

**MINUTES OF THE 2nd MEETING OF
HONEST BROKER GOVERNANCE BOARD (HBGB)**

17 January 2014

10.00 – 12.00

OFFICE SUITE 3, LISBURN SQUARE HOUSE, HASLEM'S LANE, LISBURN

Present: Dr John Growcott (Chair), Mrs Karen Bailey, Ms Susan Campbell, Mr Paul Carlin (representing Dr David Hill), Ms Joan Farley (Representing Ms Carol Beattie), Mr Sandy Fitzpatrick, Mr Chris Matthews, Dr Siobhan McGrath, Dr Maurice O'Kane, Mr Paul Schofield, Dr Peter Sharpe, Professor Ian Young.

Apologies: Ms Carol Beattie, Dr David Hill, Ms Irene Knox (Dr Peter Sharpe's representative), Mr Brendan O'Brien, Dr Eugene Mooney, Dr Calum McLeod, Dr Martin Sloan.

In Attendance: Dr Siobhan McGrath to take minutes and Charlene McQuillan

1. Introductions and Welcome

Dr John Growcott (Chair) welcomed members to the meeting and introductions were made. (Ms Carol Beattie's comments which had been circulated were noted by those present).

2. Minutes from last meeting.

The following changes to be added to the draft minutes before sign off by the Chair of the HBGB:

- WIG? RIG? To be changed to Regional information Group
- The sentence beginning 'It was thought that HSC R&D..' should be changed to 'It was thought that the PHA R&D Division should be approached.'
- 'quarter annually' should be changed to 'quarterly'.

3. Actions from last meeting.

- Provide advisory paper prior to review of Dr Dermot O'Reilly's application. See Action from peer review below.
- Mr Chris Matthews: Research level of accountability, responsibility and remit expected of HBGB, and provide advice. Assess whether processes regarding use of data are fit for purpose.
Status: Ongoing
- Miss Jan Daley: Request peer reviews from QUB research Governance in relation to Dr O'Reilly's application. Ascertain who will provide a contact point for HBGB.
A copy of the Sponsor's peer review of Dr O'Reilly's applications had been circulated to the HBGB membership. Those who responded were content with the content of the peer review. Dr McGrath would be contact point for HBGB

- Chris Matthews to confirm arrangement details for the next meeting of the group.
Status: Completed

Agenda Items:

1. Terms of Reference (including agreement for which requests should go to the HBGB for approval)

Before review of the revised ToR, CM drew the HBGB's attention to the updated application form version 3.0 April 2013. He also brought the HBGB's attention in particular to Appendix 1 of the updated form 'criteria used to assess research applications for HBS Data. The HBGB agreed that the 9 criteria were appropriate for research applications led by NHS HSC. However, are these criteria suitable for non-NHS applications? Criteria should be renamed 'principles'

The 'Referral to HBGB –A guide' containing categories A to E data request, was shared with the HBGB by CM. It was agreed that Category E Research applications should be brought to the HBGB for approval

Action: CM to review and bring a list of separate principles for non-NHS applicants to next meeting.

2. Membership and quorum for HBGB

It was suggested that the role and purpose of the clinician's role on the Board should be defined: Action: CM

A representative from the ORECNI should be reflected in the membership.

It was suggested that lay membership should be explored: Paul Schofield to raise within PCC and bring suggestion to next meeting: action PS.

The Secretariat should remain in the care of HBS and based at ORECNI.

Decisions on research applications can be made by a quorum of 3 of the membership of the HBGB, one of whom should be the Chair, an HSC Trust representative and one other. This may be done remotely outside the Board meeting with decisions noted to the Board. Applications may also be reviewed by the full membership of the Board where timing permits. A final decision on a research application should be given within 14 days from receipt of valid application by the Honest Broker Service.

Action: revised membership list to be circulated at next meeting. (HBGB Secretariat)

3. Deputy Chair

Deferred until next meeting.

4. Research Pilot applications

No new applications were received. The Board was content that Dr O'Reilly's Pilot application should start.

Action: CM to compose a Board acceptance/decline letter for future non Pilot applications.

Action: CM to provide an appeals procedure for applicants who have been declined approval for their research application by HBGB. This should be issued as standard Annex to all approval/decline letters from HBGB for research applications.

Action: CM to convene a meeting outside the auspices of the HBGB to refine existing process maps for applicants to reflect that employer organisational approval being in place before applying to HBS. This however should be an equitable process for researchers from commercial and non-commercial backgrounds. Alison Murphy (R and D Manager for Belfast HSC Trust) to be involved.

The Terms of reference were then reviewed in detail by the HBGB.

Action: Secretariat to HBGB to modify ToR in line with the HBGB discussion.

5. Phase 2 Honest broker Implementation

Deferred until next meeting.

6. AOB

None

7. Date of next meeting

TBA

Actions arising from meeting

Action	Responsibility
Review Appendix 1 of application form and bring a list of separate principles for non-NHS applicants to next meeting.	Chris Matthews
The role and purpose of the clinician's role on the Board should be defined	Chris Matthews
It was agreed that lay membership is needed on the HBGB. Suggestions from the Patient Client Council (PCC) to be brought to next HBGB meeting.	Paul Schofield
Revised membership list to be circulated at next meeting. (HBGB Secretariat)	Chris Matthews and HBGB Secretariat
Compose a HBGB research application acceptance/declination letter for future non-pilot applications	Chris Matthews
Provide an appeals procedure (for applicants' reference) for use when HBGB declines approval of a research applications	Chris Matthews
Convene meeting out with HBGB to refine existing applicant process flow maps, in order to reflect the requirement for the applicant's employer's appropriate organisational approval to be in place before applying to HBS. Invite input from Alison Murphy (Rand D manager for Belfast HSC Trust)	Chris Matthews
Modify ToR in line with the HBGB discussion.	HBGB Secretariat

Signatures:

Dr John Growcott (Chair)

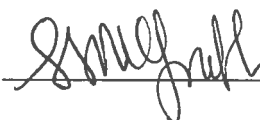


Date:

1/6/15

Dr Siobhan McGrath

(Honest Broker Service Secretariat)



Date:

1/6/15