

Minute of the 12th Honest Broker Governance Board Meeting

Tuesday 9th May 2017 at 13:30pm – 15:30pm

Conference Room 1st Floor Business Services Organisation, Unit 4 Lissue Industrial Estate West, Rathdown Walk, Moira Road, Lisburn, BT28 2RF

In Attendance:

Dr Brendan O'Brien (Voting Member, Chair (HSCB)), Paul Carlin (Voting Member, Deputy Chair South East Health and Social Care Trust) Alison Murphy (Voting Member, R and D Manager Belfast Health and Social Care Trust), Charlene McQuillan (Non-Voting Member, DoH), Neil Marsden (Non-Voting Member, BSO), Dr Peter Sharpe (Voting Member, R and D Director, Southern Health and Social Care Trust), Dr Siobhan McGrath (Non-Voting member, BSO), Karen Bailey (Voting member, BSO), Sandy Fitzpatrick (Non-voting member, BSO). Apologies were received from the following members:

Apologies given formally: Dr Hilary Russell (Lay member and voting member gave written comments on agenda items separately to HBGB secretariat); Dr Nicola Armstrong (PHA) (Voting member).

Not responded formally: Dr Aaron Peace (Voting Member R and D Director Western Health and Social Care Trust, Sally Doherty Voting Member, R and D Manager Western Health and Social Care Trust, Dr Eugene Mooney (Voting Member, DoH), Rachel Stewart (Voting Member DoH), Dr Seamus O'Reilly (Medical Director, Northern R and D Manager Northern Health and Social Care Trust, Voting Member, Ms Susan Campbell (Non-Voting Member, BSO)

2. Actions from last meeting

Funding opportunities internally within BSO

One statistician's post is funded for a year by BSO internally

Members to consider and propose alternative avenues for funding/resource ahead of next HBGB meeting

Members are looking at engaging in a number of initiatives, for example, by engaging DoH and/ or the Strategic Information Group.

The HBGB to agree a Process for on-going engagement with ICO

Members have agreed to invite the ICO to the autumn meeting of the Board (Action Honest Broker Working Group (HBWG).

Invite MIDAS project co-ordinators to future meeting of HBGB

MIDAS project lead to be invited to Board meeting in July 2017. (HBWG)

Consider changing the non-research application to cover reuse of data for other purposes

It was agreed by board members to look at the process and change the MOU. (Action HBWG)

3. Approval of Minutes from January 2017 and November 2016

These were agreed by members of the board.

4. Chairman's update: Landscape review Deborah McNeilly: Clinical Registers and Medical Leaders Forum

The Chair informed the board that the Strategic Information Group (SIG) will have a wider remit and possibly have a wider discussion on the regional data centre to develop their research function.

It was suggested that this could be discussed at the Health Programme Board and to look at a wider discussion around developing a working group which would examine the possibility of utilising the datasets available from the warehouse. This would allow access to anonymised datasets and good quality data. (To be discussed further at HBWG)

5. Talk from ADRC Dr D O' Reilly

There was a presentation from Dr O'Reilly from ADRC and was welcomed by members of the board.

It was noted that ADRC had included Privacy Impact Assessment (PIA) in its processes. (Action: HBWG to review need to PIA for HBS)

6. Honest Broker Advice Service (HBAS) update: projects approved, Enquiries update (NM/SF) (ENC NM).

This was noted.

7. Permission to publish Board minutes and format (SM brief verbal update)

Members agreed that minutes from this Board meeting onwards should be published on the Honest Broker Service web site as part of the HBGB transparency aims.

8. Proposed Guidance and application form changes in absence of ethics (NM ENC)

The board agreed in the majority with the suggested supplementary additions to the application and guidance. In particular it was agreed that there should be a 200 word open text box for researcher's to elaborate on Patient Public Involvement, which should be considered by the research panel on a case by case basis.

It was agreed that robust processes were already in place within the HBS to safeguard that data cannot be directly identified to an individual service user. Since this data is therefore only accessible in non-person identifiable form to researchers, there is no requirement in policy for an ethical opinion from a NHS or HSC Research Ethics Committee (Governance Arrangements for Research Ethics Committees 2012). It was agreed that the ethics section of the revised research application form should be kept.

Decision: No requirement for separate ethics review from a NHS or HSC REC for HBS projects.

Actions

- Director of Customer Care and Performance BSO to update BSO Senior Management Team of this change.
- Chair of the Honest Broker Governance Board to write to the Honest Broker Service's Memorandum of Understanding signatories notifying them of the proposed change to requirement for ethics review and changes to branding (namely, DHSSPS becoming DoH).
- DoH to write in changes to the memorandum of Understanding
- HBWG to finalise changes to application form and Guidance

9. Breach of process- advice sought from board

The Board was updated on a breach of process and its advice was sought. It was agreed by members of the board that the work should only be published as a service evaluation and not as a research project since the initial approval from the Honest Broker Service had been as a service evaluation and not use of data for the secondary purpose of research.

10. Honest Broker Service Review Update

The Board was informed that a consultant from the HSC Leadership centre was completing an independent review of the HBS and that the questions were prepared for the customer survey. An initial scoping exercise has been done and the consultant is seeking to arrange stakeholder interviews in June.

Actions

- Draft question for the customer survey to be circulated to HBGB membership for comment.
- Honest Broker Board terms of reference to be sent to the Chair
- Draft Scope framework of HBS review to be circulated to HBGB membership for comment.
- (Action HBGB Secretariat)

11. Implications of the Electronic Care Record (ECR) as a system of record for HBS

An update on ECR and its implications for consent and data integrity of HBS data warehouse was given. It was agreed by members of the board that it should be made very clear what patients are consenting for. There is an upcoming meeting at the end of May at which this issue may be raised.

Action- HBWG to move this forward

The Board was updated that Marie Curie is developing a learning network which is fully funded for clinicians. There is a bid for 2018 to use data in clinical admissions involving University of Ulster data analytics expertise.

Signed Chair of Honest Broker Governance Board:



Date: 26th July 2017

