

GM Care Record COVID-19 Secondary Uses Oversight and Scrutiny Committee Terms of Reference

1.0 Purpose

The Oversight and Scrutiny Committee has been established to provide enhanced transparency and trust with data controllers and the public, providing assurance that decisions and activities are taken out in accordance with legal and regulatory requirements.

2.0 Roles and responsibilities

The group is responsible for the following:

1. Ensuring that activities and decisions taken by the Expert Review Group and Research Governance Group are in line with agreed processes (post-hoc)
2. Ensuring that secondary use of the GM Care Record data is in line with the priorities for the GM priorities for the COVID-19 response, ensuring activities are aligned with the priorities of the hospital cell and community coordination cell.
3. 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
4. Acting as a point of liaison between the GM Digital Coordination Group and other key decision-making groups, including onward escalation or information as required.
5. Liaising and supporting engagement and transparency on data use with a range of GM organisations and data controllers
6. Ensuring public transparency and trust of data usage requests, access granted and reviews of activity.
7. Overseeing public and stakeholder communications and engagement activity to support building of trust and transparency
8. Ensuring public transparency of data usage requests, access granted and reviews of activity.
9. Liaising with wider comms functions across GM to support maintenance of trust in secondary use of data to support the COVID-19 response.

3.0 Membership

Sector	Name and role	Organisation / locality
Chair	Kiran Patel, GP and Medical Director	Bury GP Federation
Joint Commissioning Board	Paul James, CIO	Trafford CCG/LA
Primary Care Board	New representative to be confirmed	TBC
Provider Federation Board	Simon Bennett, Director of Strategy	Stockport NHS Foundation Trust

GM Mental health	Grace Birch, Associate Director of IM&T, Data Protection Officer	Greater Manchester Mental Health NHS Foundation Trust
GM acute provider	Gill Bell, Director of Digital Deliver	Manchester University NHS FT
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
HInM patient and public involvement	Nicky Timmis, PPIE Manager	Health Innovation Manchester
Digital	Guy Lucchi, Digital Innovation Director	HInM/GMHSCP
System engagement and governance	Laura Rooney, Director of Strategy and Corporate Affairs	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 group will meet on a monthly basis, on the first Monday of each month. This will be in place until the COPI notice ends, which is 31st March 2021.

5.0 Accountability

The GM Care Record Secondary Uses Oversight and Scrutiny Committee will be accountable to the COVID-19 Digital Coordination Group. It will also provide assurance to the GM Care Record Programme Board as required. 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. The Minutes will be formally approved at the following meeting.

7.0 Agreement of the Terms of Reference

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

Date update: 28 September 2020