



# Minutes

<b>Title of meeting</b>	Data Release Board Initiation Meeting
<b>Date</b>	9 April 2014
<b>Time</b>	11:30am – 1:30pm
<b>Venue</b>	Office of the Chief Knowledge Officer, Wellington House, London
<b>Attendees</b>	John Newton (Chair) XXXX XXXX XXXX
<b>Apologies</b>	XXXX
<b>Meeting objectives</b>	Receive updates; agree terms of reference; formally establish the Board

## 1. Introductions and Apologies

Apologies were received from XXXX

## 2. Terms of Reference and Role of the Board

a. Terms of reference were reviewed. Amendments are tracked in Annex A for agreement at next meeting.

b. Membership and representation

It was agreed that additional representation from a Non-Executive Director and Caldicott Guardian (possibly a non CKO CG) were required. Travel expenses would be covered for any non-PHE members attending the meetings.

**Action:** JN to contact Chair of the PHE Audit and Risk Committee to invite (or nominate a suitable alternative) on to the Board.

**Action:** JN to contact Paul Cosford to invite (or nominate a suitable Caldicott alternative) on to the Board.

c. Secretariat

**Action:** XXXX to discuss with XXXX regarding administrative support for the ODR and secretariat for the Board.

d. Regularity and structure of meetings

It was agreed that the Board would meet 3 times per annum and have monthly ODR performance figures tabled at SMT.

**Action:** XXXX to ensure next meeting is prior to the summer break, then implement a schedule based on 3 meetings per year.

#### e. Office for Data Release

It was agreed that the ODR provided the mechanism for a highly-controlled data release service focused around a single point of coordination . It was agreed that the ODR functions and services be publicised across directorates, describing its role, purpose and scope. A business model should be developed which would enable cost-recovery to be used to enable resource to be made available to match growth of the service. The model should also reflect the role of the ODR as a service to other (non-CKO) directorates, and seek financial support from them.

**Action:** XXXX to draft paper for National Executive outlining the role and function of the ODR. This should include a model for internal re-charging across Directorates for ODR function.

**Action:** XXXX to draft an external cost recovery model for the ODR.

**Action:** XXXX to develop QA metrics to assess performance of ODR.

### 3. Update from Office for Data Release

a. Data Sharing Agreements. Generic DSA has been created for both external and internal use.

b. Customer-specific updates given. CPRD relationship discussed. When requests from CPRD only involve PHE data, this should be managed as a 1-2-1 relationship with researcher and PHE. Where requests include both PHE and CPRD data, the current model should stand although any cost recovery model should include CPRD.

XXXX (LSHTM) data in final preparation for release.

**Action:** XXXX to contact JN once data has been sent to XXXX (LSHTM).

### 4. National Relationships

Relationship and current data re-use agreements between PHE and HSCIC were discussed. Current situation requires urgent intervention from JN to ensure PHE are able to re-use HES data. XXXX confirmed that ONS have agreed that PHE can manage the sign-off rights to mortality data.

**Action:** XXXX/XXXX to write a briefing paper for JN highlighting the current issues around HES and the HSCIC relationship.

**Action:** JN to write to HSCIC to discuss current situation.

### 5. Any other business

a. Information Governance within PHE.

JN discussed the need for a PHE Clinical Information Officer.

Overall IG structure of PHE requires development and the inter-relationships of groups and roles needs to be described. It was agreed that a workshop should be arranged to help design the IG structure.

**Action:** XXXX to circulate existing diagram and produce an outline paper prior to the workshop to start the discussion.