

# National Data Advisory Group: Terms of Reference

## Role

1. The National Data Advisory Group is an independent stakeholder advisory group which provides advice, challenge and co-design for DHSC and the NHS Transformation Directorate's national strategic approach to data, including public and staff engagement, transparency, and emerging policy developments.

## Responsibilities

2. Responsibilities will include (but are not limited to):
  - a. Testing approaches and thinking for national programmes and policy areas, including what topics should be engaged on and how
  - b. Providing advice on national strategic products, including on the engagement standard for public engagement
  - c. Considering how national strategic work can support local and regional teams on data issues
  - d. National strategic communications advice including tone and focus
  - e. Advising on national strategic stakeholder engagement and co-design work
3. The group will give members the opportunity to provide expert advice, as well as to raise concerns and flag emerging issues.
4. The group may seek additional expertise or presentations from external attendees, with prior agreement with the Chair and the membership.
5. The chair may request additional steer by email from the group outside of the regular meeting times, if there is an urgent need.
6. The group will not have final sign-off on policy approaches or products, but will be kept updated by the secretariat of decisions. Advice will not be given on specific programmes across the system, unless directly requested from the programme lead.
7. The group will be expected to adhere to Chatham House rules. As such, members must treat discussions with appropriate confidentiality.

## Timing

8. The group will meet remotely every 6 weeks and length will be dependent on the agenda content. It will have the option of moving to less frequently in the future depending on need.
9. An additional hour (minimum) will be required outside of the meeting to review documentation.
10. Members will be expected to attend as many meetings as possible and should ensure that the secretariat is made aware if they are unable to attend.

## **Reporting arrangements**

11. The meeting will be Chaired by the Deputy Director of Data Policy, DHSC.
12. The advisory group reports their recommendations and feedback to the Chair. The Chair will report back on any decisions made related to the work of the group.
13. The Secretariat will be provided by the Data Strategy team (joint DHSC and NHSE/I Transformation Directorate).
14. The group meetings will be Chatham House rule and a note will be published online following each meeting.

## **Membership**

15. The membership of the Data Advisory Group draws from across expert health and care stakeholders, as well as patients and regional system representatives.
16. The group's purpose and membership will be reviewed annually by the Chair to ensure that the group functions appropriately.

## Current Membership

Name	Role
<b>Dr Nicola Byrne</b>	National Data Guardian for Health and Care
<b>Louis Holmes</b>	Policy Manager, Care England
<b>Chris Carrigan</b>	Expert Data Adviser, Use MY Data
<b>Professor Jeanette Dickinson</b>	Chair, Academy of Medical Royal Colleges
<b>Nicola Perrin</b>	Chief Executive, Association of Medical Research Charities
<b>Philippa Lynch</b>	Senior Data Specialist, Local Government Association
<b>Rachel Power</b>	Chief Executive, Patient's Association
<b>Matt Hennessey</b>	Regional system representative, Greater Manchester Health Social Care Partnership
<b>Marc Farr</b>	Regional system representative, East Kent Hospitals University NHS Foundation Trust