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| **Agenda item:** | **13** |
| **Attachment:** | **H** |

**HRA BOARD COVER SHEET**

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| **Date of Meeting:** | 13/04/2016 |

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| **Title of Paper:** | The Health Service (Control of Patient Information) Regulations 2002: regulation 5 decision procedure |
| **Purpose of Paper:** | To set out the procedure for HRA to make decisions about applications to process confidential patient information, without consent, for medical research purposes |
| **Reason for Submission:** | (1) To reassure the board that there is a transparent documented procedure for performing this statutory function  (2) To seek board sign-off for the procedure prior to its publication |
| **Details:** | This paper sets out the procedure by which HRA staff arrive at approval decisions following advice from the Confidentiality Advisory Group (CAG). It has been subject to review by the Corporate Secretary and Confidentiality Advice Team (CAT), as well as EMT.  The paper documents the decision-making procedure that has been followed since HRA acquired the function by Direction in 2011. The substance of this procedure is therefore tried and tested.  The only new matter of note is that the paper also sets out arrangements for HRA to review its decisions, as required by the Care Act 2014. These arrangements were developed by the Chief Executive, CAG chair and CAT.  The board is asked to approve the procedure. |
| **Suitable for wider circulation?** | Yes |
| **Time required for item:** | 5 mins |

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| **Recommendation / Proposed Actions:** | **To approve** | | **X** |
| **For information / to note** | |  |
| **For discussion** | |  |
| **Comments** |  | |

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| **Name:** | Bill Davidson |
| **Job Title:** | HRA Policy Projects Lead |
| **Date:** | 05/04/2016 |