



Minutes of the 23rd Meeting of the Honest Broker Governance Board (HBGB).

Location: ORECNI, Conference Room, Lissue 1st Floor, BSO Lisburn.

In attendance:

Voting members: **Lisa Whyte** (LW) (Senior Programme Manager, Interim Chair and Health and Social Care Board (HSCB)); **Irene Knox** (IK) (Southern HSC Trust R&D Manager) (via Teleconference); **Dr Hilary Russell** (Lay member); **Karen Bailey** (KB) (Director of Customer Care and Performance (BSO)). **Mary McGonigle** (MMG) (Western HSC Trust R&D Manager) (via Teleconference); **Laura Moore** (LM) (South Eastern HSC Trust R&D) (via Teleconference);

Non-Voting members: **Martin Mayock** (MM) (BSO), **Rita McAuley** (RMA) (BSO), **Alan Harbinson** (AH) (BSO); **Charlene McQuillan** (CMQ) (DoH);

Invitee: **Dr Frances Burns** (FB) (HDR-UK) (LW) & Professor Dermot O'Reilly (DOR) (Director of the Administrative Data Research Centre NI and member of the HDRUK BSO Programme Delivery Board)

Secretariat: **Fiona McNally** (FMN) (BSO Secretariat to meeting)

1. Apologies:

Voting: **Dr Aaron Peace** (Western HSC Trust R&D Director) (note MMG present via phone in his stead); **Dr Peter Sharpe** (Southern HSC Trust R&D Director) (note IK present via phone in his stead); **Dr Seamus O'Reilly** (SOR)(Medical Director, Northern HSC Trust); **Alison Murphy** (AM) (Belfast HSC Trust R &D Manager); Colm Burns (CB) (Patient Client Council (PCC)); **Dr Nicola Armstrong** (NA) (Programme Manager, HSC R & D Division, PHA); **Dr Michael Quinn** (Health & Social Care Board HSCB); **Siobhán Morgan** (SM)(Department of Health);

Non-Voting: **Susan Campbell** (SC) (BSO); **Dr Siobhan McGrath** (SMG) (BSO);

2. The Minutes of the 22nd meeting of the Board were approved and may be published on the Honest Broker Service (HBS) Website with the Chair's signature. FM explained changes (updated corrections to administration errors) to minutes that had been sent out prior to meeting on morning of Thursday 27th February 2020.

Action: Publish the Minute of the 22nd meeting of the Board.

3. Lisa Whyte (LW) welcomed everyone to the meeting and explained that she was there as interim chair. There were round table introductions. LW welcomed FB & DOR to the meeting today as guests to give a presentation (HDRUK –BSO);

4. Matters Arising

Actions: None noted.

5. Dr Frances Burns & Prof D O'Reilly delivered a presentation to the HBGB on Health Data Research UK (HDRUK)-BSO collaboration. (Slide show presentation and talk). FB explained that to manage the project there is a HDRUK Programme Delivery Board made up of senior colleagues and a Working Group. These groups include representation from BSO, HSCB and Welsh colleagues and Professor Ian Young is the SRO for the project and chairs the Programme Delivery Board.

FB outlined the process regarding the use of the web based interface in the University of Swansea to allow remote access to data for researchers which would potentially open up the Honest Broker Service to a broader pool of researchers. The data would not be handed over to Swansea but would remain in the BSO Regional Data Warehouse, with a pipeline to allow access to the SeRP technical software platform. FB stressed that this is a technical solution which broadly mirrors the processes already in place in the HBS, with the added element of potential for secure remote access. Responsibility for data and the governance remains with HBS/DWH/BSO.

There is a pilot underway and this will be taken forward in a number of phases:

- phase 1 - transfer open source data (pharmacy) for proof of concept
- Phase 2 - move onto anonymised data for which BSO is the data owner (not open source) - checks and balances in place and BSO to securely test
- End of Phase 2 – Engagement with signatories of the HBS Memorandum of Understanding about the project

KB asked if the reports from the phases as completed could be shared with the HBGB.

Action: FB to share reports from Phase 1 & 2 with HBGB.

Action: KB & FB to liaise with each other to organise a presentation/training.

6. LW provided an update on the current situation at HSCB and advised that Dr Michael Quinn will replace Dr Brendan O'Brien from 2nd March 2020. FM advised that MQ has confirmed attendance at future meetings. LW explained that she had not yet spoken to MQ about the Chair role but would confirm with him. LM advised that she is acting up in the SET post until March and it was suggested that MQ follow up with SET if he takes up the chair role.

KB highlighted the risk to HBS due to loss of experienced members of the group. There was significant discussion regarding the deputy chair position and the review panels. There was agreement that clinical input was important to the process. Many of the members are currently new to their roles and did not think they had enough expertise at this point.

There was confirmation that the group was quorate - Chair/Deputy Chair, 1 HSC Trust voting member (or their nominated deputy) and 3 other voting members (or their nominated deputies) in attendance at the meeting either in person or via teleconferencing.

There are no pressing matters at present but HR agreed to chair the review panels as an interim arrangement.

BSO members at this point suggested an HBS information session. This was welcomed by all and there was further suggestion that supporting information for

stakeholders could be provided outlining the roles/responsibilities for participating in review panels.

Action: HR to chair review panel as interim arrangement.

Action: CMQ to flag this matter regarding vulnerability of the review panels with Dan West.

Action: KB to organise HBS information session

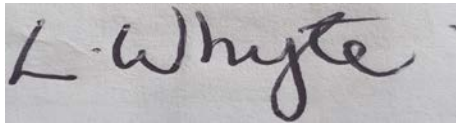
7. Update on HBS projects – RMA gave an overview from the last meeting - 2 have been approved application 54 & 34.

8. Action Log – HBGB Action Log was reviewed and refreshed. This is to be shared with the Honest Broker Working Group (HBWG).

Action: Share updated Action Log with the HBWG.

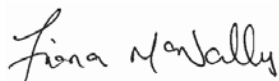
9. The date of the next meeting is 21st May 2020, 1st Floor Conference Room, Lissue Industrial Est, Lisburn

10. AH gave an overview of the following reports, namely, HBS Projects and outreach activities: Research; non-research activities and the HBS annual report (2018 to 2019).



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Chair

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Date



21-05-2020

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Secretariat

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Date