

GM Care Record Secondary Uses Oversight and Scrutiny Group Terms of reference

1.0 Purpose

To provide transparency to data controllers and wider system stakeholders (including the public) and maintain confidence in use of the data.

2.0 Roles and responsibilities

The group is responsible for the following:

1. Ensuring that secondary use of the GM Care Record data is in line with the priorities for the GM priorities for the COVID-19 emergency, ensuring activities are aligned with the priorities of the hospital and out of hospital cells.
2. Ensuring that all activities undertaken on GM Care Record data are aligned to agreements in the COPI notice and mini Data Privacy Impact Assessment for secondary data use, from both a use and a process perspective
3. Acting as point at which challenges to planned use of data are escalated to other governance structures.
4. Acting as a point of liaison between the GM Digital Coordination Group and key GM IG groups including the GMIGG, the GM Data Sharing Cell, the IDCR Board and the Informatics Engagement Group.
5. Liaising and supporting engagement and transparency on data use with a range of GM organisations, specifically to the Primary Care Board, the GP Board, CCGs, the Local Medical Committees and data controllers in NHS providers.
6. Ensuring public transparency of data usage requests, access granted and reviews of activity.
7. Liaising with wider comms functions to support maintenance of trust in secondary use of data to support the COVID-19 response.

It is proposed that the group will meet on a fortnightly basis in the first instance.

It will be the responsibility for the DCG to provide comprehensive and structured updates of current activities on secondary use of the data to the scrutiny group.

3.0 Membership

Sector	Name and role	Organisation / locality
Chair	Kiran Patel, GP and Medical Director	Bury GP Federation
Joint Commissioning Board	Paul James	Chief Digital Officer, Trafford Council and NHS CCG
Primary Care Board	Aarya Prabhakaran, GP	Trafford
Provider Federation Board	Simon Bennett, Director of Strategy	Stockport NHS Foundation Trust
GM Mental health	Grace Birch, Associate Director of IM&T	Greater Manchester Mental Health NHS Foundation Trust
Caldicott Guardian representative	Roger Prudham, Consultant and Chair of the GM Information Board	Northern Care Alliance NHS Group
Public representatives	Nick Filer and Nasrine Akhtar	HInM One Manchester Public Forum
HInM One Manchester Public Panel	Charles Kwaku-Odoi	Chief Officer at Caribbean and African Health Network
NIHR patient and public involvement	Bella Starling, Director of Public Programmes	Manchester University NHS Foundation Trust
HInM patient and public involvement	Caroline Sanders, Director of Patient and Public Involvement	HInM, University of Manchester
Lead of the GM analytics and data COVID-19 research response group	Ben Bridgewater, Chief Executive	Health Innovation Manchester
Information Governance expert	Jenny Spiers, GM Head of Information Governance	Northern Care Alliance
Communications	Peter Richards, GM Digital Communications Lead	HInM/GMHSCP
Technical expert	Mark Wright, Chief Technology Officer	GMHSCP

Other subject matter experts and representatives from Health Innovation Manchester, GMHSCP or research partners can be co-opted for specific items where required.

Members of the Group will be expected to represent their wider sector and to feed in views and concerns from their sector colleagues should they arise to ensure they are considered during group discussions.

4.0 Meeting frequency

The Secondary Uses Scrutiny and Oversight Group will meet every other week through the COVID-19 crisis, starting on 19 May 2020, and in line with the COPI notice this will be reviewed on 30 September 2020.

5.0 Accountability

The GM Care Record Secondary Uses Oversight and Scrutiny Group will be accountable to the COVID-19 Digital Coordination Group.

It will also provide assurance to the IDCR Programme Board, as well as interface with the COVID-19 Research Rapid Response Group.

Declarations of interest should be declared and logged at the start of each meeting.

6.0 Support arrangements

The Group will be supported by Health Innovation Manchester. Minutes of each meeting will be circulated to members within 5 working days of the meeting. The Minutes will be formally approved at the following meeting.

7.0 Agreement of the Terms of Reference

Date agreed: 27 April 2020

Date ratified by the COVID-19 Digital Coordination Group: 29 April 2020

Updated: 13/05/2020