

Minutes of the 11th Honest Broker Governance Board Meeting
Thursday 12th January 2017 at 10.30am
Boardroom, Business Services Organisation
2, Franklin St., Belfast

In attendance:

Voting members: Dr Brendan O'Brien (BOB) (HSCB) (In the Chair); Paul Carlin (PC) (SEHSCT), Ms Irene Knox (IK) (SHSCT); Dr Nicola Armstrong (NA) (PHA);

Mrs Karen Bailey (KB) (BSO); Dr Hilary Russell (HR) (Lay member); Briege Donaghy (BD) (NHSCT) (for Seamus O'Reilly)

Non-Voting members: Sandy Fitzpatrick (SF) (BSO); Susan Campbell (SC) (BSO); Emma Kelly (EK) (BSO); Neil Marsden (NM) (BSO); Grainne O'Hare (BSO) (Secretariat)

1. Membership of group

A Patient Client Council (PCC) representative has been nominated and will be invited to future meetings.

2. Apologies were received from non-voting members Siobhan McGrath (SMG) (BSO); Ms Charlene McQuillan (CMQ) (DoH)

3. Approval of note of meeting from 5th August 2016 Board meeting.

These were agreed with minor correction in point 7, para 3 change "he next Board meeting" to "the next Board meeting"

4. Review of Action log (SMG and BOB)

Main areas of discussion:

SC reported that she had suggested at the last RIG meeting (October 2016) that the Honest Broker Service should give a presentation to RIG – this had been noted by RIG but no formal invite has been issued.

SC said that a set of questions for a customer survey has been drafted and will be forwarded to members for review shortly.

KB has engaged the Leadership Centre to undertake the service review. A scoping meeting with the Leadership Centre was held on 1 December 2016. The proposed scope of the review was circulated to members prior to the meeting.

NA asked that the action point regarding PPI be left open as she had not been in attendance at the last HBWG meeting and would like to discuss the matter further in that setting.

KB commented that the action point regarding the development of a Communications & Engagement strategy was an aspiration however currently there are no resources to take forward. SC told the group that outreach activities were recorded on the HBS SharePoint site. KB asked SC to ensure all members of HBGB have access to this site.

It was noted that there has been no recent contact with the ICO.

There was further discussion of the need for public awareness. HBWG have been told that DoH do not believe any further action is needed. BOB said he still had concerns that there had been no public consultation carried out. NA suggested that an ADRC representative should be invited to a future meeting to discuss their understanding of the position and how the possible requirements for opt-out will affect current arrangements. HR commented that there was relevant learning to be gained from the use of Human Tissue and agreed to provide a synopsis of the reports. KB added that there were changes on the horizon with Caldicott 3 and the new General Data Protection Regulation which comes into force in 2018.

DoH has launched an HSC Information Landscape review. It was noted by members that HBS had not been formally included in the review, however KB said that she had referenced HBS in the return on behalf of BSO. NA said that any members who had the opportunity should ensure that the views of HBGB were articulated in this review.

New Actions:

- SC to ensure HBGB members have access to HBS Sharepoint site
- NA to invite ADRC representative to future meeting
- HR to provide synopsis of Use of Human Tissue reports

5. Honest Broker Service (HBS) update on projects and enquiries since last meeting (EK) (report to be circulated after meeting).

EK said that there had been no new requests in December and highlighted progress on 3 existing projects:

Project 16 is awaiting the agreement of a Data Access Agreement with the NI Cancer Registry.

Project 18 is awaiting response from the researchers.

Project 20 is ready for review by HBGB.

SF thanked EK for providing temporary cover during December and welcomed NM as the replacement HBS statistician.

6. Update on secondary uses legislation (No update at this meeting). Paper circulated with minutes.

7. Requirement for ethical review and proposal for Ethical Review of research database (SMG) (paper Enc)

NA drew members' attention to the legal opinion in the document previously circulated, but in the absence of SMG it was agreed a decision should be carried over to the next meeting.

8. MIDAS EU Funded project and HBS(PC)

KB updated the group on this project which aims to show how data can be used to develop government policy. The group agreed that it would be useful to invite the project co-ordinators (Ulster University) to attend a future meeting of HBWG to provide further detail.

PC asked the group if data previously obtained through HBS could be re-used in this project. The group agreed that as this was a new use of the data, a new application should be made.

NA said that the HBWG should consider whether the non-research application form should be amended to make it clear that the data supplied must be used only for the purpose originally described.

New Actions:

KB to invite MIDAS project co-ordinators to future meeting of HBGB

HBWG to consider changing the non-research application to cover re-use of data.

9. Project modification – change of Chief Investigator (SC) (Paper Enc)

SC asked for guidance on actions to be taken when HBS is notified of a change in the Chief Investigator (CI) on a project. It was agreed that HBGB would need to see the CV of the new CI. The CI should also be reminded that this is a change that requires ethical approval. HBWG should check the OREC process for this and implement as appropriate.


New actions:

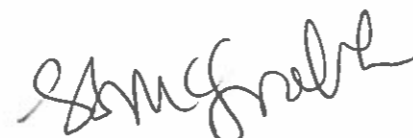
HBWG to check OREC process for change of CI and implement as appropriate.

10. AOB

No other business was raised.

11. Date of next meeting: Fri 21st April 2017 10.30am to 12.30am (Lissue venue).


B. BRIEN
09/05/2017


09/05/17

