

Transactional BI workstream: Terms of reference

South London Pathfinder programme: Transactional BI workstream

Overall function:

- Enable ICBs to develop expertise in specialised data, integrating it into their regular reporting, contract monitoring and scenario modelling
- Support finance and contracting workstreams with timely access to accurate data and insight

Membership

CHAIR: Dan Kyle, Informatics Programme Manager, South London Office for Specialised Services

MEMBERSHIP:

- Carla Vidal, BI Lead, South East London ICB
- Sridhar Peddi, BI Lead, South West London ICB
- Mohammed Absar, Head of BI, NHSE London Region
- Victoria Mathwin, BI Lead, NHSE National
- Barry Thomas, BI Representative, South East Region Rep

IN ATTENDANCE:

- ICB and NHSE London BI team members (as required)
- SLOSS team

MEETING FORMAT

- Monthly 60 minute meetings to be held
- Agenda and papers to be distributed no later than three working days prior to meeting
- Additional meetings may be held on an extraordinary basis when required.
- Additional agreement by correspondence can be made in between meetings by the core members of the group.
- An action point summary will be produced following the meeting

Function (22/23 & 23/24)

- Coordinating recruitment and deployment of BI resource for the pathfinder programme
- Achieving full ICB access to, and confidence in, specialised SLAM datasets
- Resolving ICB information governance issues regarding specialised data, development of DPIA if required
- Receiving and reconciling 23/24 allocations with providers
- Integrating specialised data into existing ICB reporting environments
- Coordinating and supporting development of ICB reports to track specialised activity and spend, and modelling actual ICB spend in relation to planned ICB budget
- Developing understanding of specialised data quality issues, particularly those regarding ICB and service line allocation
- Supporting financial intelligence colleagues with in-depth data quality analysis, including monitoring of Identification Rules (IR)
- Calculating impact of future changes in allocations (i.e. shift to needs-based)
- Development of lessons learned document to inform 24/25 planning

KEY INTERFACES

- Finance and Contracting workstreams, including SAFG
- Task & Finish Group
- NHSE BI Teams (National and London Region)
- ICB & provider BI/contracting/finance teams