OpenSAFELY Oversight Board - 16th May 2024

Agenda and minutes

Attendees	
	Chair: ● Jeni Tennison - Connected by Data **Bennett Institute:** ● Prof. Ben Goldacre - Director and OpenSAFELY PI ● Seb Bacon - Chief Technology Officer ● Pete Stokes - Director of Platform Development ● Amir Mehrkar - Head of IG and external relationships **Board Members:** ● Mark Coley - GP, BMA ● Alex Freeman - Executive Director, Winton Centre for Risk & Evidence Communication, University of Cambridge ● Kevin Minier - Expert patient representative ● Laurie Tomlinson - Professor, LSHTM ● Sam Smith - MedConfidential ● Imran Khan - Deputy RCGP ● Tariq Khokhar - Head of Data for Science & Health, Wellcome Trust ● Stephen Evans - Emeritus Professor of Pharmacoepidemiology, LSHTM **Invited:** ● Michael Chapman- Director of Research and Clinical Trials, NHSE ● Nin Sandhu- Head of Innovation & Collaboration, NHSE ● Terry Service, NHSE **Secretariat:** ● Liam Hart - Research Administrator; Bennett Institute **Apologies:** ● Paul Atkinson - RCGP ● Alex Eavis - Chief Product Officer, EMIS ● Chris Bates - Director of Research and Analytics, TPP ● Shaun O'Hanlon - CMO, EMIS ● Rony Arafin - Chief Operating Officer- ApHA CIC- ● Ming Tang, NHSE ● Narissa Leyland, NHSE

		OpenSAFELY Oversight Board TOR	

Item		Topic and Documents	Assigned to

1	**15:00 -15:05**	**Introduction from the chair**
		● **Request for AOB** - none
		● **Ratify previous minutes -** minutes were ratified have been added to the OpenSAFELY Governance page.
		● **Review of actions**
		  1. Finalise and circulate minutes - actioned.
		  2. Draft Terms of Reference (ToR) - The NHSE Board is still being established, and their first full meeting is organised for 6th June. ToR is an agenda item to be discussed in that meeting, and the ToR for this group will then be drafted to be complementary.
			Jeni

2	**15:05 - 15:30**	**Team Update** ● **Funding -** Several grant applications in various submission stages, which mainly concern research projects. ● ESRC have invited us to discuss how OpenSAFELY's infrastructure could be applied across new data sources, such as retail data, as part of the Smart Data Research UK Programme. ● We have been invited to apply for a Wellcome Trust Discretionary Award to support development of OpenSAFELY's infrastructure, and potential expansion into new sectors. ● One of our researchers has been awarded the NIHR's pre-application support. ● **Staffing -** A Senior IG Manager, Project Support Administrator, and a Communication Lead for Bennett Institute have been hired. ● Two senior Project Managers and a PPIE lead have been appointed, and will join during the summer. ● The first round of recruitment for new Researchers has been completed. Three positions were originally advertised, but four offers were made due to the strong calibre of applicants	**Ben**

		- The Tech Team has advertised seven new posts and interviews are being scheduled. - Once the current round of recruitment is complete, the team will expand to around 60 staff. **Outputs -** Two in pre-print and six newly published. - Five new projects have been approved by NHSE. **Tech -** Preparation work has been carried out to support the expected range of research projects. - AirLock - the tooling Output Checkers use - is now fully operational and in the process of being adopted. A demonstration will be given to this group once the tool is launched. **Conference -** The annual Bennett Institute conference will be held in London in November, and invites will be sent out shortly. - The event will be focused specifically on OpenSAFELY, and will showcase the work of our users, with workshops/teachings focused on OpenSAFELY functionality.	
3	15:30 - 15:55	**NHSE Update** **Governance Board** - invitations have now gone to those who will oversee the NHSE contract. **Legal basis for Non-Covid research -** A draft of the new Direction has been reviewed and commented on by key individuals including: Joint GPIT, National Data Guardian, and the Department of Health and Social Care - Current discussions centre on how the Direction will operate and how the OpenSAFELY service could be used for GP and other linked NHS datasets. **Opening for new projects -** The documentation concerning the Data Processing Agreements with TPP is close to being signed. The EMIS contractual documentation is likely to take longer to conclude.	**NHSE**

4	15:55 - 16:10	**PPIE -** • The Digital Critical Friends group (DCFs) meet monthly and advise on all aspects of OpenSAFELY. • A series of public engagement events are being planned (six 2HR online meetings in and in person meetings, likely to be delivered later in the year) - these will seek views on likely and potential new developments with OpenSAFELY, including its expansion into research on health conditions beyond Covid. • The Board advised that it is important that these events be independently chaired, and that a range of views are sought, and also recommended offering One-on-one sessions, to encourage the more reluctant voices to speak up.	**Pete**
5	16:10 - 16:25	**Maintaining high quality research outputs** • The continued success of OpenSAFELY depends on awareness of its capabilities in enabling research, to ensure a continued flow of high-quality research projects, which is best achieved by promoting past successes. • To achieve this, there is now a more significant focus on comms, in partnership with NHSE, which will include blog posts by Michael Chapman (NHSE) and Ben Goldacre (BI) on OpenSAFELY.	**Ben**
6	16:25 - 16:30	**AOB and Close ended 16:28**	

Actions

Item	Action	Owner	Status Notes
23	Finalise and circulate minutes of this meeting (and future meetings) within four weeks.	Liam/ Jeni	Liam to draft and circulate, once signed off by Chair

24	Draft a revised Terms of Reference (TOR) that reflects the structure of the new Governance Board, along with a listing/discussion of new invitees.	Pete	Once detailed, raise with NHSE about their recommendations.
25	Insert a glossary of abbreviations within the minutes.	Pete	To raise with the rest of the board to sign off action.