



**UK Statistics
Authority**



Fifth Meeting of the
Administrative Data Research Network Board

Agenda and Papers

Tuesday 3 March 2015

10:30 – 14:40

Board Room, UK Statistics Authority
Drummond Gate, London

ADMINISTRATIVE DATA RESEARCH NETWORK BOARD

Minute

Tuesday, 3 March 2015
Boardroom, Drummond Gate, London

Apologies

Professor Peter Elias
Mr John Pullinger
Mr Jonathan Athow
Mr Guy Goodwin

Present

Board Members

Professor David Hand (Chair)
Dr Fiona Armstrong
Dr Andrew Garrett
Dr Norman Caven
Mr Colin Godbold
Mr Roger Halliday
Mr Glyn Jones
Professor Denise Lievesley
Mr Luke Sibieta
Ms Penny Young for items 1 to 6
Ms Melanie Wright
Mr Nicky Tarry for Mr David Frazer

UK Statistics Authority

Dr Simon Whitworth
Mr Adil Deedat

Economic and Social Research Council (ESRC)

Ms Vanessa Cuthill

- 1. Minutes and Matters arising from previous meeting**
 - 1.1 The meeting reviewed progress with actions from the previous meeting held on 19 January 2015.
- 2. Chair's Report**
 - 2.1 The Chair requested that Board members provide notice as far in advance as possible should they not be able to attend the meeting.
 - 2.2 The Chair reported that, following the distribution of a forward agenda at the meeting on the 19 January the Secretariat had received no comments. It was therefore assumed that the Board were content with the items proposed for the remaining meetings of the year.
- 3. Legislative Issues [ADRN(15)08]**
 - 3.1 Dr Whitworth and Ms Cuthill gave an update on legislative issues. This included updates on data sharing legislation in England and Wales and EU data protection regulation.

- 3.2 The Cabinet Office had published a conclusions document which summarises the outcomes of the “Open Policy Making” process. This shows support for de-identified linkage in accredited secure data access facilities (ASDAF) by accredited researchers. The UK Statistics Authority has been identified as potentially being the accrediting body for the ASDAFs. The outcomes document also supports changes to HMRC legislation to facilitate the use of HMRC data by other public authorities in research and statistics.
- 3.3 The plenary session, which was due to take place in February 2015 was cancelled at short notice and will now take place on 10 March 2015.
- 3.4 Ms Cuthill provided an update on EU data protection regulation. She informed the Board that there will be meeting of the Justice and Home Affairs Council on 12 to 13 March, where it is anticipated that other relevant articles which have an impact on research will be discussed. It was reported that Germany had suggested better drafting of clauses to benefit research.
- 3.5 The meeting also heard that when Italy held the presidency of the Council of the European Union, they proposed new text concerning consent that would be helpful for research.
- 3.6 The Board welcomed the support of other European countries and agreed that whilst progress was being made there is a need to keep up the pressure and maintain the UK’s research community’s stance. The Board highlighted that, although a focus on continuing access to UK data is critical, ensuring access to European data to enable comparative analysis projects is also important and needs to be considered in any revised text.
- 4. Annual Report [ADRN(15)12]**
- 4.1 Dr Whitworth presented a draft of the annual report. The Board heard that the report will be presented by the Chair to the UK Statistics Authority Board in May and will be published in summer 2015.
- 4.2 It was suggested that the report should draw out some of the key messages which demonstrate to the public the benefits of network. This could be exemplified by noting the number of exciting projects which have been approved. The report should also highlight some of the potential barriers to success, such as, gaining access to data and ensuring value for money.
- 4.3 It was suggested that Critical Success Factors (CSFs) should be incorporated in to the main body of the report. The CSFs requested by the Board will be further developed and discussed in an ADRN metrics meeting on 25 March. The Secretariat will incorporate relevant CSFs following these meetings.
- 4.4 The Board supported the proposal that each of the ADRCs and the ADS produce a one page summary of the main achievements and obstacles they have faced over the year.
- 4.5 It was agreed that the Secretariat would amend the annual report, taking into account the comments from the Board, and circulate the report around the Board for comments.

5. Report from the Approvals Panel [ADRN(15)10]

- 5.1 Dr Garrett presented an update from the Approvals Panel. He highlighted that they were still in the process of recruiting one lay member and one data owner to sit on the panel. Dr Garrett informed the Board that the privacy assessment tool initially used to score projects had been modified and there was now a greater focus on the qualitative information provided when making an assessment.
- 5.2 Dr Garrett discussed some issues experienced by the Approvals Panel in relation to consent and also the ethical review process, and asked the Board for some direction before the Approvals Panel meets again on 17 March 2015.
- 5.3 The Board discussed the need for guidance for researchers as to what information should be provided when applying for approval. Guidance should also be provided to ethics committees to inform them of the role of the Approvals Panel and the questions ethics committees should be considering in relation to data linkage. This would help to ensure that researchers are able to respond to the key ethical issues when applying to use the ADRN as well as helping to provide a distinction between the functions of the ethics committees and the Approvals Panel. The Board agreed that clear guidance material for applicants and ethics committees was important given the variable nature and format of questions asked by ethics committees.
- 5.4 In discussion it was suggested that the use of de-identified administrative data, provided there were no legal barriers, is at the discretion of the data owners who automatically provide consent of use should they agree to supply the data. The Board agreed that this was a sensible proposition. Where survey data is to be linked to administrative data consent should have been sought by the study director from survey participants prior to any linkage being proposed or agreed. In the context of use of secondary medical data, the question of consent is again at the discretion of the data owner. In further discussion the Board re-affirmed that ethical approval will be needed for all ADRN research projects to protect research subjects, researchers and funders of the research. The Board agreed that whilst the Approvals Panels is right to expect to receive confirmation of ethics approval, the nature and scope of that approval is up to the higher education institution. The Board considered that in the future further work on consent and legal gateways might be required.
- 5.5 It was felt that the steer given by the Board on these issues would allow the Approvals Panel to continue to operate in the short term. However there is a need for a more extensive document which addresses the above issues, in addition to any others which may be identified, to ensure that the Approvals Panel can best fulfil its duties.
- 5.6 Dr Garrett also provided the Board with some examples of the benefits of certain projects and asked for feedback around the detail provided to explain the projects and associated benefits. The Board agreed that a shortened version amounting to a paragraph would be sufficient for Board meetings, but the detailed version would be preferable when engaging data owners.

6. Highlight Report [ADRN(15)07]

- 6.1 Ms Wright introduced the highlight report for the period between mid January and the end of February. It was reported that there will be a workshop with staff from across the Network to discuss performance indicators and metrics on 25 March.
- 6.2 The meeting heard that the accreditation training was progressing well. This training has been developed by ONS Virtual Microdata Laboratory, UK Data Service Data Archive and HMRC Data lab.

- 6.3 The Board were encouraged by the research proposals presented in the highlight report.

7. Information Security Policies [ADRN(15)09]

- 7.1 Ms Wright presented a paper on Information Security. She provided an update on the work of the Information Assurance Expert Group (IAEG) which is chaired by Julia Lane from the American Institutes for Research (AIR). The IAEG have provided substantial comment on the draft policies which were developed by the Short Term Information Security working group. These comments have focused more around the structure of the policies rather than the substance.
- 7.2 There will be a meeting on 5 March with CESG to discuss the safeguards they would wish to see in place, and following this meeting the policies will be updated, considered by the IAEG and presented to the ADRN Management Committee in April. The policies will be shared with the Board at the July meeting.
- 7.3 The Board had a detailed discussion about how these policies would be signed off and whether the lack of defined policies at the current time had any adverse impact on data suppliers' willingness to supply data. It was suggested that all related policies should be considered as a package and have a clear sign off process, so as to ensure a system wide understanding.
- 7.4 The Board requested that the Chair of the IAEG be invited to attend the July meeting in order to assist the Board in their understanding of the assurance process undertaken in preparing the policies. The Board also requested a paper detailing progress on the information security policies, to be presented at the next meeting. This should set out the identified risks to the ADRN and how the information security policies mitigate against these risks.

8. Public Engagement and Communication

- 8.1 Ms Wright presented an update on the public engagement and communications strategy of the network. Ms Wright informed the Board of a recent meeting of the public engagement and communication working group which took place on 24 and 25 February. She indicated that the meeting was successful and the outcomes included the development of a timeline of engagement activity. Ms Wright reported that the Administrative Data Service was targeting a range of groups including: the public, government, privacy groups, data custodians, the third sector and the media.
- 8.2 Ms Wright suggested that there were a range of approaches to engagement which varied by ADRC.
- 8.3 It was suggested that the public engagement and communications working group should identify the types of engagement that have previously been successful and to build on these successes. For example, it was suggested that the public engagement and communications working group could learn from other ESRC big data investments. The importance of strong case studies to help persuade the public of the benefits of the ADRN was also stressed.

9. Draft Data Owner and Engagement Strategy [ADRN(15)11]

- 9.1 Ms Wright presented a draft data owner and engagement strategy. She explained that the strategy will be reviewed by the ADRN Management Committee. Ms Wright

indicated that strategic engagement was ongoing but operational engagement was only just beginning. Ms Wright discussed the need for centres and the service to be joined up to ensure that different parts of the network were not speaking with different contacts in data owning departments which could potentially result in conflicting information. The Board were informed that the strategy was in its draft stages as it has yet to be approved by the ADRN management committee.

- 9.2 It was agreed that a harmonised data owner and engagement strategy across the different ADRCs was important as a disjointed approach could present a potential risk to the ADRN.
- 9.3 It was felt that the strategy focused too much on individual contacts and not enough on addressing the actual issues with gaining access to data and how these issues could be overcome. The Board commented that when individuals moved around within government, established contacts can be lost and cultures of engagement can change. Therefore to avoid over-reliance on individual contacts the ADS should develop a breadth of strategic and operational contacts.
- 9.4 It was agreed that it was essential that the strategy should demonstrate to data owners the value of the research and provide assurance to data owners about how the data will be used. The strategy should provide incentives for data owners to engage with and share data with the Network.
- 9.5 The Board requested to see the data owner and engagement strategy at a future meeting once it had been agreed with the ADRN management committee.

10. Any other business

- 10.1 The Board were informed that there will be a launch event for the ADRC in Wales on Monday 23 March and should they wish to attend to inform the ADRN Board Secretariat.
- 10.2 Ms Wright asked the Board to advise on whether it was possible to have the UK Statistics Authority to accredit the accreditation training. The Board indicated that the UK Statistics Authority may not be the most appropriate body to accredit the training. One possible option would be for a university to accredit the training. Alternatively there may be a mechanism whereby organisations such as the UK Statistics Authority recognise the merits of the accreditation training and provide guidance on it.

ADMINISTRATIVE DATA RESEARCH NETWORK BOARD

Agenda

Tuesday, 3 March 2015

Board Room, One Drummond Gate, London

10:30am – 2:40pm (coffee from 10:00am)

Chair: Professor David Hand
Apologies: Professor Peter Elias
 Mr John Pullinger
 Mr David Frazer
 Mr Guy Goodwin

(10:30am to 12:00pm)

1 10:30am	Minutes and matters arising from previous meeting	Professor David Hand
2 10:40am	Chair's Report	Oral Report Professor David Hand
3 10:50am	Highlight Report	ADRN(15)07 Ms Melanie Wright
4 11:10am	Legislative Issues	ADRN(15)08 Dr Simon Whitworth Ms Vanessa Cuthill
5 11:30pm	Information Security Policies	ADRN(15)09 Ms Melanie Wright

**Lunch (12pm to 12:30pm)
 (12:30pm to 2:40pm)**

6 12:30pm	Public Engagement and Communication Strategy update	Oral Report Ms Melanie Wright
7 12:50pm	Report from the Approvals Panel	ADRN(15)10 Dr Andrew Garrett
8 1:20pm	Draft Data Owner and Engagement Strategy	ADRN(15)11 Ms Melanie Wright
9 2:00pm	Annual Report	ADRN(15)12 Dr Simon Whitworth
10 2:30pm	Any other business	

Next Meeting: Tuesday 21 July 2015, Drummond Gate, London

ADMINISTRATIVE DATA RESEARCH NETWORK BOARD (ADRN)**Minute**

Monday, 19 January 2015
Boardroom, Drummond Gate, London

Apologies

Dr Norman Caven

Present**Board Members**

Professor David Hand (Chair)
Professor Peter Elias (Deputy Chair)
Professor Denise Lievesley
Dr Fiona Armstrong
Mr Jonathan Athow
Mr Nicky Tarry for Mr David Frazer
Dr Andrew Garrett
Mr Guy Goodwin
Mr Colin Godbold
Mr Roger Halliday
Mr Glyn Jones
Mr John Pullinger
Mr Luke Sibieta
Ms Melanie Wright
Ms Penny Young

UK Statistics Authority

Mr Robert Bumpstead
Dr Simon Whitworth

Economic and Social Research Council (ESRC)

Ms Vanessa Cuthill

Administrative Data Service

Mrs Trazar Ashley Reid

- 1. Minutes and matters arising from previous meeting**
- 1.1 The minutes of the previous meeting held on 19 January 2015 were agreed by correspondence and have been published on the UK Statistics Authority Website.

Oral Report from Chair

Professor David Hand

UK STATISTICS AUTHORITY**ADMINISTRATIVE DATA RESEARCH NETWORK BOARD**

ADRN(15)07

Highlight Report – March 2015**Purpose**

1. This paper presents an ADRN highlight report for the period between mid January and end February 2015.

Recommendations

2. Members of the ADRN Board are invited to note and discuss the content of the highlight report at **Annex A**.

Background

3. At previous Board meetings it was agreed that the highlight report was a useful document for capturing the progress made by the ADRN.
4. Between ADRN Board meetings the Secretariat sends regular updates, by correspondence on progress made by the Administrative Data Service (ADS) and the Administrative Data Research Centres (ADRCs).

Discussion

5. At the last Board meeting an overall RAG status was not reported as the ADRN is now in “business as usual mode”. Following comments from the Board a RAG status will now be reported for two items: Information Security Policies and Data Owner and Engagement Strategy. In response to comments from the Board a breakdown of potential projects by the sectors from which they originate, and an indication of the stage that each project is at, is included.
6. The highlight report identifies risks and actions planned to mitigate these, and sets out achieved and planned activities. The report is structured around work streams that reflect the specific responsibilities of the ADRN Board (paragraphs 8i to 8iv of the terms of reference).

Simon Whitworth and Adil Deedat, ADRN Board Secretariat, 11 February 2015

List of Annexes

Annex A ADRN Highlight Report, Jo Webb, Project Manager, ADS

Annex A Highlight Report

	Report date 5 February 2015
<p>Provide a brief account of progress on the project since the last report. Please include metrics, including number of project applications received and approved by sector (ie academic, government, third sector), and the average length of time from application to approval and from approval to access to data. Please include a list of approved project titles and their current status.</p> <p>Please include a look forward to the next quarter. What will be the key priorities? What are the risks and what are the actions planned to mitigate these risks?</p>	
<p>Progress to date:</p> <ul style="list-style-type: none"> • The ADRN is ready to discuss project proposals with external researchers (w.e.f. 25 November 2014) and have received about 70 enquiries. For the majority of queries the Network is advising that they need to look at other services. Around 10 may develop into project applications. • The Management Committee met on 05 February to discuss actions arising from the Board meeting of 19 January, to progress the drafting of policies on Information Security, and to review the forward agendas of the ADRN Working Groups. The next meeting of the Management Committee will be on 14 and 15 April, hosted by ADRC-S in Edinburgh. • The Network-wide working groups have been progressing work streams on: communications and public engagement; project management; user services and support; information security; research (substantive and methodological); and training and capacity building. A Chairs' working group has now been established to ensure co-ordination between the Groups • The Training and Capacity Building working group chaired by ADS, in conjunction with ONS, VML, UKDS and HMRC DataLab have developed a national research training course. This includes testing to ensure understanding and knowledge. Further plans are for a joint refresher training programme and a 'training for trainers' package. SAIL Databank and Scottish Health Informatics Programme (SHIP) have confirmed they will be using the programme. The Farr centres, Scottish Information Linking Centre (SILC) and Health & Social Care Information Centre (HSCIC) have indicated their interest in using the programme. • A one-day internal workshop on 'measuring ADRN success' is planned for March. • The ADRN project Approvals Panel has met on -29 January. The report from the Approvals Panel is a separate item for the Board. <p>'Live' Project Titles and current status:</p> <p>NB: a project is 'live' as soon as it is logged with the Administrative Data Service</p> <p><u>Academic sector projects</u></p> <p>ADRC-W: - <i>Examining contributory factors in road traffic collision data involving older people in Wales</i> (application reviewed by Approvals Panel on 29</p>	

January)

ADRC-W: *Examining the link between family health events and pupil performance indicators in Wales* (first draft of application received and comments sent back to researcher. Awaiting response)

ADRC-W: *Housing and offending (WISERD)* (application to be developed further. It is anticipated that this project will be ready for submission shortly)

ADRC-W: Millennium Cohort Study and National Pupil Database (application received by ADRC-W)

ADRC-W: Disability & Employment - An investigation into the impact of disability on employment in the UK (submitted to Approvals Panel at the end of January)

ADRC-E: Evaluating linkage between children's health, education and social care (approved)

ADRC-E: Geographical linkage for studying environmental influences on health behaviours: in development.

ADRC-E: Combining Survey Data, Paradata and Administrative Data for Non-response investigation: approved: ONS Census Release Approval Board has now authorised the release of necessary data)

ADRC-E: two more project proposals are under development (one looking at household energy consumption patterns and the other analysing household demand for water)

ADRC-NI: *Public Policy and 'Peace' Walls in Belfast*: establishing baseline indicators (this has been approved)

ADRC-NI: Using data linkage to obtain accurate population estimates of migrants in Northern Ireland and their needs for and use of mental health and social care (this has been approved)

ADRC-S: Understanding the role of temporal and geographical differences in place of care in the last days of life (in development)

ADRC-S: Assessing the impact on health and wellbeing of a variety of interventions for improving household energy efficiency (in development)

ADRC-S: Understanding outcomes for children from Scottish Children's Reporter Association (in conjunction with the British Association for Adoption and Fostering) (in development)

ADRC-S: Investigating the impact of a sick sibling on family health and educational outcomes (in development)

ADRC-S: An investigation of maternal mental health and filial educational attainment in Scotland (in development)

ADRC-S: Placement stability of children in out of home care in Scotland: A sequence analysis (in development)

Government sector

ADRC-W: *The Health and Education Impacts of 'Flying Start'* [a Welsh Government initiative aimed at improving the life chances of children aged under 4 in deprived areas of Wales] (this has been approved by the Approvals Panel and is awaiting ethical approval)

ADRC-W: the feasibility of creating an individual deprivation score using linked data (Welsh Government) (application being developed)

ADRC-W: Sports - Assessing the health impacts of adults' participation in sports in Wales (Submitted to the Approvals Panel meeting in at the end of January)

ADRC-NI: Factors associated with decreased representation in higher education (this has been approved)

ADRC-NI: Socio demographic characteristics, educational attainment and self-reported health status of farmers in Northern Ireland

Third sector

None

ADRN projects not subject to assessment by the Approval Panel:

ADRC-E: Public policy aspects of linking and analysing government administrative data: this is proceeding as an internal ADRC-E project

ADRC-E: Testing the reliability of economic data [this project does not rely on linked data] (HMRC has given an estimate of [this project does not rely on linked data] (HMRC has given an estimate of £500K for the data required – this is currently being explored further)

ADRC-NI: Analysis of merged Social Security benefits¹

ADRC-S: Pattern of Subject Specific Performance in School in Scotland (Scottish Longitudinal Study)

ADRC-S: A scoping study investigating low birth weight and its impact on child development, linking maternity, child surveillance and educational data (Scottish Longitudinal Study)

Key metrics:

24 live projects (i.e. logged with ADS, since 21 May 2014) [monitoring of sector will start from 01 February 2015]

¹ Although data linkage of benefits data (DSD in NI; DWP in GB) and HMRC, within the context of the ADRC, will probably require legislative change, the Welfare Reform Bill has allowed data sharing of non-anonymised data from HMRC to DSD for social welfare operational purposes. Specifically, data relating from P45, P14 (P60) forms and relating to savings, Child Benefits and to Tax Credits) has been linked to Social Security Benefits data. This will enable the total income of individuals and households in Northern Ireland to be calculated. In addition, these data could also generate a GINI coefficient as an estimate of variation in income within areas. We propose demonstrating the potential utility of these linked data. The aims of the proposed project are (i) to act as a training exercise for the ADRC support officers so that they better understand the structure and organisation of these datasets; (ii) to compare these new measures against more usual measures of disadvantage from either Census-derived indices or the NI index of multiple deprivation, of particular interest will be the ability to define disadvantage at different ages and especially at older ages, as well the variation across urban and rural areas, and (iii) whether the addition of the GINI coefficient provides a useful adjunct to targeting disadvantaged areas. This project uses data that has already been linked for other purposes and demonstrates the wider utility of the linked data while addressing a significant policy relevant research question as to how best identify disadvantaged areas and individuals.

70 enquiries from external researchers, since 25 November 2014 (monitoring of sector will start from 01 February 2015)
5 project proposals assessed by the Approvals Panel (since January 2015)
3 project approved by the Panel (since January 2015)
Website: over 26,000 page views since 25 November
Social media: 322 Twitter followers; 556 Tweets (in total). On 21 January, more than 5000 people saw the Network's tweets.

Data Owner Engagement Strategy RAG status: amber (in development)
Information Security Policies RAG status: amber (in development)

Key strategic priorities for next quarter:

- To promote awareness of the ADRN, anticipate demand and manage researcher expectations
- To ensure a quality service for users and to gather feedback from researchers on each stage of the user journey
- To develop a data owner engagement strategy and to intensify the programme of engagement with data owners, sister infrastructures, including the FARR, following full service launch, and to develop a data access agreement template
- To gather metrics and other indicators, to track the progress of the ADRN
- To implement policies and procedures, including on Information Security

Risks:

A Network-wide risk register has been prepared by the Administrative Data Service. New risks have been identified including loss of key people in data owner organisations. An example is the ADRC-E/ONS lead role leaving in April 2015. Other new risks are around the General Election and the risk of a data breach through spontaneous recognition.

ADRCs have prepared their own risk registers and keep them under review.

Actions to mitigate these risks:

To mitigate this ADRC-E is liaising with ONS, ADRC-E Senior Responsible Owner to discuss arrangements to fill the role. There is Public Engagement and Communications activities planned which will raise the profile of ADRN. The Statistical (Output) Disclosure Expert Group has been established.

Workstream Progress Reports:

Workstream 1:	ADRN infrastructure and Network coherence ²	Report date:	05 February 2015
<p>Main achievements</p> <p>Infrastructure:</p> <ul style="list-style-type: none"> • ADRC-E: the ONS tactical VML is live and open to census researchers • ADRC-E: Secure Lab User Acceptance Testing is close to sign-off. Development of process documentation for administrators and users continues. • ADRC-E: Recruitment across all three sites is almost complete with an Administrative Assistant and a Data Scientist appointed. Increased integration of management and operational activities across sites. • ADRC-E: Team members attended a 4 day ForeScout (Network Access Control) course in order to up-skill and manage security of the ADRC-E infrastructure • ADRC-W: recruitment of all remaining vacancies is now complete (two User Support Officers and an administrator have been recruited) • ADRC-W: Internal administrative and monitoring systems have been developed to manage project flow through the ADRC and are working well. The ADRC also has shared virtual workspace and also a staff handbook containing relevant information and standard operating procedures • ADRC-S: the third Research Fellow (in public engagement) has now been recruited • Presentation by ADS Director, Melanie Wright, at the DWP Welfare Sector Transparency Board meeting • ADRC-NI: two post-doctoral researchers have started and a Statistical and Methodological Officer has been appointed • ADRC-NI: both UU and QUB have 5 leveraged studentships each over the 5-year period. Recruitment of candidates for these posts is now commencing. • ADRC-NI: An agreement 'in principle' is now in place for the following data custodians: Census (2001 & 2011, 1991 still to be agreed); Vital Events; LPS Property Data and Agricultural Census data. Researchers are continuing to approach the ADRC-NI about the availability of datasets outside of this remit. <p>Network coherence:</p> <ul style="list-style-type: none"> • ADS visited ADRC-W in Swansea and Cardiff to meet the User Support Officers, Communications Teams and also the Project Manager and PI as part of network building activities. ADS also visited ADRC-NI, holding a user services group meeting attended by all four centres and a Public Engagement and Communications meeting at the same time • ADS has produced an internal Communications Plan for the Network which was disseminated via the Chairs of the Working Groups and the Project 			

² Board responsibility (from ToR): i) Guide the strategic direction of the Network and provide oversight of its development to provide assurance that the infrastructure is established and maintained in ways that serve the public good, and, that the Network functions as a coherent whole.

<p>Managers</p> <ul style="list-style-type: none"> • Eight editions of the ADRN internal newsletter have been published, with a circulation of more than 200 • An ADRN Statistical Disclosure (Output) Control Expert Group has been set up and first meeting held • An Information Assurance Expert Group has been set up with first meeting held. 			
<p>Outlook for next quarter</p> <p>Infrastructure:</p> <ul style="list-style-type: none"> • ADRC-E: ONS has tactical VML in place with delivery of new VML in plan • ADRC-S: Recruitment for final vacancy in the data scientist team will take place • ADRC-W: physical infrastructure developments are on schedule for the new Data Science building at Swansea University, and for the safe settings at Cardiff University. <p>Network coherence:</p> <ul style="list-style-type: none"> • A Network-wide workshop on 'Safe settings' will be organised by ADS in early 2015 • An ADRN Ethical Review Working Group will be established in early 2015 • An ADRN intranet is being developed that will streamline internal communications with benefits for responsiveness and interactivity across the Network Internal Research event taking place at Queens University, Belfast, on 28th and 29th May. 			
Workstream 2:	ADRN principles, policies and procedures ³	Report date:	05 February 2015
<p>Main achievements</p> <ul style="list-style-type: none"> • The Principles of the Network have been summarised in one document • The ADRN Short Life Information Security Working Group has drafted a set of principles and policies on: <ul style="list-style-type: none"> ❖ Data Retention and Destruction (this was reviewed by the Board on 19 January and a number of suggestions for revisions were made) ❖ Data Movement ❖ Secure Environment 			

³ Board responsibility (from ToR): ii) Agree the principles and policies for access to the Network, identifying and resolving any high-level issues which inhibit access to the Network.

- ❖ Security Breaches and Penalties
- ❖ Output Control

These are currently being reviewed by the ADRN Information Assurance Expert Group, which met for the first time on 2 February.

An ADRN researcher agreement/terms of use statement/procedure has been developed and is under continuous review

Outlook for next quarter

- A meeting with CESG about Information Security standards, has been arranged by ADS (5 March)
- The Board will review progress on the development of the Information Security policies at its meeting of 3 March, and at subsequent meetings
- An accredited researcher policy and procedure is being developed
- The Approvals Panel will continue to meet once a month to assess project proposals. The next face-to-face meeting of the Panel has been scheduled for 14 April (hosted by ADRC-S in Edinburgh)
- Efforts are being made to recruit an additional lay member and an additional data-provider representative for the Approvals Panel

Workstream 3:	ADRN standards and performance⁴	Report date:	05 February 2015
Main achievements <ul style="list-style-type: none"> • Performance measures are being developed with the Project Managers Working Group agreeing to organise a workshop to enable the management committee to consider and develop indicators which reflect the network. <p><i>Training and capacity building:</i></p> <ul style="list-style-type: none"> • ADRC-W: the Centre has delivered safe researcher training for its researcher group, with very positive feedback. This has initiated a lot of project enquiries • ADRC-S: the Centre has held a training event for members of affiliated organisations across Scotland (Scottish Government, NHS National Services Scotland, Universities) on 'Re-introduction to Statistical Concepts and Tests' • The Training and Capacity Building working group chaired by ADS, in conjunction with ONS, VML, UKDS and HMRC DataLab have developed a national 			

⁴ Board responsibility (from ToR): iii) Provide oversight of standards and performance of the Network, including reviewing the progress, usage, quality and performance of the infrastructure, the strategic risks to meeting the Network's objectives and the actions to mitigate to these risks.

<p>research training course. This includes testing to ensure understanding and knowledge. Further plans are for a joint refresher training programme and a 'training for trainers' package. The Farr centres, Scottish Information Linking Centre (SILC) and Health & Social Care Information Centre (HSCIC) have indicated their interest in using the programme.</p> <ul style="list-style-type: none"> As part of the capacity building remit, the ADRN was represented by ADS at the ESRC 1ST Year Student Conference in Cardiff on the 29th of January 2015 The Data infrastructure Group (a collaboration between ADRN, UK DS, NCRM and CALLS to engage with core groups such as the Doctoral Training Centres) met for the first time in January 2015. 			
<p>Outlook for next quarter</p> <ul style="list-style-type: none"> The user services working group will continue to meet and to monitor the quality and consistency of standards and services across the ADRN. The group have discussed their remit and have decided to meet less often but face to face – and to visit each ADRC location to enable each centre to understand the local working format in each centre. <p><i>Training and capacity building:</i></p> <ul style="list-style-type: none"> Each ADRC will be marketing and delivering ADRN training courses ADRC-E is developing a training plan for 2015 (nine courses [18 days] have been delivered/are planned) Each ADRC will be identifying and advertising capacity building opportunities – e.g. PhD studentships The Data Infrastructure Group has draft plans for a single engagement day that would cover all 4 services which could be delivered as a roadshow. 			
Workstream 4:	ADRN Public Engagement and Communications⁵	Report date:	05 February 2015
<p>Main achievements</p> <p>(to include any external events (of interest to the Board))</p> <ul style="list-style-type: none"> An animation for the ADRN website on de-identification of data is in the final stages of consultation ADRC-E: Farr/ADRC-E seminars are continuing, with cross-site representation with the most recent Farr seminar on 28 January 2015 ADRC-NI hosted an ADRC showcase event at Parliament buildings on 1 December. A short promotional video of the event is available and will be uploaded to the ADRN website and made available via Twitter ADRC-S has recruited a Research Fellow in Public Engagement 			

⁵ Board responsibility (from ToR) iv) Provide oversight of the Network's public engagement and communications strategy.

<ul style="list-style-type: none"> • ADRC-S: recently published research on Children’s weight and obesity, as related to the Millennium Cohort Study, was broadcasted on Radio and TV • ADRC-S participated in an event marking the availability of 2011 Census data within the Scottish Longitudinal Study (the Scottish Chief Scientist Professor Andrew Morris gave the welcoming address at this event) • ADRC-W: PE activities in collaboration with Farr are developing well and TCB activities are being undertaken in collaboration with Farr. Two events are being planned, a launch in March as well as 2 workshops in Q1 and Q2 of 2015 • ADRC-W has developed their communications strategy and plan • ADRC-NI: Presented on the ADRC-NI at a trade union conference and received positive feedback regarding possibilities for their policy and research efforts. In addition, engagement with several NGOs about research and how the ADRC-NI might connect into their work.
<p>Outlook for next quarter</p> <p>To include any external events (of interest to the Board)</p> <ul style="list-style-type: none"> • The Communications and Public Engagement Strategies are being implemented across ADRN, ensuring consistency of messages, with individual centre strategies and planned activities within it • Centres’ ‘homepages’ on the ADRN website will be developed • ADRC-W is planning two Public Engagement events: a launch in March as well as 2 workshops in Q1 and Q2 of 2015 • ADS talking to UKSA about organising a public event for the RSS in June ADRC-NI is setting up sector-specific (i.e. youth sector, women’s sector, etc) meetings with NGOs to raise awareness of ADRC-NI and discuss further the idea of research partnerships (working of FoSS and trade union presentation)

UK STATISTICS AUTHORITY

ADMINISTRATIVE DATA RESEARCH NETWORK BOARD

ADRN(15)08

Legislative Issues

Purpose

1. This paper presents updates on:
 - i. UK data sharing legislation;
 - ii. EU data protection regulation; and
 - iii. other relevant activity.

Recommendations

2. Members of the ADRN Board are invited to:
 - note and discuss the content of the paper; and
 - consider the potential implications of the activities discussed for the ADRN.

Background

3. At the January 2015 meeting the ADRN Board discussed a paper on data sharing legislative issues. This included updates on UK data sharing legislation, EU data protection regulation and other relevant activity.
4. In the UK, the Cabinet Office have arranged meetings with government departments and civil society to progress an “open policy making” approach, leading work to develop policy on how to reform certain areas of data sharing law. There is a research and statistics strand to this work which aims to use administrative data to develop a better understanding of the economy and society. In the January 2015 ADRN Board meeting it was reported that this included;
 - i. a potential power to enable all public bodies, apart from NHS bodies that are excluded from the proposal, to be able to conduct trusted third party (TTP) data sharing providing it is done in a de-identified way and is done for the purpose of research and statistical analysis;
 - ii. a potential permissive legal gateway to allow HMRC¹ to share general (e.g. information on policies or processes), aggregate and anonymised individual level information; and
 - iii. a potential new power² to permit public authorities to supply identified data to the UK Statistics Authority for the Authority’s statutory functions. The current proposal includes replacing section 47 of the Statistics and Registration Service Act (2007) with a general power to share data. This would be a permanent

¹ HMRC may currently only share information in limited circumstances set out in the Commissioners for Revenue and Customs Act 2005. These are for the purposes of HMRC’s functions or with the consent of each subject of the information or through specific legislative gateways. HMRC argue that the current restrictions to sharing data are more restrictive than is needed in the case of aggregate data and non-identifying data.

² Some departments are able to use their common law powers to disclose identifiable data to the UK Statistics Authority. In addition, Sections 42, 43 and 44 of the Statistics and Registration Service Act (2007) allow certain limited types of identified data to be supplied to ONS in respect of births and deaths and NHS registration. In other instances the UK Statistics Authority can get access to identifiable administrative data through Information Sharing Orders (ISOs). Section 47 allows the Minister for the Cabinet Office to make ISOs, to authorise a public authority to disclose information to UK Statistics Authority. However, this can only remove a barrier contained in a rule of law or an Act passed before the creation of the SRSA in 2007. ISOs also have to go through the affirmative resolution procedure in Parliament.

gateway and secondary legislation would no longer be required for individual data shares. This also provides an opportunity to design an external scrutiny process that more fully meets the needs of ONS, the data owning departments, citizens and Parliament than is the case with the current affirmative resolution process. ONS's experience of affirmative resolution up to now has found it to be inflexible, subjects the data share to limited scrutiny and takes a minimum of six months. However, there have been strong representations from minority elements of Civil Society that the affirmative resolution process should remain.

Discussion

Update on the UK Data Sharing Legislation

5. Since the last ADRN Board meeting the Cabinet Office has been working up policy instructions for Parliamentary Counsel with the aim of producing draft clauses that a new Government could decide to take forward if it wished. This will include the following elements.
 - i. A power to ensure that all public bodies (except health services bodies and adult social care bodies) are able, if they so wish, to link two or more datasets from two or more data controllers for research purposes. The data will be shared using a trusted third party sharing system and will be linked in a secure access facility. Only de-identified data will be made available to the researcher under controlled conditions. All the bodies and individuals involved in a data share (other than the data sources) would need to be accredited by an accrediting body.
 - ii. The potential alternative options if the Government decide to pursue an alternative to enable departments to share data with ONS without the need for affirmative resolution. These alternatives would be presented for consultation as a consensus on the best way forward has not been reached via the Open Policy Making Process.
 - iii. Clauses will be drafted that would change section 45 of the Statistics Act to permit HMRC to disclose personal information to the UK Statistics Authority for functions of the Authority.
6. A consensus on an alternative to affirmative resolution has not been reached via the Open Policy Making Process. The Cabinet Office has documented a number of alternative options that have been identified through the Open Policy Making Process which a future Government could consult on if it wished.
7. The Cabinet Office has rearranged a plenary data sharing meeting to wrap up the Open Policy Making process on 10 March (the plenary scheduled for 9 March was cancelled at short notice) .
8. A conclusion paper from the Data Sharing Open Policy making work has been published on Datasharing.org.uk.

EU Data Protection Regulation

9. The proposals for a new EU Regulation on Data Protection are entering a critical phase, with the final trilogue negotiation stage anticipated this spring. It is not clear yet exactly when the trilogue will take place, nor the text that will be the focus of the negotiations between the European Parliament, Commission and Council. The Council is still discussing some Chapters and its negotiating position ahead of the trilogue.

10. The draft Regulation in its current form, with the European Parliament's proposed amendments to Articles 81 and 83 would severely restrict the use of personal data for scientific research purposes, as specific consent from data subjects would be required. This requirement would hinder important and highly valued social science and health research.
11. The ESRC is continuing to work with the Wellcome Trust to ensure concerns are raised ahead of the trilogue. The European Data in Health Research Alliance is continuing its digital campaign <http://www.datasaveslives.eu/> to inform and advise European policymakers. A key message is what the research community does to ensure privacy through existing safeguards, so that research can continue and confidentiality is assured.
12. The ESRC is also liaising with the Director of the Nuffield Foundation on communicating the dangers to not only social science researchers but also the users of research across all sectors should some of the draft clauses proceed. ESRC is planning a shared approach to engaging civil society groups more widely across the UK and their counterparts and networks in Europe.

Simon Whitworth, ADRN Board Secretariat, and Vanessa Cuthill, Economic and Social Research Council, 11 February 2015

UK STATISTICS AUTHORITY

ADMINISTRATIVE DATA RESEARCH NETWORK BOARD

ADRN(15)09

Information Security

5

Purpose

1. This paper provides an update to the Board on the progress of information security policies.

Recommendations

2. Members of the Board are invited to note and discuss the progress that has been made in the development of information security policies.

Background

3. At the ADRN Board meeting on 19 January the Administrative Data Service (ADS) gave an oral update on information security. In this, the ADS reported that the short-life information security working group (ISWG) had been established. This working group includes representatives from each of the Administrative Data Research Centres (ADRCs) and the ADS. The group is responsible for developing policies and procedures for:
 - i. the operation of the Trusted Third Parties;
 - ii. the operation of Safe Settings;
 - iii. data retention and destruction; and
 - iv. data Transfer.
4. At the January meeting the ADS presented a paper outlining Data Retention and Destruction Policies [ADRN(15)04]. The ADS indicated that the policy will be reviewed in early 2015 by the Information and Assurance Expert Group (IAEG). The Board suggested that;
 - i. data should be destroyed five years following receipt from the data owners;
 - ii. data retention and destruction policies be agreed with data controllers at an early stage;
 - iii. greater clarity was needed around the types of data discussed in the paper; and
 - iv. a stronger case needed to be made in the paper to justify the retention policy.

Simon Whitworth and Adil Deedat, ADRN Board Secretariat 16 February 2015

List of Annexes

Annex A Information Security Policies, Tanvi Desai, co-director, ADS

Annex A Information Security Policies

The ADRN Information Assurance Expert Group met on the 2 February 2015. The Group was chaired by Julia Lane, (American Institutes for Research), and attended by Paul Jackson (Consortium of European Social Science Data Archives), Prabhat Vaze (Belmana), Leslie Stevens (University of Edinburgh, and ADRC-S), Edgar Whitley (LSE), Tanvi Desai (ADS), Anthea Springbett (ADRC-S), Arne Wolters (Health Foundation), Maire Brolly (ADRC-NI), Simon Thompson (ADRC-W), David Ford (ADRC-W), Emma White (ADRC-E). Iain Bourne of the ICO attended as an advisor and Jan Paterson (ADS) provided secretariat.

The Expert Group meeting was very successful and provided extensive feedback on the ADRN IA policy documents:

- i. policy and procedures for the operation of the Trusted Third Parties;
- ii. policy and procedures for the operation of Safe Settings;
- iii. policy and procedures for Data retention and destruction; and
- iv. policy and procedures for Data Transfer.

Iain Bourne, supported by the Group said that ADRN has made a significant progress in our IA work with these papers. However there was extensive feedback on the papers from the Group, primarily in relation to structure and clarity rather than content. The level of feedback will require significant work in redrafting the papers.

Next steps

ADRN has a meeting with CESG on the 5 March to discuss handling of records that might have particular sensitivity. The input from this meeting is likely to impact most on IA procedures, and policy and principles documents will be adjusted as required.

The Short-Life Information Assurance Working Group has now been disbanded and an IA Working Group that will manage the policies and their implementation for the duration of the Network has been initiated.

The redrafted documents will first be discussed by the new IA Working Group to ensure that they support the operational requirements of all members of the Network. The documents resulting from those discussions will be circulated to the Expert Group for Information. The Expert Group will be welcome to feedback on the papers by correspondence, but it has been agreed that if they have significant feedback the Group will be recalled for a further meeting before the documents are finalised.

Once feedback from the Expert Group has been received and the IA Working Group is satisfied with the content of the documents they will be submitted to the ADRN Management Committee for approval before being presented to the Board at their July meeting.

Public Engagement and Communication Strategy

Ms Melanie Wright

Oral Presentation

UK STATISTICS AUTHORITY**ADMINISTRATIVE DATA RESEARCH NETWORK BOARD**

ADRN(15)10

Report from the ADRN Approvals Panel – March 2015**Purpose**

1. This paper provides an update for the Board about the work of the ADRN Approvals Panel.

Recommendations

2. Members of the Board are invited to:
 - i. note the contents of this report; and
 - ii. seek clarification on any issues raised by the report.

Background

3. At previous meetings of the ADRN Board it has been agreed that future Approvals Panel reports to the Board will comprise the following;
 - i. update on any changes to Approvals Panel membership;
 - ii. update on any changes to operating procedures;
 - iii. calendar of future Approvals Panel meeting dates;
 - iv. titles of projects approved since the previous Board meeting;
 - v. public benefits of each project;
 - vi. number of projects rejected since the previous Board meeting (and the type of reason for rejection); and
 - vii. number of appeals (and the outcomes).

Discussion

4. Since the last report to the Board the Approvals Panel has met monthly by video conference on 29 January and 16 February 2015. The Panel has been establishing its working practices and is continuing to refine its method of operation.
5. Update on any changes to Panel membership: one Data Provider and one Lay Member are still to be recruited – the process for the latter is underway.
6. Update on any changes to Operating Procedures: the Approvals Panel has requested a change in the way in which information about privacy issues are presented for each project – a new version of the documentation of the report is under review. The Approvals Panel noted the comments from the last ADRN Board meeting. They have further discussed issues around consent and ethical review and are requesting clarification on related issues.
7. Calendar of future Panel meeting dates: for the next six months of 2015 are as follows: 17 March, 14 April, 11 May, 22 June, 27 July and 2 September.

8. Titles of four projects approved since previous Board meeting are as follows:
 - i. Assessing the Health Impacts of Adults' Participation in Sports in Wales: Investigating the mediating role of accessibility to sports facilities.
 - ii. Evaluating linkage between children's health, education and social care data - pre-term birth sub-study.
 - iii. An Investigation into the Impact of Disability on Employment in Wales
 - iv. Examining contributory factors in road traffic collision data involving older people in Wales.
9. The panel requested further information for three of the above projects before making a final decision to approve. The Panel has also viewed one additional project where additional information has been requested from the applicants before final decisions can be made. The anticipated societal benefits of these projects are presented in **Annex A**.
10. Number of projects rejected since previous Board meeting (and the type of reason for rejection), number of appeals (and the outcomes): the Panel has not rejected any projects. There have been no appeals of Approvals Panel decisions.

Dr Kakia Chatsiou, User Services Senior Officer, ADS, 18 February 2015

List of Annexes

Annex A Report on anticipated societal benefits of Approved ADRN projects, Dr Kakia Chatsiou, ADS

Annex A – Report on anticipated societal benefits of Approved ADRN projects

Project title	Anticipated societal benefits of the research
<p>Assessing the Health Impacts of Adults' Participation in Sports in Wales: Investigating the mediating role of accessibility to sports facilities</p>	<p>The project will assist in understanding the health impacts of the accessibility of sports facilities and of adult participation in sports.</p> <p>For the first time, accessibility measures will be linked to self-reported survey information about sports participation and health-related behaviours as well as routine health records, providing a rare opportunity to enhance our understanding of the association between accessibility to sport facilities, sport participation and health. In addition, the incorporation of accessibility measures can demonstrate the effectiveness of Geographical Information Systems (GIS) applications and offer new evidence with regard to the relative contribution of the environment, including the provision of local sports or leisure facilities, on sport participation and the potential health impacts. In addition to being of interest to Welsh Government and Sport Wales, the use of GIS applications to create various measures of the accessibility of sports facilities could also be of relevance to other key users, such as academia, local authorities, National Governing Bodies of Sport (NGBs), as well as other policy makers and practitioners in, for example, sport, leisure and culture, health, education, and transport. For example, the study would demonstrate the added value that could be gained by asking 'consent to link' on future waves of the Sport Wales "School Sport Survey".</p> <p>Such analysis also has the potential to identify inequities in access to sports facilities as well as to identify communities that could benefit from an improved supply of sports facilities or population subgroups that could be better targeted with interventions promoting physical activity. The proposed research project can demonstrate how the accessibility measures applied can be used to monitor the implications of government policies, especially now that local authorities in Wales are facing increasing pressures on their budgets and therefore sports and leisure services are increasingly under threat.</p> <p>There is considerable interest among policy makers regarding the development of interventions aimed at increasing physical activity through increased sport participation, particularly amongst vulnerable population groups (e.g., those who are socio-economically disadvantaged, elderly etc.). Where possible, impacts on specific population subgroups will therefore be assessed, including groups considered relatively deprived, enabling the Welsh Government and Sport Wales to assess the potential of targeting these subgroups. Research findings will be</p>

	documented and this information will also feed into decisions by Welsh Government about the focus of future data collection.
Evaluating linkage between children's health, education and social care data - pre-term birth sub-study	<p>Children born preterm account for a small proportion of births (~7.5%) but a disproportionate amount of healthcare use (due to increased risk of chronic disease) and childhood mortality (two-thirds of childhood deaths are in children with chronic disease, mainly due to neurological conditions associated with preterm birth). Rates of preterm birth are rising, making this an important focus for public health research. Poor short- and long-term outcomes of preterm birth are well-characterised from cohort studies, but the mechanisms for preterm birth are not well-understood and there is a lack of evidence on how services meet the needs of these children across childhood.</p> <p>Recent investments in administrative data (ESRC) reflect recognition of the need to use administrative data more efficiently for informing policy and planning, and the potential for revolutionising health services and outcomes research. The rich datasets created through data linkage provide the opportunity to provide an evidence base for improving services and outcomes for children. However, cross-sectoral linkage of health, education and social data has not yet been fully exploited. Establishing how these data could be used for improving services is crucial at a time when evidence guiding reorganisation of services is limited to information within sectors</p> <p>The findings of this project will be directly relevant to the health of children born preterm and their families and we will gain the views of parents to contextualise the research findings and to understand implications of this work from a parental perspective. As such, we have consulted with Bliss, the national newborn charity. We will also take advantage of the opportunities provided through the dedicated public engagement activities within both the Farr Institute and the ADRN, which facilitate engagement between patients, the public and academics. Through these groups, we will gain parental perspectives on interpretation of results and dissemination of findings to relevant audiences.</p>
An Investigation into the Impact of Disability on Employment in Wales	<p>This research project intends to demonstrate the unique contribution that linked data can make to the evidence base while informing policy makers about disabled individuals' patient pathways.</p> <p>The project will assist the Welsh Government in understanding the different patient pathways for individuals who self-report disability in the NSW. Investigating different patient pathways could potentially lead to a more effective approach of managing disabled people's routes through the health system. Such analysis also has the potential to identify health inequities among disabled individuals, as disabilities vary by type and severity of disability.</p>

	<p>Given the availability of this data, the project may form a useful pilot to test and demonstrate the accessibility, support and value of constructing and using linked administrative and survey data. Further, this research has many potential extensions, for example, should data on disability benefit receipt be made available from the Department of Work and Pensions, which can be linked to survey responses and/or medical data, it would be possible to examine the relationship between health, self-reported disability and receipt of disability benefits. Further, if longitudinal information from the Work and Pensions Longitudinal Study (WPLS) could be linked to the longitudinal medical records it would be possible to identify changes in health before, during and possibly after the receipt of disability benefits and other disability related employment schemes.</p>
Examining contributory factors in road traffic collision data involving older people in Wales	<p>The findings are useful in highlighting what specific issues older people might have with regards to driving and how these might result in dangerous driving behaviour. This is a novel approach in such a systematic manner. Previous research has suggested general reasons why older people are more likely to be involved in collision but has omitted the health precursors and resulting health effects. Older people are not especially good at identifying weakness in driving, often because it is bound up in emotional events surrounding giving-up driving (see Musselwhite, 2011; Musselwhite and Haddad, 2010). Discussions with stakeholders at the end of the project will examine how best to create an intervention to improve, mitigate or eliminate such behaviours, for example driver training programmes, licensing restrictions and driver cessation courses.</p> <p>If additional health data can be mapped to casualties, then additional predictive value might be found which could be a useful trigger for a health professional to give advice about driving behaviour, referral to a driver assessment centre or to encourage driving cessation. Health professionals have traditionally been reluctant to offer advice on driver training or cessation and a lack of evidence base is partly responsible for this (see Musselwhite, 2011 for review).</p> <p>The project will look also at the mismatch between hospital records and STATS19 data and why this might occur which could help improve reporting of these events. Looking at collision locations could also prove useful for local planners and road safety officers to re-design roads that may be of specific issue for older people to traverse safely.</p> <p>The Welsh context of the data will be of interest to the Older People's Commissioner of Wales working hard for the rights of older people and how we can create a better, more accessible and safe transport network by working towards identifying patterns of casualties and collisions. The</p>

	<p>project fits into the work of the commissioner's Ageing Well in Wales initiative to ensure healthy ageing of older people through improving age friendly communities. It fits into potential improvements to the built environment which enable more walking and cycling by older people, hence can link to the Active Travel Bill in Wales, set up to promote active travel. Keeping older people independent is vital for health and is linked to the Health and Social Care Bill and Act in Wales, enabling people to live in their own homes for as long as they wish and keep them out of needing health and social care for as long as possible.</p>
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UK STATISTICS AUTHORITY

ADMINISTRATIVE DATA RESEARCH NETWORK BOARD

ADRN(15)11

*Draft Data Owner and Engagement Strategy***Purpose**

1. This paper updates the Board on the ADRN approach to engagement with data owners.

Recommendations

2. Members of the Board are invited to note the approach proposed by the ADRN for engagement with data owners and offer comment

Background

3. At the meeting of the ADRN Board on 29 September 2014, the Administrative Data Service (ADS) presented a paper on data owner and engagement [ADRN(14)23]. Here, the ADS proposed three objectives for engaging with data owners within the first eighteen months of operation (autumn 2014 to spring 2016). These are:
 - i. to understand and make best use of existing relationships with data owners;
 - ii. to identify and build new relationships with key data owners; and
 - iii. to earn the trust of the breadth of data owners by engaging, listening and sharing information .
4. At the meeting on 29 September the Board heard that as part of progressing these objectives the ADS is undertaking a detailed mapping exercise of existing data owner relationships from across the ADRN and is recording past and ongoing engagement on a centralised database. The Board were also informed that the ADS proposed a range of engagement mechanisms to build and maintain relationships with data owners and establish trust in the ADRN. These included engaging via:
 - i. membership of formal groups within the ADRN (for example ADRN Board, scientific expert network, Approvals Panel, or local governance arrangements);
 - ii. regular meetings;
 - iii. one off meetings;
 - iv. informal contacts;
 - v. regular written contact, such as newsletters; and
 - vi. bespoke written communication.
5. In the discussion about the paper the Board recommended that the ADS hold workshops with data owners to explore the benefits of the Network and prioritise research into areas that were of interest to data owners. The Board also noted that data owners may find it easier to supply data to the ADRN if the process is standardised ensuring that data is provided in a limited number of ways.
6. The ADS has drafted the ADRN Data Custodian Engagement Strategy, which is presented in **Annex A** in draft for Board comment and is to be discussed further at

the April meeting of the ADRN Management Committee. Data custodian engagement activities undertaken by the ADS are presented in **Annex B**. The Board should note that this is not a comprehensive list of all engagement, but gives examples of the type of engagement taking place.

Simon Whitworth and Adil Deedat, ADRN Board Secretariat, 16 February 2015

List of Annexes

Annex A Draft Data Custodian Engagement Strategy, Tanvi Desai, co-director, ADS

Annex B Data Owner Engagement Report, Tanvi Desai, co-director, ADS

Annex A Draft ADRN Data Custodian Engagement Strategy

Purpose

This paper is presented to the ADRN Board for information. The Board is asked to note that this paper is still in draft and has not been fully agreed by the Management Committee.

8.1

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Background

The Administrative Data Research Network (hereafter referred to as the Network) is a UK-wide partnership between academia, government departments and agencies, national statistical authorities, funders and the wider research community that will facilitate new economic and social research based on routinely collected government administrative data.

The Network's unique selling point is: establishing a new, legal, secure and efficient pathway for the research community to access de-identified linked administrative datasets. This will potentially benefit our society by providing a greater evidence base to inform policy.

The Network comprises:

- four Administrative Data Research Centres (ADRCs):
 - o ADRC – England: led by University of Southampton
 - o ADRC – Northern Ireland: led by Queen's University Belfast
 - o ADRC – Scotland: led by University of Edinburgh
 - o ADRC – Wales: led by Swansea University
- an overarching Administrative Data Service (ADS), which is the information and co-ordinating body of the Network
- Data custodians (government departments and agencies, and national statistical authorities)
- the Economic and Social Research Council (the funding body), and
- the UK Statistics Authority (responsible for the Network Board).

Our Vision

Our vision is: to benefit society and enhance quality of life through intelligent use of linked de-identified administrative data: **“Better Knowledge, Better Society”**.

Linked administrative data have the potential to be a valuable research resource for economic and social benefit and will improve the UK's international standing in research.

Administrative data are currently underused and often inaccessible for research purposes. Data are routinely collected by national and local government and other public sector organisations for the delivery of a service.

The Network will provide training to approved researchers and a secure service to enable accredited researchers to access linked de-identified administrative data, in order to undertake new research for public benefit.

This new research will improve knowledge and understanding of the actions required to tackle a wide range of complex social, economic, environmental and health issues. It has the potential to provide new approaches to the development, implementation and evaluation of policy across governments, parliaments and assemblies across the UK.

For the Administrative Data Research Network to be a success, a shared, well-communicated approach to data custodian engagement is essential. Understanding how and where to target resources will be key to effective engagement. Therefore

this paper outlines the Administrative Data Research Network's Data Custodian Engagement Strategy. Engagement is defined broadly in this strategy as the creation and maintenance of relationships with data custodians in order to meet the objects of the Network.

This Strategy complements the *ADRN-wide impact and communications strategy [ADRNMC14-22]*, which includes the key messages when communicating with data custodians. It is also essential that the Network engagement activities work in partnership with other data engagement initiatives taking place outside of the Network.

Summary

8.1

- There are over 400 departments and other public bodies that might engage with the Network either proactively or reactively. Data custodians will have a number of reasons for contact, and their roles as suppliers, customers or advisors will influence the approach to engagement.
- The purpose of this paper is to ensure that the Network can focus its engagements with the data custodians in a way that makes the best use of its resources in order to yield maximum benefit for Network.
- The Network's Data custodian Engagement Strategy has four key objectives for the first eighteen months of operation (autumn 2014 to spring 2016). These are:
 - to understand and make best use of existing relationships;
 - to identify and build new relationships with key data custodians;
 - to earn the trust of the breadth of data custodians, by engaging, listening and sharing information;
 - to establish mechanisms and tools to support data custodian engagement
- When planning for data owner engagement the following drivers for engagement will be considered:
 - Operational need – where a data custodian has data requested by a researcher; or where a data custodian is the researcher
 - Strategic need – where a data custodian, or Network, has strategic influence within the public sector or with other opinion formers
 - Scientific need – where expertise in a discipline, methodology or dataset is sought by members of the Network, or data custodians
 - Financial need - some current Network activity is co-funded by data

custodians.

- To ensure appropriate and coordinated engagement, the Network has agreed divisions of responsibility when engaging with data custodians, depending on where the custodian is located and the existing expertise within the Network.
- Data owner engagement will be led by the ADS (for data covering England and the UK) or the relevant ADRC (for data covering the devolved administrations, Northern Ireland, Scotland and Wales). Primary responsibility for strategic engagement will lie with the lead organisation's PECO team (or a separate team in NISRA for ADRC-NI) in accordance with the ADRN PECO strategy. Primary responsibility for operational engagement will lie with the relevant User Services team. Engagement with data custodians will be delegated to the Network members with existing expertise and contacts where appropriate.
- Regardless of where primary responsibility lies, the ADS will collate information about contacts with data custodians so that all engagement can be captured.
- The Engagement Strategy will allow for multiple points of contact for a data custodian to reflect different levels of engagement, and to maximise returns from the Network's existing relationships.
- Action: In order to maximise the impact of existing relationships with data custodians held by Network staff, ADS will lead a data custodian mapping exercise. ADRCs will contribute information on their existing relationships with data custodians in order to ensure a comprehensive record and coordinated engagement.
- Action: In order to target Network resources effectively a prioritisation exercise will be undertaken. The exercise will consider drivers for engagement, dataset demand, and existing pathways and relationships. ADS will lead a prioritisation exercise with ADRCs contributing their expertise in key datasets for their research areas and likely drivers for their existing contacts.
- Action: A central Engagement Database will be developed that includes information about key contacts for the Network. Contact with any government official listed in the database for ADRN purposes will be via the lead organisation. This single pathway for contact is a critical part of the ADRN strategy and has been implemented in order to make the best use of Network resources and meet the aims and objectives of this Strategy.
- A range of tools for engagement with the data custodians are currently being

utilised and a number more will be developed in order that the Network has a suitable breadth of tools to support appropriate engagement with data custodians.

- An evaluation of the effectiveness of this strategy will take place biannually. The evaluation will be led by ADS. The evaluation will be reported to the Management Committee to assist in their review of the strategy. The report on the evaluation and subsequent review will also be presented to the Network Board for information.

1. Introduction

The purpose of this paper is to ensure that the Network can focus its engagements with the data custodians in a way that makes the best use of its resources in order to yield maximum benefit for Network. This leads to the following aims:

- i. to ensure appropriate and coordinated engagement with key data custodians;
- ii. to embed data custodian engagement in our plans across the Network;
- iii. to encourage and facilitate data custodians as partners in the Network.

The Network's Data custodian Engagement Strategy has four key objectives for the first eighteen months of operation (autumn 2014 to spring 2016). These are:

- i. to understand and make best use of existing relationships;
- ii. to identify and build new relationships with key data custodians;
- iii. to earn the trust of the breadth of data custodians, by engaging, listening and sharing information;
- iv. to establish mechanisms and tools to support data custodian engagement

This paper sets out the strategy for reaching these objectives. The sections below outline mapping and prioritisation exercises to identify key areas for resource targeting; levels and methods of engagement; and responsibility for engagement to ensure a coordinated approach.

2. Data custodian Engagement Plan

There are over 400 departments and other public bodies that might engage with the Network. Data custodians will have a number of reasons for contact, and their roles as suppliers, customers or advisors will influence the approach to engagement. Therefore understanding data custodians' strategic and operational priorities will be key to a successful programme of engagement that supports the achievement of the Network's aims.

The engagement plan below covers mapping and prioritisation of data owner engagement, the methods of engagement and where responsibility for engagement lies across the Network.

The Engagement Strategy will allow for multiple points of contact with a data custodian to reflect different levels of engagement, such as strategic engagement or operational need. However all contact with a data custodian will be via the lead organisation and, in particular the person within that organisation who has been assigned the contact. A central Engagement Database managed by the ADS to collate record and streamline contacts.

It is also be acknowledged that as partners in the Network data providers may initiate contact with the Network and therefore the approach to engagement will include plans and resources for reactive as well as proactive engagement.

a. Mapping

Data Custodian will already have varying degrees of awareness, engagement, and motivation to engage with the Network. Mapping the Network's existing relationships with data owners will record where engagement is already taking place, the type of engagement and the key point of contact for that relationship. This will support the Network's objective *to understand and make best use of existing relationships*.

ADS will lead a data custodian mapping exercise. ADRCs will contribute information on their existing relationships with data custodians in order to ensure a comprehensive record and *coordinated engagement*. The 'map' of data custodians will be reviewed by ADS in consultation with the Network and submitted to the ADRN Management Committee (MC) every 6 months.

b. Prioritisation

In order to target Network resources effectively a prioritisation exercise will be undertaken. The exercise will consider drivers for engagement, dataset demand, and existing pathways and relationships. It is suggested that initially the three primary drivers will be:

- i. Operational need – where a data custodian has data requested by a researcher; or where a data custodian is the researcher
- ii. Strategic need – where a data custodian, or Network, has strategic influence within the public sector or with other opinion formers
- iii. Scientific need – where expertise in a discipline, methodology or dataset is sought by members of the Network, or data custodians

A financial driver will also be considered as some current Network activity is co-funded by data custodians. This driver may become more important in the future as the Network needs to consider funding for additional activities or financial sustainability.

Alongside the drivers for engagement the exercise will consider the likely demand for particular administrative datasets, as well as data covering particular topic areas more broadly. The assessment of likely demand will draw on the knowledge of experts within the Network, on researcher queries, and drivers created by Research Councils' priorities. For future revisions information gathered during stakeholder engagement activities organised by the Network's Public Engagement and Communications teams will also contribute to our understanding of researchers' data priorities.

The prioritisation exercise will also consider existing pathways to access, and the relationships that exist between Network staff and data custodians. This will help assess where resources should best be assigned, either to develop new relationships and pathways, or strengthen existing ones. Where there are existing relationships with data custodians, these will be used to secure a better understanding of their priorities in terms of drivers for engagement and dataset usage.

Alongside prioritisation for the Network's proactive engagement, resources will be assigned to ensure that Network can also react effectively to contacts initiated by data custodians.

ADS will coordinate a prioritisation exercise with each region identifying key datasets for their research areas and likely drivers for their existing contacts. The exercise will be reviewed by ADS in consultation with the Network and submitted to the MC every 6 months.

c. Methods

A range of tools for engagement with the data custodians are currently being utilised and a number more will be developed in order that the Network has a suitable breadth of tools to support appropriate engagement with data custodians. This section outlines *the mechanisms and tools that are or will be established to support data custodian engagement*.

The most common form of contact is likely to be written, whether emails to support operational work, regular Network newsletters, and feedback relating to datasets and projects, or the end of project research summaries that will be available to data providers. Central to written engagement is the ADRN website which contains all key messages and relevant information about the Network. The engagement process will also allow information on the efficacy and suitability of the messages to be fed back to the ADS web team enabling improvements in the targeted messages.

An important form of contact, particularly in the initial phases of engagement with data providers, will be via face to face meetings. These could be regular or one off, and be used to develop relationships and to address specific issues relating to data, methodological or research questions. This type of contact also includes informal contact where Network staff have the opportunity to influence a data custodian with regard to the Network.

Telephone contact is another important form of contact covering teleconferences where face to face meetings are impractical, and mutual one-one support on issues around data access, usage and related expert advice.

Events in areas of interest to the Network and partners will also offer good opportunities for engagement. These would include events held by data custodians that Network staff are invited to present at or attend, the ADRN impact conference and other Network organised events. Or external events organised by the RSS, UKSA, or UKAN for example.

In order to have a strategic influence on the Network a data custodian may request or be invited to be part of the formal governance structure. For example as member of the Network Governing Board, the Network Approvals Panel, or as a contributor to one of the Expert Groups that advise Network on standards and policies.

d. Engagement

This section categorises the different types (drivers) of engagement, and explains how engagement of that type will operate within the Network

A central Engagement Database will be developed (more information below) that lists all the information uncovered in the mapping exercise, including key contacts in the Network and the data custodian. Contact with any government official listed in the database for ADRN purposes will be via the named Network contact. This single point of contact is a critical part of the ADRN strategy and has been implemented in order to make the best use of Network resources and meet the aims and objectives of this Strategy

Strategic engagement:

Strategic engagement addresses areas where data custodians may have a strategic influence within the public sector or with other opinion formers, for example a senior civil servant who has a responsibility for her department's data release strategy; or who is a member of the ADRN Board; or who is involved in the development or application of legislation related to data sharing.

Strategic engagement will be led by the Public Engagement and Communications (PECO) team in the organisation who holds the lead contact, except in the case of ADRC-NI where it will be led by a dedicated team in NISRA. Network staff with one-off or on-going advisory roles to data custodians are also likely to have opportunities for strategic engagement. The *ADRN-wide impact and communications strategy [ADRNMC14-22]* provides the basis for all Network strategic communications. All Network staff will be familiar with the key messages outlined in *ADRN Information Statements for Data Custodians (2015)*.

Operational engagement:

Operational engagement will be critical to the day to day functioning of the Network, covering areas such as data discovery, securing access to data, and research support among others.

Operational Engagement is likely to require multiple contacts with a data custodian, and will therefore be coordinated by the ADS User Services team, with primary responsibility for engagement delegated to the main contact named in the Engagement Database where appropriate.

Scientific engagement

Scientific engagement is most likely to be in the form of advice and collaborations between Network and government researchers. There is a wealth of knowledge across the Network and its' partners covering areas such as research methods, data security, and data content. Effective sharing of that knowledge will help to build trust as well as supporting the achievement of the ADRN's vision *to benefit society... through intelligent use of de-identified administrative data*.

It is recommended that this type of engagement can be undertaken by anyone within the Network. All such contacts should be recorded in the central database.

Financial engagement

The Network is not currently resourced to buy data so this category only applies to data custodians who have a financial relationship with the Network. For example those who provide funding to Network (WG) or are ADRC partners (NISRA, ONS, NHS Scotland, NRS).

Financial engagement will be handled by ADRC who has the financial relationship with the relevant government body, except in the case where the relationship is with the ESRC in which case the ESRC case officer for the Network will be notified where contact is deemed to be necessary.

Financial relationships will be noted for reference, but engagement with data custodians on financial issues will not be centrally recorded as part of the Engagement Database. An exception would be if a contact relating to a financial relationship was likely to impact the Network's strategic or operational functions.

e. Responsibilities

To ensure appropriate and coordinated engagement, the Network has agreed divisions of responsibility when engaging with data custodians, depending on where the custodian is located and the existing expertise within the Network.

Data owner engagement will be led by the ADS (for data covering England and the UK) or the relevant ADRC (for data covering the devolved administrations, Northern Ireland, Scotland and Wales). Primary responsibility for strategic engagement will lie with the lead organisation's PECO team (except for ADRC-NI where it will be led by a dedicated team in NISRA) in accordance with the ADRN PECO strategy. Primary responsibility for operational engagement will lie with the relevant User Services

team. Engagement with data custodians will be delegated to the Network members with existing expertise and contacts where appropriate.

Regardless of where primary responsibility lies, the ADS will be notified of all contacts with data custodians so that all engagement can be captured.

In order to maximise the benefits of Network expertise it is acknowledged that Network staff with existing personal contacts with government officials may not always have the time to become the single point of contact for a dataset or department. Where that is the case it is recommended that the Network staff member retains their existing contact, but actively introduces a member of ADS (for all government agencies that are not related only to a devolved administration) or the appropriate ADRC (for devolved administrations) to their government contact in order for that person to take over as the main point of contact. Contact with data custodians that have the potential to impact Network work in any way will be logged in the central database whether the Network staff member is the main point of contact or not.

The list below lists who will lead on data owner engagement depending on the geographical coverage of the data and local expertise.

- ADS will be notified of all ADRN related formal contacts with data custodians so that all approaches can be centrally monitored, ADS will also be kept informed of informal contacts where they may have an impact on the operations of the Network.
- Where data are related to and owned by a devolved administration (e.g. Northern Ireland, Scotland, or Wales) the ADRC for that administration will usually lead on negotiations unless ADS is notified otherwise.
- Where data are UK wide the ADS and ADRCs will discuss who should take the lead based on existing contacts with the data custodian, resource availability, and data custodian preference.
- Where the data combine elements of data from different devolved administrations ADS will coordinate a joint approach making use of the most effective contacts.

Where the Network faces significant problems in engaging with data custodians, particularly surrounding access to administrative data sources the ADRN Management Committee may ask for the support of the Board in addressing the issues.

3. Evaluation

An evaluation of the effectiveness of this strategy will take place biannually. The evaluation will be led by ADS. The evaluation will be reported to the Management Committee to assist in their review of the strategy. The report on the evaluation and

subsequent review will also be presented to the Network Board for information.

Data custodians who the Network has had contact with may be approached for their feedback on the effectiveness of the strategy with regard to strategic and scientific engagement particularly, with Network key performance indicators and feedback from users and Network staff informing the evaluation of the operational strategy.

Appendix A: Central Engagement Database

It is proposed that the database include the following fields:

1	Name of department or agency	
2	Department type	ministerial/non-ministerial/agency and other public body/devolved administration/public corporation
3	Geographical remit	UK/England/England and Wales/Northern Ireland/Scotland/Wales
4	Priority	1-4 or not until requested
5	Department SIRO	
6	Network personal contact with SIRO	Any Network staff who have an existing close relationship with the SIRO
7	Network key SIRO contact	The person who is Network's key contact with SIRO if different from above.
8	DDAN	
9	Network personal contact with DDAN	Any Network staff who have an existing close relationship with the DDAN
10	Network key DDAN contact	The person who is Network's key contact with DDAN if different from above.
11	Key Policy Maker(s)	
12	Network personal contact with Policy Maker(s)	Any Network staff who have an existing close relationship with the Policy Maker(s)
13	Network key Policy Maker(s) contact	The person who is Network's key contact with Policy Maker(s) if different from above.
14	Social researchers	Department policy makers who have a relationship with Network staff or who have been identified as key for communications
15	Network contact for social researcher	Usually the person who submitted the name of the social researcher
For each person entered in fields 5-15 above and in 25 below		
16	Contact number	
17	Email address	
For fields 5, 8, 11, 14 for each meeting record		
18	Date of contact	
19	Name of Network contact	
20	Type of contact	Operational/strategic/scientific/financial/formal/informal
21	Present at meeting	List of people present at meeting/contact
22	Link to report	Link to meeting report outlining issues discussed and resolved, outstanding action, and action owners
Data acquisition		
23	Dataset name	
24	Dataset priority	If contact not initiated for specific project
25	Dataset contact	
26	Network point person	Who leads on contacts within Network
27	Project reference	

Please note the numbers are to simplify the table and to help in discussing it they do

not indicate the exact number of fields or the position of the field in the final database.

Annex B Data Owner Engagement Report

Purpose:

The purpose of this paper is to provide an outline for the ADRN Board of ADS' engagement with data custodian's to date. Please note this is not a comprehensive list of all engagement, but gives examples of the type of engagement taking place and the organisations that ADS has been in contact with.

A full report on ADRN wide engagement will be available for the next Board meeting once the Engagement Database (see Data Owner Engagement Plan) has been implemented.

Introduction:

Engagement with data custodians has taken place in a number of ways from face to face meetings, to presentations and stalls at government events.

Below is a brief outline of the type of engagement that has taken place so far. Engagement has been initiated in a number of ways for a variety of reasons. In some cases engagement is driven by a researcher's request for data, in some by likely strategic importance of a data custodian, in others the contact has been initiated by the data custodian. Contact initiated by data custodians has primarily been for the purpose of scientific engagement where ADRN is being asked to advise on areas in which it has expertise.

The paper does not include engagement with ONS and the other Statistical Partners in the Network, as these are very complex and will require a full overview of Network engagement for effective reporting.

Strategic Engagement:

Strategic Engagement has taken place via membership of ADRN advisory bodies such as the Board and the Expert Groups, as well as through advice that data custodians have requested on issues such as ethical use of data and quality assurance. ADS has also presented at events organised or attended by data custodians such as a stall at an event for government Heads of Analysis, and one at the DwP away day. Melanie Wright has presented at the DwP organised Welfare Transparency Board; and Tanvi Desai has presented at a UKAN event and the UKSA event on *Administrative Data – Statistical Potential*.

Operational Engagement:

Operational engagement has progressed at different speeds with different departments depending on both the stage at which the contact was made as well as the data custodian's previous level of involvement with, and understanding of the ADRN. The primary aim of operational engagement to date has been to try to identify potential barriers to data access; to attempt to streamline processes between ADRN and the data custodian to minimise duplication of effort; and to answer any questions data custodians have relating to ADRN principles and security.

Scientific Engagement:

While we expect the amount and intensity of scientific engagement to increase significantly as more research projects come on stream and expertise with administrative data within the Network increases, we have already undertaken scientific engagement. Examples include being asked to contribute advice on an Ethical Data Framework for Government by the Cabinet Office, and on Quality Assurance for Data Analytics for the Ministry of Justice.

Financial engagement:

ADS has not engaged financially with any data custodians.

Moving forward:

We are awaiting responses from a number of data custodians that have already been contacted. Plans for future engagement will be driven by the Data Custodian Engagement Plan.

Other engagement activity:

Other organisations that ADS has engaged with to date include: The Big Lottery Fund, Belmana, JISC, the ODI, the UK Data Forum, ESRC Big Data Phase 2 centres, and the ESRC/HMRC Tax Administrative Research Centre

Appendix: Examples of ADS Engagement to Date

	Strategic	Operational	Scientific	In progress
CESG	introduction to ADRN aims and procedures. Understanding CESG concerns	Meeting to discuss ADRN handling of sensitive records		
CO	Introduced ADRN to office of the government SIRO; Involvement in CO public engagement exercise on primary data sharing legislation	Discussed potential penalties for government breaches with OG-SIRO	Advice provided by ADRN on ethical data framework for government	
DCLG	Introduced ADRN		Advice requested on managing security for linking	
DfE				Awaiting response to introductory email
DVLA				Awaiting response to introductory email and queries about dataset

				content
DwP	Introduction to ADRN; Membership of IA and SDC Expert Groups	Detailed discussions to harmonise user journeys and ensure ADRN are capturing all information that DwP need to provide access to data; discussion on accessing DwP/MoJ/HMRC datashare		Planned meetings to discuss data content for specific research questions; proposal for development of DwP metadata
HESA	Introduction to ADRN	Discussion of access criteria, successful negotiation for access to HESA data for ADRC-NI via DELNI.		
HMRC	Membership of ADRN Board; Membership of SDC Expert Group	Discussion of HMRC user journey,		Awaiting response re general introduction and HMRC priorities
HSCIC	Introduction to ADRN; Discussions around harmonisation of standards and procedures, possibility of co-accrediting safe settings	Clarification of HSCIC priorities and constraints, access conditions and user journey. Future plans for care.data		
MoJ	Introduction to ADRN	Discussions with data access team, NOMs head of Research; discussion on accessing DwP/MoJ/HMRC datashare	Advice provided by ADRN on quality assurance for data analytics	Proposed discussions surrounding meta data development; ADRC-E discussion around data linkage methodology

UK STATISTICS AUTHORITY

ADMINISTRATIVE DATA RESEARCH NETWORK BOARD

ADRN(15)12

Draft ADRN Board Annual Report 2014/15

Purpose

1. This paper presents a first draft of the ADRN Board's annual report at Annex A.

Recommendations

2. Members of the ADRN Board are invited to:
 - note and discuss the proposed content of the annual report; and
 - consider the format and content of the annual report and whether it meets the Board's requirements.

Background

3. The Administrative Data Task Force report recommended that the governing board report to the UK Statistics Authority on the work and performance of the Board and the Network through an annual report.
4. The annual report will be presented to the UK Statistics Authority Board by the Chair of the ADRN Board. This will take place at the Authority Board meeting in May. The annual report will be published on the UK Statistics Authority website.
5. This is an early draft and a number of sections of this report are still to be completed. Work is ongoing with the ADS and the ADRCs to complete these sections. Comments on the broad content and structure would be particularly welcome.

Simon Whitworth and Adil Deedat, ADRN Board Secretariat, 13 February 2015

List of Annexes

**Annex A Draft ADRN Board Annual Report , Simon Whitworth and Adil Deedat,
ADRN Board Secretariat**

Annex A

9.1

Draft Annual Report
To be published later in 2015

Any other business