

**MINUTES OF THE 3rd MEETING OF
HONEST BROKER GOVERNANCE BOARD (HBGB)**

25 February 2014

14.00 – 16.00

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

Present: Dr John Growcott (Chair), Mr Paul Carlin (representing Dr David Hill), Dr Siobhan McGrath, Mr Paul Schofield, Ms Irene Knox (representing Dr Peter Sharpe).

To be present at future Meeting: Dr Myles Nelson

Apologies: Ms Carol Beattie, Ms Joan Farley, Dr David Hill, Dr Peter Sharpe, Mr Brendan O'Brien, Dr Eugene Mooney, Dr Martin Sloan, Mrs Karen Bailey, Dr Maurice O'Kane, Professor Ian Young, Dr Nicola Armstrong.

No Apologies: Dr Brendan O'Brien; Dr Maurice O'Kane, Dr Carol Beattie, Ms Joan Farley

In Attendance: Dr Siobhan McGrath (to take minutes), Ms Charlene McQuillan, Mr Chris Matthews, Mr Sandy Fitzpatrick, Ms Susan Campbell

1. Introductions and Welcome

Dr John Growcott (Chair) welcomed members to the meeting and introductions were made.

2. Minutes from last meeting.

These were approved. The minutes of the first meeting were signed by the Chair.

3. Actions from last meeting.

These have been completed.

Agenda Items:

TOR sign off:

TOR which was revised from last meeting was discussed. The following changes are to be added:

In the membership section:

The 6th Bullet point to be amended 'A clinician (whose role shall be to input her/his clinical expertise).

In the Roles and Responsibilities section:

The word 'appropriateness' to be replaced with 'risk, cost and feasibility'.

A new section to be added after the Meetings section:

'Quorum of membership

A meeting of the Honest Broker Governance Board cannot take place unless there is present at minimum, the Chair/Deputy Chair, 1 HSC Trust voting member (or her/his nominated Deputy) and 3 other voting members (or their nominated Deputies).

For the purpose of review and approval of a Honest Broker Research Application Submission, a meeting consisting of at least the Chair/Deputy Chair, 1 HSC Trust voting member (or his/her nominated Deputy) and 1 other voting member (or her/his nominated Deputy) must be convened. This meeting may happen physically, by teleconference or by email correspondence.'

Deputy Chair of HBGB:

It was agreed that a Deputy Chair from the voting members of the Board should be appointed. The HBS Secretariat to seek an Expression of Interest for the role to be brought to the next meeting. CM to determine the appointment process for Deputy Chair.

Appeals process and decisions letters:

All were approved.

Phase 2 rollout:

There was some discussion of the Phase 2 roll out. CM to convene a meeting outside the Board to finalise plans. It was the Board's view however that non research requests from outside the HSC should not be part of Phase 1.

Quorum for full HBGB:

It was decided that the quorum for convening a meeting of the HBGB should be at minimum, The Chair/Deputy Chair and 4 other voting members.

It was decided that for purposes of reviewing a research application form that the quorum should be the Chair/Deputy Chair, a HSC Trust voting member and one other voting member.

Renaming of HBGB:

After discussion it was decided that the current name should remain in place for the immediate future.

AOB: none to note

Date of next meeting: TBA but it was agreed that there should be at minimum 6 monthly meetings of the HBGB.

Actions arising from meeting

Action	Responsibility
Revised membership list to be circulated at next meeting. (HBGB Secretariat)	Chris Matthews and HBGB Secretariat
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
Send out EOI for Deputy Chair	HBGB Secretariat
Determine appointment process for Deputy Chair	CM

Signatures:

Dr John Growcott (Chair)



Date:

1/6/13

Dr Siobhan McGrath

(Honest Broker Service Secretariat)



Date:

1/6/13

