

**Ninth Honest Broker Governance Board (HBGB) Meeting  
Friday 13<sup>th</sup> May 2016 10.30 am  
In the Boardroom,  
BSO Franklin Street BT2 8DQ  
Minutes**

**Present (voting Members):**

Dr Brendan O'Brien (HSCB) (BOB) (in the Chair)  
Dr Nicola Armstrong (PHA) (NA)  
Mrs Karen Bailey (BSO) (KB)  
Mr Paul Carlin (SEHSCT) and Deputy Chair  
Ms Sally Doherty (SD) (Deputising for Dr Maurice O'Kane (MOK)  
WHSCCT (by telephone))  
Dr Hilary Russell (Lay member) (HR)  
Ms Irene Knox (IK) (Deputising for Dr Peter Sharpe (PS) (SHSCT))  
Ms Alison Murphy (AM) (Deputising for Professor Ian Young (BHSCT))

**In Attendance (Non-Voting members):**

Mrs Susan Campbell BSO (SC)  
Mr Alexander Fitzpatrick BSO (SF)  
Dr Siobhan McGrath BSO (SMG): Took Minute of Meeting.  
Mrs Siobhan Morgan BSO (SM)

**Apologies:**

**(Voting members)** Ms Briege Donaghy, NHSCT (BD); Dr David Hill SEHSCT (DH), Dr Ken Lowry NHSCT (KL), Dr Eugene Mooney, DHSSPS (EM); Professor Ian Young, BHSCT (IY); Rachel Stewart (DHSSPS)  
**(Non-Voting members)** Charlene McQuillan (DHSSPS)

1. Apologies were noted. It was noted that the Patient Client Council (PCC) could not send representation to the group at present and this had been confirmed by a letter to the HBGB from the Chief Executive of the PCC.  
Action: The Chair of the HBGB (BOB) agreed to have a meeting with the Chief Executive of the PCC about PCC representation on the board.
2. The Minute of the Eight Honest Broker Board Meeting (2<sup>nd</sup> February 2016) was approved by the HBGB as accurate.
3. Actions from previous meetings: The HBGB reviewed actions on the action log.

Actions from the last HBGB meeting as well as actions which remained open from previous meetings were discussed.

The HBS annual report should include a section on how the various research studies have helped the HSC. The Board decided this should be revisited before production of the next annual report (SM) OPEN.

The Honest Broker Working Group (HBWG) was to review wording of questions A5 and B2 in the HBS application form to see if they require elaboration with respect to the nature of HSC Trust resource involvement. Also the HBWG should consider adding as a standard condition of the HBS approval letter that where there is HSC Trust resource involved in the project then the research cannot commence until the relevant HSC R and D manager has given permission. This was considered to be OPEN. SM to review with PC.

The HBS application guidance is to be reviewed to properly reference Patient Public Involvement. This is to remain Open with Honest Broker Working Group (HBWG).

The HBWG should produce a communications and engagement strategy on behalf of the HBGB. This should reference the HSC R and D strategy document and define and plan outreach activities such as e.g. communication and disseminating information about HBS e.g. the ESRC and NI Science Festival, use of internet sites and social media.

The HBGB asked that this remain open with Honest Broker Working Group (HBWG) and be part of HBS review.

The HBGB is to agree a process for on-going engagement with NI Information Commissioner's Office. The HBGB decided this is to remain open with Honest Broker Working Group (HBWG).

A statement reflecting the Information Commissioner's Office view that a public consultation on secondary use of HBS data is not required. This is to be placed on HBS website. This action is closed the wording has been agreed (SF).

The HBS should make it a condition as part of the agreement with the research organisations that when referencing the HBS process in their publications, research organisations should only use an approved form of words as authorised by the HBS. The HBS should endeavour to check all (or a sample) of outputs for a period of one year in order to ascertain whether the research organisations were adhering to this agreement. SF and SM – This is to remain OPEN and on-going.

It was noted that the Patient Client Council (PCC) is at the moment unable to replace former Board member Paul Schofield to sit on the Board. A letter to this effect had been received from the Chief Executive of the PCC.

The HBAS to modify to include a section in the annual report on how the various research studies have helped the HSC, this should be reviewed by HBWG before publication and wider circulation.

It was agreed that it was not feasible to do in the short to medium term as the final research outputs may not be available at the time of generating the annual report. It was agreed to re-visit this action at a later date.

New Action: The HBGB Secretariat to set up a meeting between the Chair of the HBGB and the Chief Executive of the PCC to discuss other options.

#### 4. Honest Broker Advice Service (HBAS) update: projects approved, Enquiries update (SM/SF/SC)

A report on the projects so far approved and enquiries made was presented. These were noted. It was highlighted that there was an upturn in the amount of the enquiries being handled by the service since February 2016. There is also apprehension from researchers about the need to resource data handling and data manipulation for the research projects. The research teams seem to expect the HBS to do this. There needs to be clearer description of the role and purpose of the HBS. There seems to be a gap in the data technical skills in some research teams.

Some projects had now been finished and there was discussion as to the nature of final reporting from researchers and how this should be disseminated by the HBS.

5. Update on secondary uses legislation (BOB)

CMQ had provided an update by email. It was noted that the Bill received Royal Assent on 11<sup>th</sup> April 2016 and became the Health and Social Care (Control of Data Processing) Act (Northern Ireland) 2016 which came into operation on 12<sup>th</sup> April 2016.

However, the Act only provides a framework to enable the use of health and social care information for health and social care purposes which are in the public interest. The details will be contained in subordinate legislation. These details, of how the provisions of the Bill will be implemented, need to be worked out and Regulations will have to be drafted and consulted upon before being scrutinised and debated by the NI Assembly. The practical aspects of the process will also need to be established. It will therefore take anything up to a further 2 -4 years to get the system up and running. There was concern as to a possible 'opt out' consent option being included and how this would impact on use HBS data.

The Chair updated that there is a third Caldicott review underway with a report available on 23<sup>rd</sup> June 2016. Although Caldicott governance does not technically apply in NI it will influence the NI assembly in the implementation of the Secondary Uses Legislation.

6. Service Review (KB)

KB proposed that as the service was now 2 year's old that the HSC Leadership Centre should perform an independent review of the service:

1. 'Service Review (KB)

KB proposed that as the service was now 2 year's old that the HSC Leadership Centre should be asked to perform an independent review of the service:

Areas to be covered will include:

- Name and Branding;
- A desk top review of other established initiatives in this area e.g. SHIP in Scotland or other;
- Review HBS processes and evaluation of 'pinch points';
- Financial support for service DHSSPS, PHA R and D office (which encourages use of clinical data in research) or other;
- Adequacy of current cost recovery model;
- A communication and engagement strategy;
- Necessity for research projects which access data via the Honest Broker Service Ethics to require review by a NHS or HSC Research Ethics Committee under Governance Arrangement for Research Ethics Committees (GAfREC) given that data is non-identifiable;
- Likely impact of new secondary uses legislation in Northern Ireland;
- The need for physical safe haven within HBS. If yes consider additional resource requirements such as access to clinical codes, provision of books and toolkits;
- Provision of virtual safe haven or accredited remote safe havens;

- Expanding/Clarification of roles and remit of HBS with respect to a formal statistical analysis role on behalf of research teams; data preparation: improving data quality in the HBS warehouse, researcher training role on types of statistical analysis and data manipulation in research; development approval of researcher e-learning packages, governance and administration of the HBGB; form and requirement of post-approval reports, publication of research findings on HBS website; role in DHSSPS data input integrity initiative and international data quality and standardisation initiatives e.g. SNOMED, IHSTO; interaction with Open Data NI;
- Review of memorandum of understanding and representation of all relevant parties on the HBGB and
- Benefits realisation

Action: Review to be delegated to Honest Broker Working Group to take forward.

It was also agreed that a customer survey of HBS customers will be run by BSO Directorate of Customer Care and Performance as a separate exercise

Action: SM/SF to take forward with Mrs Rita Marsden in BSO

2. Sponsor peer review recommendations and HBS review- Impact on researchers (MOK).  
MOK had asked that this is postponed until next meeting.

Action: Please add onto the agenda of the next HBGB for a fuller discussion.

3. Date of next meeting: The HBGB Secretariat to schedule in August (SMG)
4. Any Other Business: None

Signatures:

Dr Brendan O'Brien (Chair)  Date: 5/8/2016

Dr Siobhan McGrath  
(Honest Broker Service Secretariat)  Date: 5/8/2016