

Eighth Honest Broker Governance Board (HBGB) Meeting
Tuesday 2nd February 2016 2pm
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
Dr Maurice O'Kane WHSCT (by telephone) (MOK)
Dr Hilary Russell (Lay member) (HR)
Dr Peter Sharpe and Ms Irene Knox (SHSCT) (PS) (IK);
Mr Paul Schofield (PCC (PS)
Ms Rachel Stewart for Dr Eugene Rooney (RS, EM)

In Attendance (Non-Voting members):

Mrs Susan Campbell BSO (SC)
Mr Alexander Fitzpatrick BSO (SF)
Dr Siobhan McGrath BSO (SMG): Took Minute of Meeting.
Ms Charlene McQuillan DHSSPS (CMQ),
Mrs Siobhan Morgan BSO (SM)

Apologies:

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)

1. Actions from previous meetings: The HBGB reviewed outstanding actions on the action log.

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

- a) *It was agreed that up to two additional lay members are required on the HBGB.*

It was noted that Dr Russell had been appointed to the Board. This action is considered closed.

- b) *The HBGB to agree an on-going process of engagement with Information Commissioner's Office (ICO).*

This is to remain open and to be delegated to Honest Broker Working Group (HBWG).

- c) *The HBWG to identify a new Belfast HSC Trust Representative since the stepping down of Prof. Young at last HBGB meeting. This is closed in that Prof. Young had now agreed to stay on the HBGB until such as time as HSC Trust is in a position to nominate another representative.*

- d) *SF to agree a form of words for Honest Broker part of BSO website about the lack of need for wide public engagement /consultation. This is still open. SF to liaise with ICO via CMQ on form of words.*
- e) *The HBAS (Honest Broker Advice Service) should make it a condition as part of the agreement with research organisation that when referencing the Honest Broker Service (HBS) process in its publications, only an approved form of words as authorised by the HBS must be used.*

It was confirmed to the HBGB that this has been implemented. CLOSED

- 2. The Minute of the Seventh Honest Broker Board Meeting: this was approved by the HBGB as accurate.

- 3. Membership:

Dr O' Brien (the Chair) welcomed Dr Hilary Russell as a new member to the Board. The Chair and Deputy Chair in the presence of the HBGB formally endorsed her as a new member. It was noted that PS was moving post and that the Patient Client Council (PCC) would need to nominate a new representative for the HBGB. It was noted that Prof. Young would still be the named representative for the Belfast HSC Trust until further notice.

Actions: Formally write to Dr Russell appointing her on behalf of the Board to the Board. Write to PCC to identify a replacement representative for PS.

- 4. Honest Broker Advice Service (HBAS) update: projects approved, Enquiries update, annual report (SM/SF)

SM and SF provided the HBGB with an update on the projects so far approved and enquiries made. These were noted.

The annual report for the service for the last year was presented to the Board. KB highlighted that it had been to the BSO Non-executive Board and had been updated according to some suggestions before coming to the HBGB. The HBGB wish that the report is modified to include a section to clarify how the various research studies have helped the HSC. This section could be used by the Patient Client Council (PCC) in its newsletter as a means of dissemination and communication.

Action: 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 highlighted to the HBGB that there have been concerns expressed by the HSC R and D Managers that where an investigator who applies to the HBS to perform research is also a HSC Trust employee, he/she or the sponsoring organisation have not notified the HSC R and D Manager at the relevant HSC Trust. This is important because his/her time commitment as a HSC employee to a research project needs to be accounted for and approved by the Trust. The Trust would also need to be assured that appropriate peer review had been undertaken. This is a requirement under the Northern Ireland Research Governance Framework.

The HBGB understood the concern. After some discussion however, it was agreed that this was a sponsor responsibility but that the HBAS application form should be signed also by the HSC R and D manager where this situation arose.

The board noted that part of the wording on Question A5 of the HBAS application form states the following:

'If the research is carried out by a researcher in a Trust it should have Trust Research Office sign off'.

It also noted that question B2 on the application form specifically asks 'Is there a HSC Trust resource commitment?' (*If so, have the Trust agreed to commit to this resource? Please give details*).

Action: The HBWG to review this wording of both questions in the HBS application form to see if they require elaboration. 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.

5. The extent of service user engagement in the design of studies accessing HBS data (SM, SMG, BOB)

The HBAS raised the issue of Patient Public Involvement in the preparation of the research design. In a recent application to the HBS, the HBGB members who had reviewed the study had asked for evidence of Patient Public Involvement and how the project would inform HSC Policy. This had been met with resistance from the Investigator as he/she felt that this was not appropriate for PhD not did the guidance in the application process allude to this. There is an issue of consistent guidance being given to applicants in this area.

The HBGB discussed the issue. There is a requirement to have Patient Public Involvement (PPI) involvement in the design of a research study. In fact all funded research should have to demonstrate that the research being implemented would ultimately have benefit to the relevant patient group. The HBGB noted that this is good practice and it was noted that there was a strategy document in place which is available at <http://www.publichealth.hscni.net/publications/strategy-personal-and-public-involvement-health-and-social-care-research>.

One could however moot that involving the policy lead at the DHSSPSNI may not be proportionate but that applicants should at least allude to relevant policies in their application.

Action: The HBWG should review HBS application guidance to properly reference Patient Public Involvement.

6. Update on secondary uses legislation (RS)

This is now at the stage of final consideration by the DHSSPS Health Committee.

7. Communications strategy.

The HBGB noted that although the DHSSPS did not require wide public consultation that the HBWG should produce a communications and engagement strategy on behalf of the HBGB. This should reference the HSC R and D strategy

document (alluded to above) 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.

8. Sponsor peer review recommendations and HBS review- Impact on researchers (MOK)

It was raised that the quality of peer review undertaken by a university for a project submitted to the HBS was considered to be flawed by the members of the Honest Broker Governance Board who reviewed the study. This resulted in suggestions by the HBGB on changes to the protocol.

The HBGB concern is how to best deal with this situation where it arises. Should the project be invalidated and the sponsor contacted to state that there are issues. Should the HBGB critique the quality of the peer review?

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

9. Master versions of MOU, Honest Broker Service Working Group Terms of Reference and Board membership for noting.

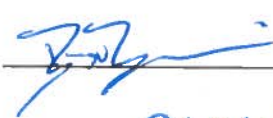
Action: Board membership to be updated. MOU and TOR still current.

10. Date of next meeting: The HBGB Secretariat to setup a schedule for Board meetings for the next financial year. (SMG)

11. Any Other Business: SC raised that a HSC committee which was affiliated to the NI Blood Transfusion Service had asked for access to HSC data in the BSO data warehouse for audit purposes. This organisation was not a signatory to the HBS MOU, although it was affiliated to an internal HSC Body. The HBGB considered the issue and confirmed that this access should be granted.

Signatures:

Dr Brendan O'Brien (Chair)



Date: 13/5/16

Dr Siobhan McGrath

(Honest Broker Service Secretariat)



Date: 13/5/16