

Honest Broker Governance Board - Terms of Reference (2019/20 revision)

Membership

The Honest Broker Governance Board (HBGB) has representatives from the Data Controllers of the data held within the Regional Data Warehouse in BSO, and from the main users of the data from in the HSC family. Voting membership is as follows:

- A representative from each of the 5 Trusts, (NB: The Trusts may put forward 2 representatives or rotate these representatives);
- A representative from the Business Services Organisation (BSO) which established and delivers the Honest Broker Service (HBS);
- A representative from the DoH Information & Analysis Directorate (IAD), which delivers part of the research support service and is a key user in the HSC family;
- A representative from the HSC Board, which is a key user of the service in the HSC family;
- A representative from the HSC Public Health Agency, to represent researchers and others using the service;
- A representative from the Patient and Client Council, which represents patients and clients whose data is stored in the BSO Regional Data Warehouse;
- A clinician;
- A Personal Data Guardian representative. Ideally this member will also act as the Chair of the HBGB.
- A lay member (who does not work or has never worked for the NHS or the HSC)

Quorum of membership

Meetings of the main HBGB cannot proceed unless a quorum of voting members is available. This quorum will include the Chair or Deputy Chair, 1 HSC Trust member (or representative), the lay member or the member from the Patient Client Council, and 2 other members (or their representatives). A record of voting member attendance will be kept by the HBS.

Chairing Team

The HBGB will have a Chair and Deputy Chair. Usually a Chair and Deputy Chair will be appointed from the voting membership of the HBGB. The maximum initial term of office for the Chair and/or Deputy Chair shall be 5 years. Three months before the end of the Chair's

and /or Deputy Chair's initial term of office, the HBGB will either reappoint the Chair and/or Deputy Chair for a further term of up to 5 years; or will seek new nominees to either role. The overall maximum term of office for the office of Chair or Deputy Chair will be no more than 10 years. The process for selection of the Chair and/or Deputy Chair will involve expression of interests to the HBS from voting members of the HBGB indicating experience relevant to the role. The HBS will run a blind ballot for the election of the Chair and/or Deputy Chair. All voting members of HBGB or their named representatives are eligible to vote.

The HBS reserves the right to appoint a Chair and/or Deputy Chair from outside the HBGB if none of the Voting members express interest in these roles.

Secretariat

The HBS will have a HBGB secretariat.

Roles & Responsibilities

- To give governance approval for health and social care related research applications submitted to the HBS, for access to data in the BSO Regional Data Warehouse;
- To communicate decisions to applicants, including conditions of access, disclosure controls, or information when an application has not been approved;
- To provide advice to researchers on any modifications which need to be made to their application or to the project after its starts;
- To monitor data requests and analysis provided to the HSC and DoH clients for service improvement or evaluation;
- To direct the HBS on use of a Safe Haven for dissemination of data to the researcher;
- To make sure meetings of the HBGB are recorded by the HBS Secretariat and records of decisions are kept;
- To determine a priority order for information requests, if demand is high;
- Where applicable, to monitor the practices for the management of Honest Broker data for compliance with the UK Statistics Authority Code and Practice for Statistics;
- To maintain oversight of the working of HBS and review relevant performance metrics;
- To carry out periodic reviews of the HBS.

Appeals

Any appeals against decisions made by the HBGB sub-committee will be referred to the Honest Broker Service Appeals Panel (HBSAP).

Meetings

Meetings of the full HBGB are organised by the HBS Secretariat 4 times per year. However, when an Honest Broker Research Application is received, a sub-committee meeting will be organised. The Chair or Deputy Chair of the HBGB, 1 HSC Trust voting member (or his/her representative), the voting member from the Patient Client Council or the voting lay member attends this meeting. This meeting may happen physically, by teleconference or by email.

Modifications to Existing Projects

The HBS will, on behalf of HBGB, receive Project Modifications submitted by researchers to amend existing project datasets and/or project end dates. These project modifications will be reviewed and approved by the HBGB sub-committee.

Reporting and Documentation

The Research Approvals criteria in the annex of the Research Application Form are used by the HBGB sub-committee to approve new projects.

A record of decisions, actions and the minutes of meetings will be made by the HBS Secretariat.

Details of all approved projects will be published on the HBS website.

Periodic Review of Terms of Reference

These terms of reference will be reviewed annually.