

## **First meeting of Open Referral Group Steering Group, 8 July 2024, 10am**

Location: 2 Marsham Street, SW1P 4DF and virtually on Microsoft Teams.

### **Members**

Emily Sullivan **ES** (chair) – Head of Product, Local Digital MHCLG (**online**)

Firoze Salim **FS** - Head of Frameworks and Standards, Data Strategy and Standards CDDO (**online**)

Sam Hollings **SH** – Head of Coding and Data Standards, NHSX

Kate Cooper **KC** – Lead for Data & Transparency, Local Government Association

Casey Hindle **CH** – Senior Interaction Designer, Department for Education (**online**)

Oliver Tones **OT** – Head of Data Economy and Innovation (**online**) Department for Science Innovation and Technology

**Officials:** Sheldon Ferguson **SF** (MHCLG), Mike Thacker **MT**, Ben Unsworth **BU**, Catarina Matos Heuvel, Toyin Ogun **TO** (TPX Impact)

### **Apologies**

Chris Storey **CS** – Universal Credit and Kickstart, DWP

### **Welcome and introduction**

ES welcomed everyone to the meeting.

### **Context setting**

ES provided context on ORUK and how it can support local government and a range of central government departments.

BU provided further context on ORUK and where we are currently at in his presentation ([Ben's presentation](#)). Members agreed on the value of ORUK and its challenges towards implementation.

ES confirmed everyone had received a copy of the ToR to review prior the meeting. This being the first meeting of Steering Group decisions needed to be made on the role of the group to drive the work forward.

## **Terms of Reference**

ES sought initial thoughts on Term of Reference (TOR) on how the work could be taken forward.

OT expressed support of the scope and the ToR. He suggested where decisions are needed between working level meetings and quarterly high level meetings be taken through correspondence.

## **Declaration of interests**

BU & TO confirmed a potential conflict of interest on behalf of TPX impact and the potential for them to bid for the secretariat function in years 2 and 3. BU advised “chinese walls” would be put in place between the Delivery Team and TPX’s tender team.

MT advised he had conflict of interest advising Placecube who have a product in this arena.

Members with a conflict of interest agreed to complete a formal conflict of interest form.

## **Membership**

ES sought views on steering group membership.

KC outlined the value of including council in sub working groups. KC someone from an ICB should be invited to the group.

SF suggested a colleague from Lancashire ICB could be invited to attend.

MT & KC suggested someone from DHSC.

FS advised his colleague Keiran Millard to be involved who leads the work on data technology and architectural design authority could add value around the technical aspect of implementation. ES supported this suggestion.

SH suggested a subject matter expert on mental health to help ensure the standards cover address related issues. He agreed to explore a suitable person to be invited.

OT suggested said DSIT’s Head of Interoperability be invited.

## **Scope of Steering Group**

Members agreed to the scope of the steering group. ES suggested the scope be kept as a standing agenda item for each meeting.

## **Quorum of decisions**

Quorum of decisions to be based on consensus where none can be reached a vote can be cast and the chair would cast the deciding vote.

## **Future meetings**

SF introduced plans for the next phase of meetings and identified sub group activities in support of the planned meetings.

**Meeting 1** - Terms of reference, ways of working and future plans for the group.

**Meeting 2** - Presentation from users of ORUK. Deliberation of the procurement and tendering of the secretarial function for years 2 and 3.

**Subgroup activities:** Identify ways of adoption e.g including mandation, procurement rules and identification of identifying relevant suppliers. Preparation for the second meeting

**Meeting 3** - Discuss findings of the subgroup activities and how to implement any recommendations. Presentation of ORUK support resources, including introduction of the benefits model.

**Subgroup activities:** Verification of the benefits model.

**Meeting 4** - Evaluation of the benefits model and its impact. Reflection on the first year of the steering group including review of the ToR. Outline plans for years 2 and 3 for the new secretarial to take over.

## **AOB**

ES requested the secretariat share and sense check initial thoughts about the sub working group with members.

## **Actions**

- 1) **Members with a declared conflict of interest to complete MHCLG declaration form**
- 2) **Secretariat to invite colleagues from DHSC, an ICB, DSIT head of interoperability and Cabinet Office (Keiran Millard)**
- 3) **Secretariat to send invitations for meetings 2- 4**