual Report 2025/26.</p>	

	<p>ACTION: The NHS England SIRO Representative and / or the AGD Chair to discuss the AGD Annual Report 2025/26 with the Director of Privacy and Information Governance, PTT; and provide an update at a future AGD meeting.</p>	SIRO Rep / AGD Chair
(d)	<p>Publication of AGD Annual Reports</p> <p>AGD asked if the AGD Annual Reports could be published once they had been signed off by the relevant parties within NHS England, noting that this would provide transparency to the public on the work undertaken by the Group.</p> <p>The Group were advised that this would need to be clarified with the Director of Privacy and Information Governance, Privacy, Transparency, and Trust (PTT), and that a further update would be provided in due course.</p> <p>ACTION: The NHS England SIRO Representative to provide an update to the Group as to whether the AGD Annual Reports can be published, at a future AGD meeting.</p>	SIRO Rep
7.3	<p>Risk Management Framework</p> <p>The NHS England SIRO Representative discussed / sought feedback from the Group on a number of different scenarios that may influence the content of a Risk Management Framework, including, but not limited to, the different risks for different types of organisations, and a possible scoring matrix.</p> <p>The NHS England SIRO Representative suggested that further work / discussions on this take place out of committee with some of the AGD members; and that further information would be provided / discussed with the Group at a future AGD meeting.</p> <p>ACTION: The NHS England SIRO Representative, AGD Chair and AGD Secretariat to discuss out of committee work on the Risk Management Framework.</p>	SIRO Rep
7.4	<p>AGD Stakeholder Engagement</p> <p>The AGD Chair noted to the Group that they had met with Jackie Gray, Director of Privacy and Information Governance, within Privacy, Transparency, and Trust on a number of occasions following the last update at the AGD plenary meeting on the 25th September 2025; this was in line with clause 9.2 of the AGD Terms of Reference that states: <i>“The Chair and the Deputy SIRO shall meet at least every six months to review the operation of the Group”</i>.</p>	
7.5	<p>AGD Project Work</p> <p><i>There were no items discussed</i></p>	
8 Any Other Business		
8.1	<p>Kirsty Irvine</p> <p>AGD noted that the AGD meeting on the 27th November 2025 was the last meeting that Kirsty Irvine chaired, in her role as AGD Chair, and wished to extend their sincere thanks for her leadership and crucial contributions as Chair over the last seven years during her tenure on IGARD and AGD.</p>	

	<p>The Group noted, and welcomed, that Kirsty would continue on AGD until March 2026 as an independent lay member.</p>	
8.2	<p>March 2026 Plenary</p> <p>The AGD Chair noted that the next AGD plenary meeting would take place in March 2026, and requested that as many AGD members attend this in person as possible.</p> <p>The Group noted that the AGD Secretariat would share further information as soon as possible, to enable AGD members to plan accordingly.</p> <p>ACTION: AGD Secretariat to share information with AGD members in respect of the March 2026 AGD plenary meeting.</p>	AGD Sec
Meeting Closure		As there was no further business raised, the Chair thanked attendees for their time and closed the meeting.