

## Minutes of the 16<sup>th</sup> Honest Broker Governance Board Meeting

**Friday 11th May 2018**

Present: Voting members of the Board:

Dr Brendan O'Brien (Chair and HSCB member); Mr Paul Carlin (Vice-Chair and South East HSC Trust), Dr Nicola Armstrong (PHA); Dr Peter Sharpe (Southern HSC Trust); Dr Hilary Russell (Lay Member).

Non-voting members: (all from BSO) Mrs Susan Campbell, Mr Neil Marsden, Mr Alan Harbinson, Dr Siobhan McGrath (Secretariat).

### 1. Formal Apologies

Voting members:

Ms Alison Murphy (Belfast HSC Trust); Dr Seamus O'Reilly (Northern HSC Trust)  
Dr Suzanne Martin (Patient Client Council); Mrs Karen O'Loan (BSO).

Non-voting members

Mr Martin Mayock (BSO)

### 2. Information Structures in Health & Social Care.

The Chair gave an update regarding the establishment of the Strategic Information Group (SIG) and the Data Operational Standards Board. The former will now include clinicians, and a representative from the PHA R and D Division. It will meet quarterly and will be chaired by the Deputy Secretary Mrs Deborah McNeilly (DoH). Its remit will be to inform the strategy for a single information structure within Health and Social Care (HSC) for Northern Ireland and to advise on public engagement, budgets, licences, maintenance of the regional data dictionary for Northern Ireland, upskilling and training, and professionalism.

The Data Operational Standard Board which will be a monthly meeting will report to SIG and will be responsible for operational roll out of any projects. This will be chaired by him. The membership shall include representatives from the main programmes such as Encompass and primary care. The Honest Broker Service will be able to feed into these groups. The former Regional Information Group (RIG) has been stood down and is superseded by SIG. Key stakeholders such as the HSC Trusts Medical and R and D Directors will be on the circulation list for papers from these meetings.

3. ADRC proposal update – The Chair gave an update on a recent meeting with ADRC colleagues in which it was proposed to include the Honest Broker Service in a funding bid for capital investment via HDR UK.

(Action: Chair of Board to convene a meeting with BSO colleagues to discuss the funding bid)

4. Recent correspondence from Mrs Deborah McNeilly (Deputy Secretary, DoH) was discussed. A workshop to involve DoH colleagues is to be reinstated and this Board will be part of all discussions. As a result of these discussions it has been agreed that the Honest Broker Service will continue to operate for the foreseeable future.

Action: Further recent correspondence from Mrs McNeilly in response to points raised by BSO to be circulated to the Board

BSO had been charged by DoH to implement exploratory pilot to evaluate mechanisms of sharing HBS data with Administrative Data Research Centre Northern Ireland (ADRC).

Initial challenges are data practicalities, the strict non-commercial remit of the ADRC compared to the HBS, changes to the current HBS Memorandum of Understanding with the Health and Social Care Trusts, and managing HSC Trust concerns.

5. The board reviewed all actions from previous meeting.  
Action: Log to be updated

6. Approval of previous minutes 9.2.18

These were approved subject to a small editing change.

7. Honest Broker Service Review Report (SC/KB)

Outputs from Honest Broker Service review to be taken forward (SC/KB).

8. Honest Broker Advice Service (HBAS) update: projects approved, Enquiries update (NM).

An overview of projects approved and queries received was given in the context of the biannual report. The Board noted the report and suggested that the working group review the format to capture HBS contribution per project; to include a RAG status to give an indication to the Board whether projects were not started, ongoing or had been completed; and to capture reasons for delayed project start up, including any external dependencies. It was suggested that revisions to the format of the report should be shared with customers and relevant stakeholders and feedback sought. The Board considered whether or not the approved projects should be given a finite approval lifetime. It did not recommend this for the time being (Action: Honest broker Working Group to take forward).

The Board also requested that the biannual report once finalised should be placed on the HBS website and copied to all customers who had used the HBS.

The board supported the idea of adding the links to recent media coverage of the research project 'Self-reported mental disorders in pregnancy: analysis of data from the Northern Ireland Maternity System to the HBS website and was encouraged that a valuable research output via the HBS had had substantial positive publicity. (ACTION)

NM on behalf of the HBS also sought practical advice from the Board on a potential research project. The board considered that the definitional issues of the research question might need to be revisited by the researcher (ACTION).

It was highlighted to the Board that extra PCs and safe haven room would be required. It was agreed that the funding bid with ADRC might address this gap.

Action: The Chair would meet with key HBS staff to take forward.

Action: The Vice-Chair agreed to explore opportunities for undergraduate placements within the HBS.

#### 9. Impact of GDPR

A Privacy Impact Assessment is being completed by the HBS and should be shared in correspondence for comment (Action)

#### 10. Future format of Board meetings

The board advised that updates on projects, queries, and annual reports should be the first item on the Board agenda in future. The HGWG is to consider inviting researchers who has run projects with HBS data; and relevant interested parties from universities or industry should be invited to present to the Board. This would be a positive engagement step for the service.

#### 11. AOB

Dr Armstrong advised the Board that NICR are seeking stakeholder/user feedback .

Dr McGrath updated the Board that Professor Andrew Morris (Inaugural HDR UK Director) had agreed to meet with the Board at its meeting in this autumn to give an overview of HDR UK.

Action: The Chair is to write a note of thanks to Professor A. Morris

#### 12. Date of next meeting: Thursday 16<sup>th</sup> August 2018, Conference Room, BSO PaLs, Lissue, Lisburn.

Action: Item 3	Chair of Board to convene a meeting with BSO colleagues to discuss the funding bid for capital investment via HDR UK	
Action: Item 4	Further recent correspondence from Mrs McNeilly in response to concerns raised by BSO to be circulated to the Board	
Action: Item 5	Log to be updated	
Actions: Item 8	<p>HBWG needs to take on board suggested changes to annual report format</p> <p>The board considered that the definitional issues of the research question might need to be revisited by the researcher</p> <p>It was highlighted that extra PCs and Safe haven room would be required. The Chair will meet with key HBS staff to take forward</p> <p>The Vice-Chair agreed to explore opportunities for undergraduate placements within the HBS</p>	
Action: Item 11	<p>Professor Andre Morris (Inaugural HDR UK Director) had agreed to meet with the Board at its meeting in this autumn to give an overview of HDR UK.</p> <p>The Chair to write a note of thanks to Prof A Morris</p>	

Signed:



Dr Brendan O'Brien – Chair HBGB

Date: 19<sup>th</sup> November 2018