

GM Care Record (GMCR) COVID-19 Expert Review Group Terms of Reference

1.0 Purpose

To provide expert advice and guidance on the appropriate use of GM care record data for all secondary uses, including business intelligence, analytics and research.

The group will also act as the GM Trusted Authority to enable access to agreed datasets, on behalf of CCGs and data controllers.

2.0 Roles and Responsibilities

This group is responsible for the following:

1. Review and approve secondary use cases by providing expert advice and guidance to assure the validity, suitability and feasibility of use cases, including:
 - a) whether data within the care record delivers the intended aim
 - b) the trustworthiness of the applicant
 - c) the suitability of information governance in line with the DPIAs and COPI notice
 - d) the GM and citizen benefit of the proposal
 - e) how well defined the proposed cohort/data extract is
 - f) any potential data quality/consistency issues
 - g) alignment of the case to GM's response to COVID-19.
2. Ensure that secondary use of the data is in line with the priorities for GM's COVID-19 response and recovery
3. Ensure that all activities undertaken are aligned to agreements in the COPI notice and GM secondary uses and research DPIAs
4. Ensure adherence to the defined data access process for secondary uses and research, while also continually review and develop the process to ensure robustness.
5. Work jointly with the Research Governance Group to ensure appropriate systems and processes are in place to support the use of data in COVID-19 research
6. Provide scrutiny and audit of the activity of all secondary usage users and GM Trusted Authorities, with appropriate escalation to the Secondary Uses Oversight & Scrutiny Committee
7. Provide scrutiny and audit of the activity of all secondary usage users and GM Trusted Authorities, with appropriate escalation to the Secondary Uses Oversight & Scrutiny Committee where usage may be deemed to be in breach of the agreement, with the authority to rescind access if required.
8. To continually develop the access process to ensure it remains safe and secure for delivering results for the needs of Greater Manchester for the duration of the COVID-19 pandemic.
9. To oversee the deletion of data once the COPI notice expires.

3.0 Membership

Sector	Name and Role	Organisation
Primary care clinical leadership and oversight	Owain Thomas – Chief Clinical Information Officer, Chair of SIR Board	Salford CCG

Information governance	Jenny Spiers – GM Head of Information Governance	GM Health & Social Care Partnership
Business intelligence	Graham Beales – GM Head of Business Intelligence	GM Health & Social Care Partnership
Business intelligence	Graham Hayler – Head of Business Intelligence and Information Governance – Chair of GM Heads of BI	Manchester CCG
Business intelligence and operational oversight	Bradley Quinn – Insight & Intelligence Lead	Health Innovation Manchester
Digital transformation leadership	Guy Lucchi – Digital Innovation Director	Health Innovation Manchester / GMHSCP
Governance and strategic leadership	Laura Rooney – Director of Corporate Affairs and Strategy	Health Innovation Manchester
Acute provider sector lead	Mark Singleton, Associate Director of Data Analytics & Assurance	Wrightington, Wigan and Leigh NHS Foundation Trust
Mental health provider sector lead	Grace Birch – Associate Director of IMT and Data Protection Officer	Greater Manchester Mental Health FT
Commissioning, BI and IT expertise	Caroline Rand – Head of Business Intelligence and IT – Chair of GMCR Change Board	Salford CCG
Social care and local authority expertise	Michelle Brown – Senior IG Lead and Chair of the GM LA IG Expert Reference Group	Greater Manchester Combined Authority
Research governance group	Niels Peak – Prof of Health Informatics, Research Governance Group Lead	University of Manchester
Research expertise and research operational lead – <i>non-voting member – advisory capacity</i>	Ruth Norris – Head of Strategic Relations (Informatics)	University of Manchester
GMCR technical expertise – <i>non-voting member - advisory capacity</i>	Darryl Davies – Product Director Population Health	Graphnet

4.0 Meeting Frequency

The GM Care Record Expert Review Group (ERG) will meet fortnightly. Meeting frequency will be reviewed on an ongoing basis in line with the volume of proposals for consideration with meetings held no less often than once per month, and with consideration to the expiration of the COPI notice in March 2021.

5.0 Accountability

The Expert Review Group and its members operates under delegated authority of the Secondary Uses Oversight & Scrutiny Committee. It will provide recommendations based on its expert assessment to that group and will be responsible for technical scrutiny of all uses cases within the parameters of the existing COPI notice. It will also provide assurance to the GM Digital Coordination Group (DCG) and the GM Clinical Reference Group (CRG).

The Expert Review Group will work closely with the Research Governance Group to enact access as the Trusted Authority for COVID-19 related research. The relationship between these groups and the link to the Secondary Uses Oversight and Scrutiny Committee is described in Annex One.

All conflicts of interest should be declared and logged at the start of each meeting. All decisions made regarding access use cases – both approvals and rejects - should also be recorded and will be made available for public scrutiny.

6.0 Quorum

Explicit agreement is required from at least half of all voting members to achieve quoracy. The Expert Review Group will not accept deputised membership.

7.0 Support Arrangements

The group will be supported by Health Innovation Manchester's Corporate Office. Minutes of each meeting will be circulated to members within five working days of the meeting and will be formally approved at the opening of the following meeting. Where logistics may limit the feasibility of convening this group in person or remotely, it will be able to provide electronic approval of use cases in line with the quoracy requirements outlined above and with due consideration to any concerns or areas of further clarification.

8.0 Typical Standard Agenda Items

- a) Review of minutes from previous meeting and actions outstanding
- b) Applications for secondary uses access
- c) Applications for direct care access
- d) Update from the Research Governance Group
- e) Audit of user groups with access and Trusted Authority activity

9.0 Agreement of the Terms of Reference

Date Ratified by the GM Care Record Secondary Uses Oversight & Scrutiny Group: 7 September 2020
Last updated: 28 September 2020

Annex One: Secondary Uses Governance Groups –Roles & Responsibilities

Decision / task	Research Operations Group	Research Governance Group	Expert Review Group	Secondary Uses Oversight & Scrutiny Group
1. Access to full de-identified data mart for research data engineers	Role: Propose When: In RGG meeting	Role: Signoff When: In RGG meeting	Role: Enact When: After ERG meeting	Role: Scrutinise/Review When: In SUO&SG meeting
2. Study protocol approval and access to study-specific e-cohort for study analysts	Role: Propose How: In RGG meeting	Role: Signoff When: In RGG meeting	Role: Enact When: After ERG meeting	Role: Scrutinise/Review When: In SUO&SG meeting
3. Define principles for prioritisation of research data engineering resource	Role: Implement	Role: Define and agree When: In RGG meeting	Role: Review When: in ERG meeting	Role: None
4. Prioritisation of research data engineering work	Role: Propose and implement	Role: Review When: Via email	Role: None	Role: None
5. Define parameters and principles for RGG signoff of 1 & 2	Role: None	Role: Implement	Role: Define and agree When: In ERG meeting	Role:
6. Define principles for all secondary usage access to the GMCR	Role: None	Role: None	Role: Define and propose When: In ERG meeting	Role: Signoff When: In SUO&SG meeting
7. Access to secondary usage requestors classified as non-research related	Role: None	Role: None	Role: Scrutinise & recommend When: In ERG meeting	Role: Signoff When: In SUO&SG meeting