



Minutes of the 22nd Meeting of the Honest Broker Governance Board (HBGB).

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

In attendance:

Voting members: Dr Brendan O'Brien (BOB) (Chair and Health and Social Care Board (HSCB)); Paul Carlin (PC) (Southern Eastern HSC Trust R&D Manager and Deputy Chair); Dr Seamus O'Reilly (SOR)(Medical Director, Northern HSC Trust) (By Phone); Alison Murphy (AM) (Belfast HSC Trust R &D Manager); Irene Knox (IK) (Southern HSC Trust R&D Manager); Colm Burns (CB) (Patient Client Council (PCC)); Dr Nicola Armstrong (NA) (Programme Manager, HSC R & D Division, Public .

Non-Voting members: Dr Siobhan McGrath (SMG) (BSO), Secretariat to meeting), Martin Mayock (MM) (BSO), Rita McAuley (RMA) (BSO), Alan Harbinson (AH) (BSO)

Invitee: Lisa Whyte (Senior Programme Manager (HSCB)

Secretariat: Fiona McNally (FMN) (BSO)

1. Apologies:

Voting: Dr Hilary Russell (Lay member); Dr Aaron Peace (Western HSC Trust R&D Director); Christine Kennedy (Department of Health (DOH)); Dr Peter Sharpe (Southern HSC Trust R&D Director (note IK present in his stead); Karen Bailey (KB) (Director of Customer Care and Performance (BSO).

Non-Voting: Susan Campbell (SC) (BSO)

2. The Minutes of the 21st meeting of the Board were approved and may be published on the Honest Broker Service (HBS) Website with the Chair's electronic signature.
Action: Publish the Minute of the 21st meeting of the Board.
3. RMA and FMN who had recently joined the Honest Broker Service were welcomed by the Board. The Board also welcomed Lisa Whyte to today's meeting. It was noted that Neil Marsden had moved on to a new role. **Actions: Please write a note of thanks to Neil Marsden for his contribution to the HBS. The Board also wants a note of thanks to be sent to frequent attenders.**
4. The Board member attendance register was noted. It was also noted that CK was moving on from her position at DoH. BOB is leaving the HSC. A new Chair and new HSCB representative will be required. Lisa Whyte was proposed by BOB to be the new HSCB representative as an interim measure. It was also noted that PC was moving on from his current post and that the South East Trust R & D Director has retired. PC has raised the issue of low attendance from some of the HSC Trusts at the HBGB at a recent HSC R & D Management meeting. He has emphasised the importance of attendance at this meeting.

Actions: A new representative from DoH is to be identified to the HBS Secretariat. PC to send the name of his replacement and that of the new R & D Director for the South East HSC Trust to the HBS Secretariat by end of 2019.

5. The Process for Appointment of the new Chair and Deputy Chair was discussed by the Board. The terms of reference for the Board describe the current process. There was discussion as to potential candidates. The Chair informed the Board that a new Regional CCIO and a new senior eHealth Analytics position at HSCB are to be recruited and the Board agreed that these might be suitable candidates for the Chairing role. The Chair proposed Lisa Whyte in her current role as Senior Programme Manager at the HSCB to act as interim Chair until a Chair is appointed. This was agreed and seconded by NA and IK. However the Board considered that advice from the DoH on recruitment to the HBGB Chairing role should be sought.
ACTION: Check Chair recruitment with the DoH

With respect to the Deputy Chair position, the Board agreed that expressions of Interest should be put to the Voting Members of the Board before the next meeting in February 2020, once the new representatives from the DoH, and SE HSC Trust are identified. If no one expresses an interest then the process must be extended beyond the current Board Voting membership.

6. The Chair gave an update on the Data Strategy HSCNI; the GP Intelligence Platform; and the Data-lab call Health Foundation.

The HSC Data Strategy is a key element of the Northern Ireland Digital Strategy. The Chair reported to the Board that he has been working on baseline data literacy. A 'straw man' data strategy will be in place by end of 2019. The importance of HBS and the BSO's data warehouse as a wrap around for rich data will be mentioned within this data strategy. The use of Open Data and Encompass will also be part of this strategy, Production of metadata, including upgrade and improvement of the BSO data warehouse as a substantial piece of work is part of the strategy.

The Chair informed the Board that although there will not be a public consultation on the data strategy, but there will be for the overall Digital Strategy... The Board emphasised the importance of an internal HSC only consultation on the technical details of the data strategy.

Action: Further update to be sought from Dr Michael Quinn

Action: The Deputy Chair is to issue an invite to the HBGB members to attend the MIDAS event in January 2020.

The Chair gave an update on the General Practice Information Platform (GPIP) and informed the Board that a GP Editorial Board (with broad GP representation) will be established. 76% of Northern Ireland GP practices have now signed up to the GPIP. It would be beneficial for research if there could be data linkage between HBS and GPIP. It was agreed that this would be very good but that there would to be discussions with the GP editorial Board including a walk- through of any processes involved.

The Chair also advised the Board about the funding opportunity through Data-lab call Health Foundation with a March 2020 deadline. **Action: BOB to move this forward with HBS in a separate meeting.**

The board recommended that an invite be issued to Dr Michael Quinn from ENCOMPASS to meet with the HBGB. **Action: invite Dr Quinn (ENCOMPASS) to the next HBGB meeting.**

7. 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).

The Board approved the new format and draft of the annual report .The board also suggested that AH contact Siobhan Morgan (DoH); Dr Karen Cassan at University of Ulster (potential health promotion day) and Denise O'Hagan (PHA) who leads on the Masters of Public Health, Queens University Belfast with respect to outreach activities which may be happening in the coming year.

NA reminded the Board that funding for conferences and workshops as a means of outreach for research involvement was available through the HSC R and D Division. This is something that the HBS could access by formal application to the HSC R & D Division

With respect to Person Involvement (PPI) Outreach, the HBS should contact the PPI Lead in the HSC R & D Division to help and advise on any approach. The Board also thought that a placement undergraduate student from a local university (media studies, PR or other) might be useful for outreach activities, communications, web animation and help with any PPI initiatives.

PC informed the Board that the HBS has been used as a model of good practice by the EU MIDAS project. **Action: PC to share the MIDAS app questionnaire with the HBGB.**

MM made the board aware of a Smart linkage Tech Workshop (HDR-UK) Action: Invite to be issued by MM to the HBGB.

Action: AH to contact S. Morgan. K. Cassan and D. O'Hagan regarding outreach activities for the HBS.

The Board approved the new format and draft of the annual report. **Action: Final report to be circulated to HBGB in correspondence for approval and then this should be published with a cover letter from KB.**

8. AH also gave an update to the Board on the ADRC/HBS pilot (ENC) and HDR-UK Initiatives.

The paper on the pilot was noted by the HBGB. There will be an upcoming event involving SAIL. The HBS will use this event to talk about tenancy agreement, and to catch up general on this pilot, which has evolved. The NILS model on data linkage will be used although further legislation is needed. There will also be a meeting on data linkage involving Australia which is to be set up to involve ADRC.

9. The HBGB Action Log was reviewed and refreshed. This is to be shared with the Honest Broker Working Group.

10. The date of the next meeting is to be arranged.

A.O.B: The board wished BOB and PC well in their new roles and thanked them for their service in the leadership roles for the HBGB and HBS to date

Signed By L. White
Date 27/02/20