

# OpenSAFELY Oversight Board - 25th September 2024

## Agenda and minutes

Ratified at 27.11.24 Oversight Board

### Attendees

#### Chair:

- Prof. Nigel Shadbolt

#### 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
- Frederica Longfoot - OpenSAFELY PPIE Lead
- Klaudia Budniak - Senior Programme Manager
- Giles Turnbull - Director of Comms

#### Board Members:

- Mark Coley - GP, BMA
- Alex Freeman - Executive Director, Winton Centre for Risk & Evidence Communication, University of Cambridge
- Kevin Minier - Expert patient representative
- Sam Smith - MedConfidential
- Imran Khan - Deputy RCGP
- Stephen Evans - Emeritus Professor of Pharmacoepidemiology, LSHTM
- Chris Bates - Director of Research and Analytics, TPP
- Jeni Tennison- Connected by Data

#### Invited:

- Michael Chapman- Director of Research and Clinical Trials, NHSE
- Nin Sandhu- Head of Innovation & Collaboration, NHSE
- Ming Tang, Chief Data and Analytics Officer, NHSE

#### Secretariat:

- Liam Hart - Research Administrator; Bennett Institute

#### Apologies:

- Paul Atkinson - RCGP
- Shaun O'Hanlon - CMO, EMIS
- Laurie Tomlinson - Professor, LSHTM
- Tariq Khokhar - Head of Data for Science & Health, Wellcome Trust

- Rony Arafin - Chief Operating Officer- ApHA CIC-
- Laura Bellingham, Associate Director of NHS Services, NHSE

OpenSAFELY Oversight Board [TOR](#)

Item		Topic and Documents	Assigned to
1	10:00 -10:05	<b>Introduction from the chair</b> <ul style="list-style-type: none"> <li>• <b>Request for AOB</b> - No requests</li> <li>• <b>Ratify previous minutes</b> - Minutes ratified and added to the <a href="#">OpenSAFELY Governance page</a> prior to the meeting.</li> <li>• <b>Review of actions</b> - Revised TOR - this task has been deferred to the next meeting, in order that the TORs will need to reflect the recent funding award from the Wellcome Trust.</li> </ul>	<b>Nigel</b>
2	10:05 - 10:30	<b>Team Update</b> <ul style="list-style-type: none"> <li>• <b>Funding</b> - Two significant new awards. The first is a long term grant from the Wellcome Trust to support “OpenSAFELY (OS) Phase Two”. The second is from NIHR to evaluate the impact of different dosing intervals for COVID-19 booster vaccinations.</li> <li>• Two funding applications are in progress. They are with the Wellcome Trust, seeking to enhance linkage of mental health data, and NIHR, to develop methods for evaluating effectiveness of respiratory vaccines.</li> <li>• <b>Staffing</b> - Two new Programme Managers started in July to help support this group and wider Bennett activities. A new Patient and Public Involvement Lead (PPIE) started in August. Within the Tech team, there have been eight new recruits: Senior Developers, Junior Developers, Product Managers, and a new Research Software Advocate. Finally, a small group of four researchers/ data scientists have joined.</li> <li>• <b>Outputs</b> - Three in preprint and 13 published papers released, bringing us to a total of 100 outputs. These outputs have come from a broad range of users.</li> </ul>	<b>Ben</b>
3	10:30 - 10:55	<b>NHSE Update -</b>	<b>Michael</b>

		<ul style="list-style-type: none"> <li>● <b>Governance Board</b> - NHSE's Governance structure is up and running, and meeting quarterly. Thus far this has proved helpful, particularly when addressing the T100 issue. At present, there is only one patient representative, but a second will be added before the next meeting.</li> <li>● <b>Legal basis for Non-Covid research</b> - The direction is now in the final stage of review. Once finalised, a Data Provision Notice will be sent to GPs. NHSE are working with the profession, BI, and JGPITC, to maintain public and professional trust.</li> <li>● <b>Opening for new projects</b> - OS is now open for Covid-19 work in TPP.</li> <li>● <b>T100s</b> - Michael summarised the issue, and solutions, explained in detail here: <a href="https://www.opensafely.org/changelog/#2024-08-07">https://www.opensafely.org/changelog/#2024-08-07</a>.</li> <li>● <b>EMIS</b> - Discussions ongoing to enable re-opening of the OpenSAFELY-EMIS service.</li> </ul>	
4	10:55 - 11:10	<p><b>PPIE</b></p> <ul style="list-style-type: none"> <li>● DCF's are meeting regularly and actively supporting several areas of work across OpenSAFELY, including resolution of the issue for T100s for deregistered patients.</li> <li>● A series of public and patient engagement events are being arranged for the autumn, and the DCFs have developed the agenda for these.</li> <li>● Moving forward, the DCF group will focus on how they can assist in recruitment for the Bennett Institute, providing input on suitable candidates to support the growth of OS.</li> <li>● DCF are also engaging with discussions on the use of data beyond health contexts and how the government will address this. These efforts will shape the recruitment of new members and future operational models. Central to their work is how the National Data Library can influence best practices in data usage while maintaining public trust, a core priority for the group.</li> </ul>	Freddie

5	11:10 - 11:25	<p><b>Wellcome funding and indicative proposals</b></p> <ul style="list-style-type: none"> <li>● Ben explained the new funding from the Wellcome Trust, which is intended to support the development and introduction of new tools and functionality to OpenSAFELY. The grant does not specify precisely which tools should be built or prioritised, as that will be determined according to team priorities with changing context over the coming years of the grant, and through further discussions with stakeholders and this group.</li> <li>● This group will provide formal oversight of progress with this grant, as it did with the initial Wellcome Trust funding for OpenSAFELY.</li> <li>● Detailed proposals will be discussed here, once available.</li> </ul>	<b>Ben</b>
6	11:25 - 11:35	<p><b>Comms - Conference and Book</b></p> <ul style="list-style-type: none"> <li>● The conference will take place in November and will focus on OpenSAFELY.</li> <li>● Large amounts of registrations have been received from users and policy makers, with only a few places left.</li> <li>● Day one will include extensive contributions from the user community, on their work using the service. Day two will involve three parallel sessions of technical workshops.</li> <li>● We are developing a book about OpenSAFELY, to distribute at the conference, to explain the history of the service. It will include stories from users along with the history, published papers, and forward looking perspectives for the service..</li> </ul>	<b>Ben/Giles</b>
7	11:35 - 11:55	<p><b>Airlock demo - Shared presentation.</b></p> <ul style="list-style-type: none"> <li>● Airlock has two main purposes: <ul style="list-style-type: none"> <li>○ 1. Researchers seeing logged files</li> <li>○ 2. Output Checkers reviewing logged files and enabling requested release.</li> </ul> </li> </ul>	<b>Seb</b>

		<ul style="list-style-type: none"> <li>• Researchers and Output Checkers see a consistent page and design layout, but different logins are used. Throughout this process, users can record their decision making in text boxes, and the tool provides reminders of policy and rules.</li> <li>• <a href="#">OS Airlock documentation</a> also shared, with guides on 'how to' referred to.</li> </ul>	
8	11:55 - 12:00	<p><b>AOB</b></p> <p>Q: Does core funding come with conditions/KPIs that must be met? A: Yes - the Programme Managers now track and report on these</p> <p>Update: Paul Atkinson has stepped back from his role at RCGP, and Tom Nichols will deputise on this group when Imran Khan is unavailable.</p>	

## 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.