



**UK Statistics
Authority**



**Eleventh Meeting of the
Administrative Data Research Network Board**

Minute, Agenda and Papers

Monday 7 November 2016

11:00 – 14:15

Board Room, UK Statistics Authority
Drummond Gate, London

UK STATISTICS AUTHORITY
ADMINISTRATIVE DATA RESEARCH NETWORK BOARD

Minute

Monday, 7 November 2016
Boardroom, Drummond Gate, London

Present

Board Members

Professor David Hand (Chair)
Ms Sharon Witherspoon
Dr Fiona Armstrong
Mr Jonathan Athrow
Mr Peter Benton
Ms Siobhan Carey
Dr Andrew Garrett
Mr Colin Godbold
Mr Roger Halliday
Mr Glyn Jones
Professor Denise Lievesley
Ms Frances Pottier
Mr Luke Sibieta (for items 7 to 11)
Professor Peter Smith
Mr Nicky Tarry
Mr Darren Warren
Ms Penny Young

UK Statistics Authority

Dr Simon Whitworth

Economic and Social Research Council (ESRC)

Dr Lucy Martin

Administrative Data Research Centre – Northern Ireland

Dr Dermot O'Reilly

- 1. Minutes and matters arising from previous meeting**
 - 1.1 The meeting reviewed progress with actions from the previous meeting held on 12 July 2016.
- 2. Chair's Report**
 - 2.1 The Chair reported that that the non-executive Board members met prior to this meeting. It was reported that the non-executives considered, amongst other issues, the mid-term review and progress with accessing data.
 - 2.2 The Board were informed that Professor Smith had been appointed as the new Network Director for a year and had started the role on the 1 October. Professor Smith reported that he will lead a project team focused on data acquisition. The team will consist of: a project manager who has been seconded part-time from the Administrative Data Service (ADS), an administrator and a secondee from Whitehall to provide advice and direction to data acquisition activities.

- 2.3 The chair reported that in July along, with the Deputy Chair, he had met with Jane Elliot from the ESRC and Stephen Axford and Bairbre Kelly from the Department of Business, Energy and Industry Strategy (BEIS) to discuss some of the challenges that the ADRN is facing in getting access to data. At this meeting BEIS agreed to draft a letter in support of the ADRN for circulation around Director Generals at appropriate Departments. Dr Martin stated that this had not yet been sent out. The chair noted the significant time that had elapsed since the original meeting and asked that Dr Martin request that BEIS send out the letter at the earliest opportunity.
- 2.4 The Board heard that the ADRN had been recently discussed by the ESRC audit committee and the ESRC Council. Ms Armstrong reported that the Audit Committee and the ESRC Council were both assured by the efforts and progress made on data acquisition.
- 2.5 The Chair informed the Board that the ADRN Board annual report was reported to the UK Statistics Authority Board in September and was now published on the UK Statistics Authority website.
- 2.6 The Chair also reported that he had been interviewed as part of the ADRN mid-term review. The following Board members were also interviewed: Ms Witherspoon, Mr Jones, Mr Warren, Mr Tarry, Mr Benton and Mr Smith
- 3. Highlight Report [ADRN(16)20]**
- 3.1 Professor Smith introduced the highlight report for the period between 17 June and 19 October 2016.
- 3.2 Professor Smith informed the Board that, as had been requested at the Board meeting in July, the following information had been added to the Highlight Report:
- i. metrics presenting the time taken for data to be provided to Trusted Third Parties and the Administrative Data Research Centres;
 - ii. information on the number of approved projects that are requesting data from each department, how long negotiations have been in progress with each department and what engagement is taking place to try to unblock access to data; and
 - iii. information on why some projects are not getting as far as the Approvals Panel.
- 3.3 These additions to the highlight report were welcomed by the Board. It was suggested that it would be useful to include information on how long each project had been waiting for data from each department. The Secretariat was asked to liaise with the ADRN data acquisition team to ensure that this guidance was included in future highlight reports. The Secretariat was also asked to continue to send updated highlight reports to the Board on a regular basis.
- 3.4 The inclusion of the completed project summaries on the ADRN website was noted as a positive development. The Board were informed that the two completed Welsh Government projects had attracted media interest and had been well received.
- 3.5 The meeting heard that the ESRC were considering whether government departments could bid to host safePods. It was also suggested that government departments could potentially partner with academic institutions who could house the safePods.
- 3.6 There was some discussion about the progress that had been made on the security accreditation of ADRN facilities. The following points were made in the discussion:

- i. It was suggested that the ADRN should aim to achieve some form of pan government accreditation so that all government departments could be assured of the security of the ADRN facilities.
- ii. The Board were informed that the Office for National Statistics (ONS) had accredited the ADRC-England's (ADRC-E) facilities to hold ONS data. Given that a number of departments share data with the ONS, it was suggested that this should provide assurance to other departments about the security of the facilities at the ADRC-E and could mean that they are more willing to provide data to the ADRC-E. It was suggested that this should be communicated to other departments as soon as possible. Professor Smith was asked to work with ONS to make sure this happened
- iii. The Board were informed that ONS were in the process of accrediting the facilities at the ADRC-Wales (ADRC-W) and would potentially be making survey and non survey data available to the Network. Professor Smith was asked to work with ONS to push this forward and try to get the ONS to accredit the facilities at the ADRC-W as soon as possible.

4. Report from the Approvals Panel [ADRN(16)21]

- 4.1 Dr Garrett presented an update from the Approvals Panel. The Board were informed that William Mehaffy and Steven Rose had joined the Approvals Panel and that the Panel now had a full complement of members.
- 4.2 The Board were informed that the Approvals Panel has decided that, unless it will cause delays to the overall provision of data for research projects, all applicants must have completed their ethical review process and gained a favourable outcome, before the Panel will consider their project. It was suggested that the Approvals Panel should adopt a more flexible approach and approve some projects subject to ethical approval as some ethics committees, such as the National Statistician's Data Ethics Advisory Committee, do not meet as regularly as the Approvals Panel. Dr Garrett was asked to feed this back to the Approvals Panel and report back to the Board.
- 4.3 It was suggested that the list of approved projects published on the ADRN website presented an impressive list of projects. The ADS were encouraged to use the range of approved projects to communicate the research and policy potential of the ADRN.

5. Progress on ADRN Mitigation Strategy [ADRN(16)22]

- 5.1 Professor Smith presented an update on the progress made with the tasks identified in the ADRN mitigation strategy and the data acquisition plan.
- 5.2 The Board were informed that following the outcomes from the Gateway Review, Professor Smith is leading a data acquisition team. This includes a project manager, an administrator and a secondee from Whitehall who will provide advice and direction to data acquisition activities. The administrator and Whitehall secondee are yet to be appointed. The Board were assured that data acquisition activities were still being taken forward despite of the fact the secondment from Whitehall had yet to be appointed.
- 5.3 The Directors Group have developed a focused data acquisition action plan which will deliver on key areas of the data acquisition efforts. This will initially focus on the following five government departments and the following academic leads have been identified for each of the departments. The academic leads meet monthly to discuss progress:
 - i. Department for Work and Pensions (DWP) – Dr O'Reilly;

- ii. NHS Digital – Professor David Ford;
 - iii. ONS – Professor Smith;
 - iv. Department for Education – Ms Tanvi Desai; and
 - v. Ministry of Justice – Professor Mark Elliot.
- 5.4 The data acquisition team were asked to incorporate the actions and outcomes from the Data Acquisition Plan into the ADRN Issue Mitigation Plan as soon as possible. The Board requested that the Secretariat provides regular updates to the Board on the outcomes from the ADRN Issue Mitigation Plan.
- 5.5 The Board were informed that four potential ADRN projects had been submitted to the relevant Lead Analysts in DWP and meetings between the lead analysts and the researchers were being organised. These DWP projects would need the approval of the Chief Analyst at DWP and the Minister of State for Welfare Reform at DWP. Concern was expressed that this sounded like a time consuming process which was similar to the process that researchers had struggled with for a number of years when attempting to access data from DWP.
- 5.6 Progress on data acquisition was considered. The following points were made in the discussion:
- i. It was recognised that some welcome progress had been made in getting access to data from the ONS, Universities and Colleges Admissions Service and NHS Digital.
 - ii. It was suggested that it is going to take time to build trust with departments to facilitate the sharing of data with the ADRN. This needs to be taken into account when assessing the success of the Network at this relatively early stage of its existence.
 - iii. The meeting was informed that the Administrative Data Research Centre – Northern Ireland (ADRC-NI) had been a game changer in facilitating research using administrative data in Northern Ireland. It was suggested that some of these successes could be better communicated to the public, funders and government departments to highlight the value of the ADRN.
 - iv. The ADRC-E are currently working with ONS to develop a proposal for the future support that ONS will provide for ADRC-E going forward. As ONS has a great deal of experience in successfully getting access to administrative data, it was suggested that ONS could potentially play more of a role in the ADRN data acquisition process.
 - v. Concern was voiced about whether the phase 2 milestones presented in the data acquisition plan could be achieved by January. If these milestones were not met the Board may need to report to Parliament, through the UK Statistics Authority Board, on the apparent unwillingness of some departments to share data with the ADRN and consider how the current ADRN model can be most effective in enabling the research community to access administrative data for research purposes in a timely manner.
 - vi. The Board were informed that some academics were frustrated by the time it was taking to get data via the ADRN. It was reported that this was leading to some researchers ignoring the ADRN and approaching departments directly to try to access data.
 - vii. It was noted that the ADRN had been mentioned as an enabling infrastructure to help realise some of the policy aims of the Digital Economy Bill and Higher Education Research Bill. If departments are not willing to share data with the Network then the role it could potentially play in helping to achieve the policy aims of these pieces of legislation will be limited.

6. Access to commercial organisations conducting Government Commissioned Research [ADRN(16)23]

- 6.1 Professor Smith reported on the progress that has been made to identify a clear, mutually acceptable process that can be used by the ADRN to support commercial organisations undertaking Government Commissioned Research (GCR) which meets the ADRN's public good criteria.
- 6.2 It was reported that the ADRC-Wales (ADRC-W) are leading on this project and have had discussions with Welsh Government to identify a pilot project which could be used to take through the ADRN project application process. This will identify potential issues and inform future network activity to support commercial organisations undertaking GCR. A suitable pilot project will be identified by the end of January.
- 6.3 The Board were informed that the Welsh Government do not have their own secure linkage facility. Therefore, the ADRC-W is an important enabler for the Welsh Government to be able to access linked data for research purposes. It was noted that the ADRN may not play as important an enabling role for Whitehall departments who have access to alternative secure linkage facilities.
- 6.4 It was reported that should an acceptable process be identified to enable commercial companies to do GCR in the ADRN then the Board would need to notify the Approvals Panel of any agreed policy change.

7. ADRN mid-term review

- 7.1 Dr Alison Paprica, the lead mid-term reviewer, presented the findings of the independent mid-term review of the ADRN. Ms Paprica reported that the establishment of ADRN infrastructure is a significant accomplishment and that the ADRN was making good overall progress to date. However, Ms Paprica stated that the Network must make major advances in accessing government data if it is to fulfil its mandate.
- 7.2 It was suggested that although the mid-term review recommendations had the potential to significantly improve the ADRN it could not be said at this point in time that adopting the recommendations would definitely lead to the success of the Network. The ADRN is dependent on government departments supplying it with data and this is something which is largely outside the control of the Network.
- 7.3 The Board welcomed the recommendations of the mid-term review and agreed with the ESRC that these would be published when they had been considered by the UK Statistics Authority Board and the ESRC council.

8. Data retention

- 8.1 Professor Smith provided an update on the movement towards the greater retention of data within the Administrative Data Research Network (ADRN).
- 8.2 The following points were made in the discussion that followed the update:
 - i. Care would have to be taken in communicating this change in policy given that the ADRN was set up with a different retention model.
 - ii. It was suggested that this policy should continue to be referred to as the data retention policy as the meaning of this was widely understood by the public.
 - iii. The ADRN should be flexible to the particular wishes of the individual data owners when putting this policy into practice.

9. Legislative Issues

9.1 Ms Witherspoon provided an update on domestic legislative issues. It was reported that the Digital Economy Bill was debated at Second Reading in House of Commons on 13 September. At Commons Committee stage the Public Bill Committee heard oral evidence from 27 individuals over two days, including Hetan Shah of the Royal Statistical Society and Sir Charlie Bean who presented evidence on behalf of the research and statistics strands of the Bill. The individual provisions of the Bill were subsequently scrutinised by the committee on the 25 and 27 October. The Committee endorsed the relevant clauses with cross-party support, with the Opposition noting the reassurance provided by the range of safeguards in place and UK Statistics Authority's commitment to robust and transparent oversight of its data sharing arrangements. The Committee agreed without division to the inclusion of a number of Government amendments, including an amendment under the research strand intended to ensure that public authorities acting as data processors are brought under the accreditation requirements set out in the legislation.

9.2 The Board were informed that the Bill will proceed to its Report Stage and Third Reading in the House of Commons before being sent to the House of Lords for further consideration. The Royal Statistical Society are coordinating the lobbying activities of a number of interested parties including the Academy of Social Sciences, the Wellcome Trust, the Cohort and Longitudinal Studies Enhancement Resources and the ESRC.

9.3 It was reported that the Wellcome Trust are publishing a report in December of research they have done exploring issues around communicating with the public about the use of data in research. It was suggested that the findings from this could be highly relevant for informing the ADRN's communication strategy.

10. A view from the ADRC-Northern Ireland

10.1 Dr O'Reilly provided an update from the ADRC-NI. It was reported that an increasing number of government departments are offering data to the ADRC-NI because they have policy questions to answer and because they trust the quality of the linkage done by the Trusted Third Party linker.

10.2 The Board were informed that data sharing agreements between each government department and the ADRC-NI are set up for each individual research project. It was reported that agreeing these data sharing agreements gets easier over time as the relationship between the ADRC-NI and a government department develops.

10.3 It was reported that over time the ADRC-NI are planning to provide access to Northern Irish data for researchers from the rest of the UK providing the government departments who provide the data are happy for them to do so.

10.4 There was some discussion about why the ADRN is proving to be more successful in the Devolved Administrations. The following points were made in the discussion:

- i. Whitehall departments tend to have more resources than the Devolved Administrations to be able to answer their research questions without relying on the ADRN. For example, in contrast to some Whitehall departments, the Devolved Administrations do not have their own secure linkage facilities. Therefore, the Devolved Administrations are reliant on the ADRCs to undertake research on linked data.
- ii. The importance of personal connections and trust between researchers and government departments was stressed. Given the smaller scale of the Devolved Administrations relative to England, it is easier for personal connections and trust to develop in the Devolved Administrations. The ADRC-E could try to create these

personal connections and trust between researchers and government in England by building subject specific communities.

11. Any other business

- 11.1 It was noted that some of the other ESRC big data investments are facing similar problems to the ADRN in accessing data. The secretariat was asked to arrange for an update on Phase 2 of the ESRC big data investment to be provided at a future Board meeting.
- 11.2 The Board asked to be presented with information on the different datasets that were flowing into each ADRC. This would enable overlaps in the data flowing into the different ADRCs to be identified. The Secretariat was asked to work with the ADRN data acquisition team to provide this information for the next Board meeting.

UK STATISTICS AUTHORITY
ADMINISTRATIVE DATA RESEARCH NETWORK BOARD

Agenda

Monday, 7 November 2016
Board Room, One Drummond Gate, London
11:00am - 2:15pm (coffee from 10:30am)

Chair: Professor David Hand
10:30 to 11:00 - Non-executive session
Part A (11:00am to 12:30pm)

1 11:00am	Minutes and matters arising from previous meeting	Professor David Hand
2 11:10am	Chair's report	Oral Report Professor David Hand
3 11:20am	Highlight report	ADRN(16)20 Professor Peter Smith
4 11:35am	Report from the Approvals Panel	ADRN(16)21 Dr Andrew Garrett
5 11:45pm	Progress on ADRN Mitigation Strategy	ADRN(16)22 Professor Peter Smith
6 12:15pm	Access for commercial organisations doing Government Commissioned Research	ADRN(16)23 Professor Peter Smith

Lunch (12:30pm to 1:00pm)
Part B (1:00pm to 2:15pm)

7 1:00pm	ADRN mid-term review	Information Paper Ms Alison Paprica
8 1:30pm	Data retention	ADRN(16)24 Professor Peter Smith
9 1:45pm	Legislative issues	ADRN(16)25 Ms Sharon Witherspoon
10 1:55pm	A view from the ADRC-Northern Ireland	Presentation Dr Dermot O'Reilly
11 2:10pm	Any other business	

Next Meeting: Monday 6 February 2017, Drummond Gate, London

UK STATISTICS AUTHORITY
ADMINISTRATIVE DATA RESEARCH NETWORK BOARD

Minute

Tuesday, 12 July 2016
Boardroom, Drummond Gate, London

Present

Board Members

Professor David Hand (Chair)
Ms Sharon Witherspoon
Dr Fiona Armstrong
Mr Jonathan Athrow
Mr Peter Benton (for items 4 to 10)
Ms Siobhan Carey
Dr Andrew Garrett
Mr Colin Godbold
Mr Glyn Jones
Professor Denise Lievesley
Mr Luke Sibieta
Professor Peter Smith
Mr Nicky Tarry
Mr Darren Warren
Ms Penny Young

UK Statistics Authority

Dr Simon Whitworth
Mr Robert Bumpstead

Economic and Social Research Council (ESRC)

Dr Paul Meller

Administrative Data Service (ADS)

Ms Tanvi Desai
Ms Gemma Hakins (for item 6)

Apologies: Mr Roger Halliday

1. Minutes and matters arising from previous meeting

- 1.1 The minute from the previous meeting held on 12 July 2016 was agreed by correspondence and is published on the [UK Statistics Authority Website](#).

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Chair’s Report
Professor David Hand

UK STATISTICS AUTHORITY

ADMINISTRATIVE DATA RESEARCH NETWORK BOARD

ADRN(16)20

Highlight Report

Purpose

1. This paper presents an Administrative Data Research Network (ADRN) highlight report for the period between the 17 June 2016 and the 19 October 2016. **Annex A** provides more detail on the activities of the Network over the reporting period. A performance information dashboard presenting metrics on the ADRN's performance against a number of key measures is presented in **Annex B**.

Recommendations

2. Members of the ADRN Board are invited to note and discuss the content of the highlight report and the annexes.

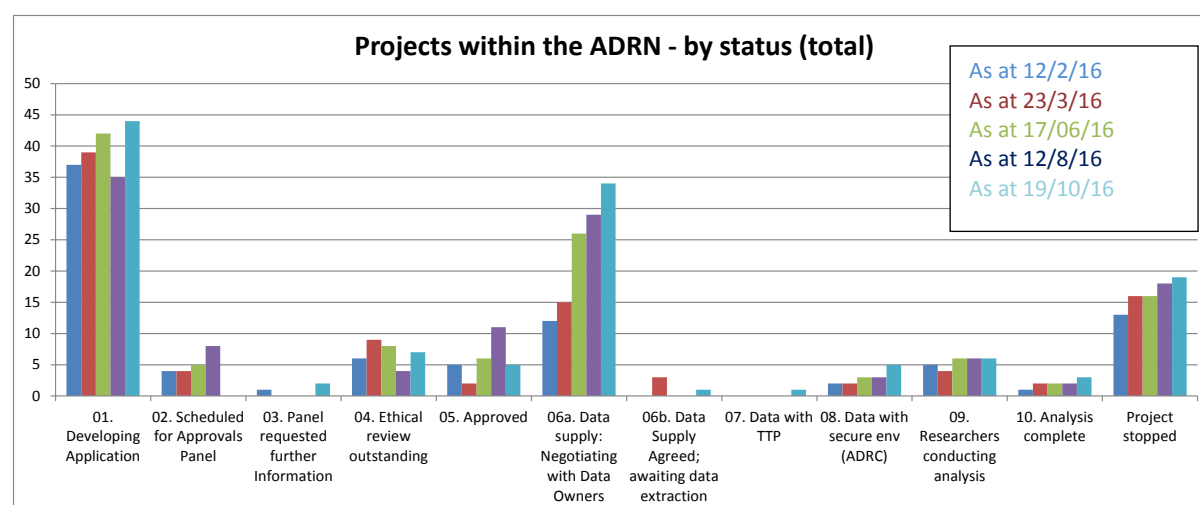
Background

3. At the ADRN Board meeting in July 2016 a restructured highlight report was presented for the first time. The Board welcomed the changes to the Highlight Report and suggested that the following further improvements to the Highlight Report could be made:
 - i. metrics should be presented about the time it is taking for data to be provided to Trusted Third Parties (TTP) and the Administrative Data Research Centres;
 - ii. information should be provided on the number of approved projects that are requesting data from each department, how long negotiations have been in progress with each department and what engagement is taking place to try to unblock access to data; and
 - iii. information on why some projects are not getting as far as the Approvals Panel should be provided in future updates to the Board.

Discussion

Projects at each stage of the ADRN process

4. The graph below presents how many projects are at each stage of the ADRN process.



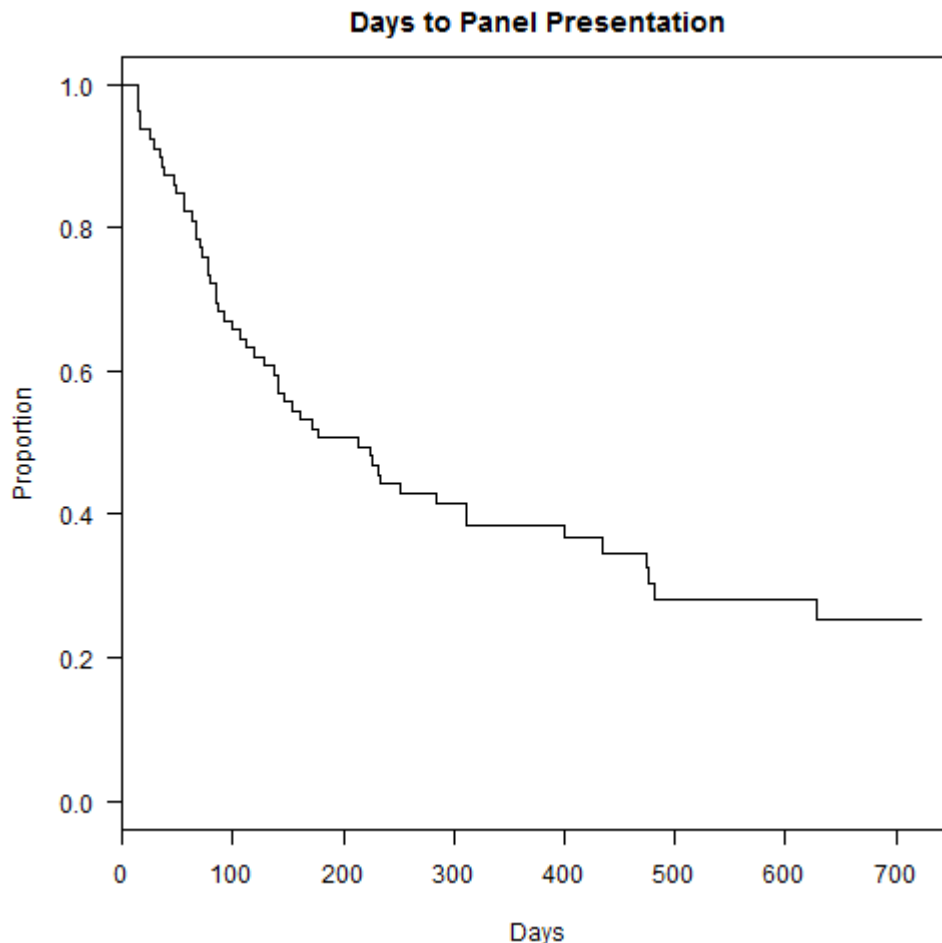
5. The table below presents how many projects from each Administrative Data Research Centre (ADRC) are at each stage of the ADRN process. Negotiations for data on behalf of the ADRC- England are undertaken by the ADS.

Projects	ADRC-England	ADRC-Northern Ireland	ADRC-Scotland	ADRC-Wales	Administrative Data Service
Developing Application		10	9	11	14
Scheduled for Approvals Panel		0	0	0	0
Panel requested further information		0	0	0	2
Ethical review outstanding		0	0	2	5
Approved		2	1		2
Data supply: Negotiating with data owners		8	9	7	10
Data supply agreed awaiting data extraction		1	0	0	0
Data with TTP	0	1	0	0	
Data with secure environment (ADRC)	1	1	0	3	
Researchers conducting analysis	2	1		3	
Analysis complete	0	2	0	1	
Project stopped	0	1	2	3	13

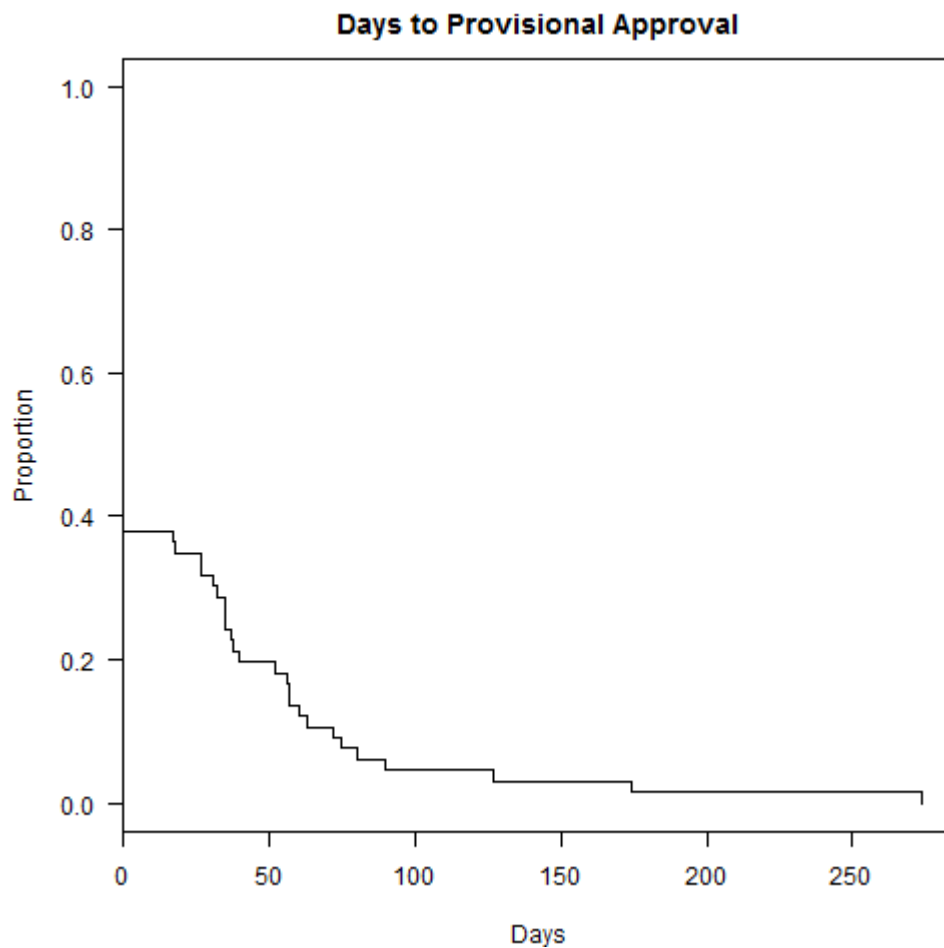
6. The developing application category includes all projects at various stages of development. This represents a pipeline of future projects and includes projects that have been registered with the ADRN but have not yet been approved. It also includes projects from researchers who have a planned work programme and who are not expecting to progress their project until a point in the future.
7. The reasons why projects are not getting as far as the Approvals Panel are as follows:
- data providers give prognoses for data acquisition which makes projects unfeasible;
 - researchers pursue other priorities; and
 - some researchers are managing forward plans by logging projects with clear indications it fits into a programme of work in the future.
8. The reasons why 19 projects have been stopped are listed below:
- 2 projects were rejected by the Approvals Panel;
 - 1 project was stopped as the data the researcher required did not exist;
 - 10 projects were stopped as the researchers did not obtain funding;
 - 1 project was stopped because it was found not to meet ADRN criteria;
 - 1 project was stopped due to insufficient resource; and
 - 4 projects were stopped as the researcher chose not to progress the project.

Time it is taking for projects to progress through the ADRN process

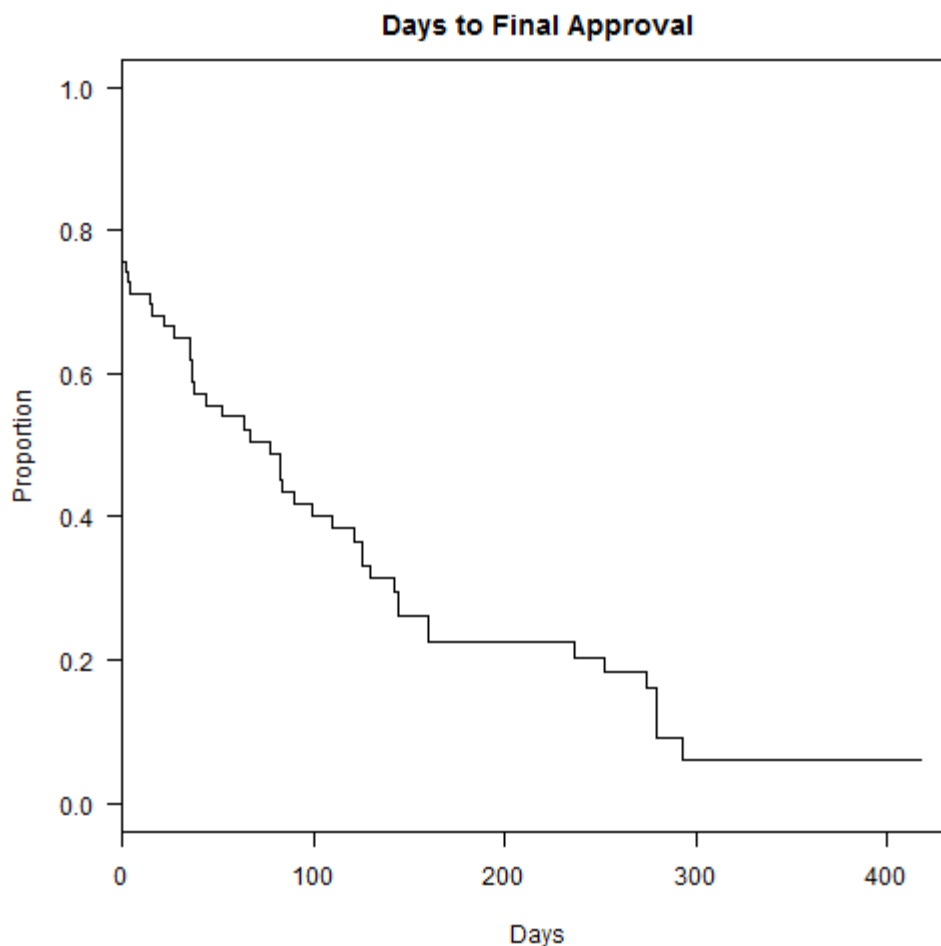
9. The Kaplan-Meier estimate of the distribution of the time taken from a project being assigned a Project Number, the “start date”, to being presented to the Approvals Panels is provided in the figure below. This figure indicates that there has been an increase to around 35% of projects that are presented to the Approvals Panel with three months of being allocated a Project Number and around 60% within a year. The figure also suggests that if a project has not been presented within a year, it is unlikely to be forthcoming.



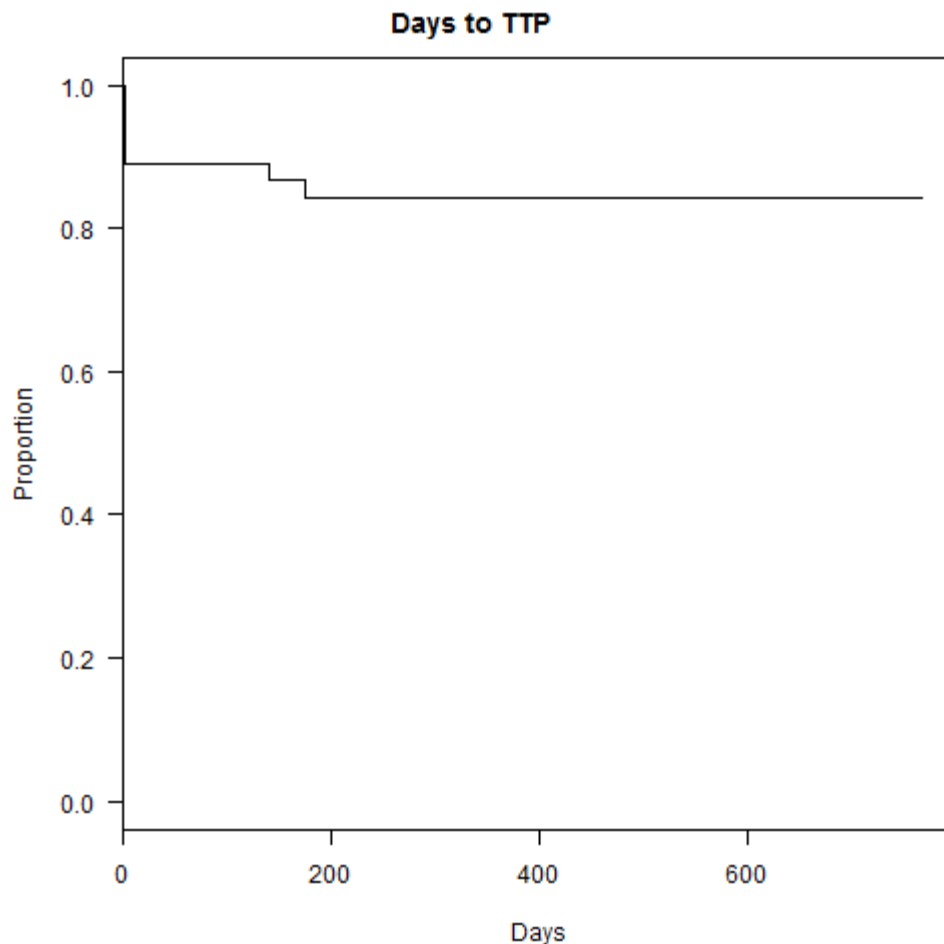
10. The Kaplan-Meier estimate of the distribution of the time taken from a project being presented to the Approvals Panels to it being provisionally approved is provided in the figure below. This figure indicates that over 60% of projects are provisionally approved the first time they are considered by the Approvals Panel and around 85% within two months; fewer than 10% have to wait longer than three months for provisional approval.



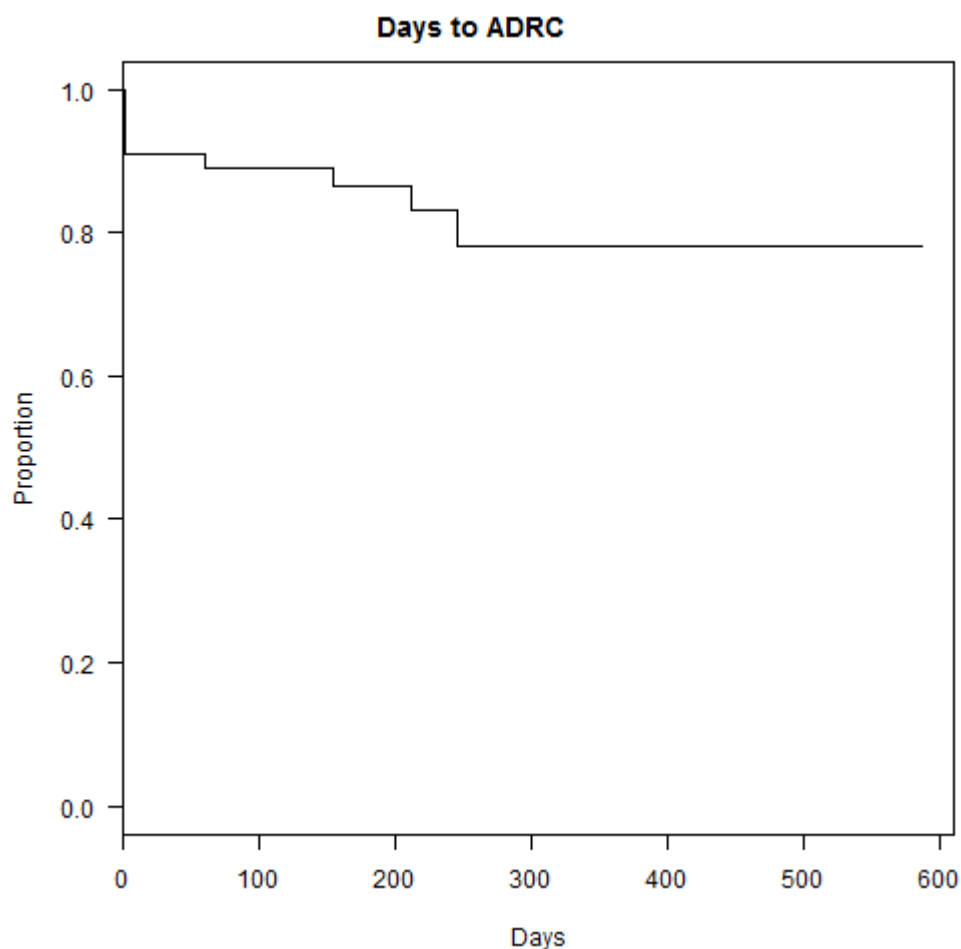
11. The Kaplan-Meier estimate of the distribution of the time taken from a project being presented to the Approvals Panels to it receiving final approval is provided in the figure below. This figure indicates over 20% of projects receive final approval the first time they are considered by the Approvals Panel and around 45% within two months. Around 45% have to wait longer than three months for final approval. Please note that it was the earlier projects that took a relatively long time to receive final approval.



12. The Kaplan-Meier estimate of the distribution of the time taken from a project receiving final approval to data being provided to the trusted third party (TTP) is provided in the figure below. At present, most projects with data are using data already available in databanks and therefore 10% of projects with data in the TTP have short timescales. A further two projects have been provided to the TTP within six months. Over 80% of projects are yet to have data provided to the TTP. However, this plot does not provide information on how long they have been waiting since many have only recently been approved.



13. The Kaplan-Meier estimate of the distribution of the time taken from a project receiving final approval to data being provided to the ADRC is provided in the figure below. At present, most projects with data are using data already available in databanks, therefore 10% of projects with data in the ADRC have short timescales. Approximately a further 10% of projects have been provided to the ADRC within nine months. Over 70% of projects are yet to have data provided to the ADRC. However, this plot does not provide information on how long they have been waiting since many have only recently been approved.



Summary of Data Owner Engagement

14. The table below provides a summary of the current situation with data owner engagement.

Department	Number of Approved Projects that are requesting data	How many projects have access to data from the Department	How long negotiations have been in progress	Summary of engagement that is taking place to unblock access
Department for Business Energy and Industrial Strategy	0 (1 provisionally approved and 1 in development)	0	Negotiations have recently started to reflect the change of governance of datasets following the merger between the Department for Business Innovation and Skills and the Department of Energy and Climate Change.	Meeting to scope ownership of datasets arranged.
Department of Energy and Climate Change	1	0	16 months	Awaiting update from Energy Network Agency lawyer due on 1 November 2016.
Department for Education (DfE)	5	0	7 months	Discussions to identify ownership of datasets ongoing. ADRN meeting with DfE senior staff.
Driver and Vehicle Licensing Agency (DVLA)	2	0	15 months	Not a priority data owner under data acquisition plan. ADRN to learn from on-going negotiations between DVLA and the Secure Anonymised Information Linkage Databank.
Department for Work and Pensions (DWP)	10	0	11 months	Three projects with DWP lead analysts. Process and contracts in

				development.
NHS Digital	8	1	15 months	Data has been delivered for one project using ONS as the secure environment. Another project has been considered by the Data Access Advisory Committee. The Committee's recommendations are being progressed. Five other projects are under focused discussion.
Higher Education Statistics Agency (HESA)	2	1	16 months	A straightforward pathway to HESA data has been identified. A project using HESA (Department for Employment and Learning of Northern Ireland) data has been delivered by ADRC-Northern Ireland.
HMRC	3	0	20 months	Digital economy bill will potentially enable HMRC to share data with the ADRN. Starting to hold meetings to discuss how ADRN and HMRC will work if change happens.
Ministry Of Justice (MoJ)	0	0	20 months	Discussions have started with MoJ. MOJ suggested that it is possible to earmark some datasets for fast track access by ADRN researchers under

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				a general agreement and will provide some indicative metadata.
Office for National Statistics (ONS)	8	2	24 months	One ADRN project requesting census data was approved subject to minor revisions at the National Statistician's Data Ethics Advisory Committee in the middle of October. At the same meeting another ADRN project requesting census data was reviewed. The application is subject to major revisions. NSDEC will review this application by correspondence once revisions are made, so that if approved it can proceed as quickly as possible.
Universities and Colleges Admissions Service	3	0	10 months	The complete UCAS dataset has been deposited with the UK Data Archive.
Valuation Office Agency	1	0	9 months	The same approach as is being taken with HMRC is being adopted.

Data Security

15. There are no data security issues to report.

Jo Webb, ADRN Data Acquisition project team, 18 October 2016.

List of Annexes

Annex A ADRN Activity Report

Annex B Performance information dashboard

Annex A ADRN Activity Report

Infrastructure/ Network developments

- The 2017 ADRN research conference will take place in Edinburgh on the 1 and 2 June 2017. A film from the 2016 conference is available on the ADRN youtube channel <https://www.youtube.com/watch?v=2Va29Uy900w>.
- The Directors Group have met monthly. Their structure was revised to include Peter Smith as ADRN Director who will continue to chair the Directors Group for the coming year. A focused data acquisition project team is being formed. The Directors Group have provided written evidence to the committee stages of the Digital Economy Bill.
- The Approvals Panel met monthly, including a face-to-face meeting in Edinburgh in September.
- The ADRC-England (ADRC-E) University of Southampton secure lab has gained CyberEssentials accreditation and is operational. ADRC-E has also contributed to the UK Statistics Authority's stocktake on its Code of Practice.
- Dr F Burns and Mrs E Nelson from the ADRC-Northern Ireland (ADRC-NI) have led the delivery of a working paper for voluntary, community and social enterprise (VCSE) engagement at Network level, to be approved by the Operations and Directors Group this month; once approved this will be implemented at procedural level by the Researcher Services Group.

Staffing updates

- Three new ADRC-Scotland (ADRC-S) Research Fellows have been appointed and two new PhD studentships have been appointed.
- ADRC-S hosted a 3-month sabbatical by the Director of Research in the Department of Human Services, Strategic Information Division, Health and Information, Commonwealth Government of Australia. His research team focusses specifically on using longitudinal data across various Master Programs (Centrelink, Medicare and Child Support) and business areas (Business Activity Reporting) to answer service policy and delivery-related research questions. This includes providing research support to Academics, Commonwealth, State and Territory Partners. The Director is the government lead for several cross government forums aimed at demonstrating the utility of administrative data as a research asset, and building a capability for the broader research community to use this data to inform policy design.
- ADRC-E's Assistant Director, Emma White, is on a 12 month 0.4 full time equivalent secondment with NatCen Social Research, seeking to create ADRN project opportunities, and support NatCen in responding to data requests for ADRN projects.
- Ulster University (UU) has appointed two new PhD studentships; these are ADRC-NI support funded Department of Employment and Learning (DEL) studentships working on ADRC-NI projects.

Events

- Melanie Wright (Director, Administrative Data Service (ADS)) attended the Interuniversity Consortium for Political and Social Research Council meeting in Michigan.
- The ADRC-S held a 2-day retreat in New Lanark for 40 staff from across ADRC-S and partner organisations including Scottish Government.
- The ADRC-E held a retreat in Windsor for staff across the ADRC-E.

- Chris Dibben (Director, ADRC-S) participated in a European Health Psychology Society-Net Working Group on Modern Data and Health in Copenhagen.
- During the summer the Administrative Data Research Centre-Wales (ADRC-W) was a partner in hosting the International Population Data Linkage Network (IPDL) conference. Staff from across the Network undertook keynote public engagement and data sessions and these were very well received by international delegates. Further information can be found at <https://www.adrn.ac.uk/news-training/blog-adrn/ipdl/>

Safepods development and Micro Safe Settings Network (MSSN)

The following progress has been made during the reporting period:

- The SafePod supplier tender has been brought forward to align with the SafePod purchasing call.
- Architects have been appointed to produce the specification requirements for SafePod.
- The University of St Andrews contractual work for supplier tender and purchasing call is nearly finalised.
- The UK Data Service has expressed a wish for involvement and will potentially make their most sensitive datasets available for remote access through the Network.
- The SafePod prototype has been modified to make it fully operational. The ventilation system and access control system were the main areas of work.

Training offered

- The following training courses have been held:

ADRC-S

- Data Linkage: Techniques, Challenges and Applications, Cambridge 12-16 September.
- Workshop on “Automated record linkage - how far can it take us?” 27-30 September.
- Stata Programming for Social Surveys and Administrative Data Analysis, Edinburgh, 13-14 October.
- ADRN safe researcher accreditation training, Fife, 30 August. This was attended by 11 researchers.
- Workshop on ‘Using your own databases as research resources’, Edinburgh, 5 October.

ADRC-E

- Analysis of Linked Datasets, Southampton, 1-2 September;
- An introduction to Spatial Data Linkage Using R, Southampton, 19 September;
- Introduction to Data Linkage, London, 12 October.
- The Safe Users of Research data Environment Training (SURE) consortium met in September and considered further coordination between the partner organisations. In January there will be a review of the training materials and the consortium hope to agree a common training policy and joint record keeping system.
- ADRC-E have produced more podcasts of short courses. These are on the topics: Introduction to administrative data; Introduction to spatial linkage

using R and are available online: <https://adrn.ac.uk/about/research-centre-england/training-podcasts/>

Project development (ADRC-NI)

- Queen's University Belfast (QUB) and the Police Service of Northern Ireland (PSNI) are working together to develop a project linking health and police data to address PSNI objectives under the Programme for Government.
- QUB Centre for Public Health, are developing:
 - o Discussions with the Commissioner for Older People Office Northern Ireland (COPNI) to identify evidence gaps and utilisation of ADRC-NI data sets.
 - o a new project focusing on childhood myopia linking health, ophthalmic, census, birth registry and multi-level deprivation data.
 - o an application to link the Northern Ireland Cohort for Longitudinal Study of Ageing (NICOLA) cohort data to health data.
- UU researchers are developing a range of new projects looking at mental health indicators in areas including maternal health, accidental trauma, young people and housing access.
- UU researchers are developing an education based project linking health and educational outcomes and English as a first language.

Public engagement and communications

- A new version of the www.adrn.ac.uk website has been developed by ADS and was launched successfully in October. The website is now divided in distinct parts for different audiences (although they are not named): researchers, data owners, public, news and training, research projects and general info. The website features a blog. There is a '[resources for researchers](#)' section in 'Getting Data', so researchers can find the information where they expect to find it.
- ADRN staff have taken part in the following public engagement activities

ADRC-S

- ADRC-S held a workshop with the ADRC-S's Public Panel on the 3 October to discuss data retention issues.
- Laurie and Black from ADRC-S contributed to International Human Dimensions Programme Information Governance Summit on the 11 October.
- A poster was presented at the Society for Longitudinal and Lifecourse Studies Conference on Parental Occupations and School Outcomes, Bamberg, 6 October.

ADRC-E

- ADRC-E participated in the National Centre for Research Methods Festival in Bath on 5-7 July.
- Gilbert, Moore and Gale gave three presentations at the IPDLN conference in Swansea in August.
- White gave a presentation on UK data sharing in University of Bristol.
- ADRC-E organised a session at the BSPS conference in Winchester in September.

- Smith and Moore gave invited presentations at the Science and Engineering Universities Data Dialogue “Time to Share” event in Cambridge on 28 July.
- ADRC-E produced a marketing brochure outlining achievements and successes in the time since the awarding of the ESRC grant. This is being printed at time of writing.

ADRC-NI

- ADRC- NI Twitter account (@ADRC_NI) continues to be a valuable tool to raise awareness of the existence and service of the ADRC-NI, particularly around research programmes and outreach events. There is a noticeable increase in engagement around events, and recent new connections including research centres in the United States, showing that ADRC-NI are reaching a wide audience using social media.

ADRC-W

- ADRC-W hosted jointly with the Wales Institute of Social and Economic Research Data and Methods a Seminar in Cardiff called ‘Big data or big rubbish? The contribution of data linkage to social science’. This was attended by visitors from New York University and Stamford University.
- Other ADRC-W events included: attendance at Cymorth Social Care Conference, ADRC-Wales Crime Seminar and the Health and Care Research Conference.
- ADRC-W have also attended Public Engagement events including: Tenovus Cancer Network, Age Cymru Wales Network, Swansea Council for Voluntary Action Meeting, Involving People Network, Carmarthenshire 50+ Network, Technocamps, Swansea Local Area Coordination Team, Llanelli Town Council, Carmarthenshire Communities First, Afan Communities First, Carmarthenshire 3rd Sector Broker and Community Engagement, Technology, Media and Arts Community Group.
- Wales Public Engagement Consumer Panel is now involved in the development of projects as well as supporting researchers with embedding Public Engagement into their research.

Researcher Engagement

ADRC-NI

- The second meeting of the ADRC-NI User Forum took place on 3 October. Presentations were made by Project Management and communications with the second half being a closed group meeting for researchers to discuss their ADRC-NI engagement experiences. The meeting Chair, Dr John Moriarty, will meet with the Centre Director and Project Manager in the next weeks and take up his seat at the next Centre Strategic Steering Group meeting on 6 December 2106.
- The Communications team presented on public engagement at the second ADRC-NI User Forum, encouraging ADRC-NI researchers to make use of Communications resources to support their public engagement work.
- There is a renewed focus at ADRC-NI, to ensure that researchers are not only fulfilling their public engagement requirements, but also actively developing their public engagement practices.

ADRC-S

- ADRC-S held a workshop at the University of Edinburgh Economics Dept in September on the potential for developing new research projects.

Publications

- Public summaries from two completed projects are available on the website at <https://www.adrn.ac.uk/research-projects/completed-projects/>
- A third edition of the ADRN newsletter 'Network' aimed at Stakeholders has been published. It features updates from across the Network and a focus on recent research showing that family background is the biggest factor in whether people go to University.
<https://www.adrn.ac.uk/media/1377/newsletter-v3.pdf>

ADRC-S

- Stevens contributed to "Analysis: Research and the General Data Protection Regulation - 2012/0011(COD) [July 2016 \(v1.4\)](#)"
- Laurie and Stevens published a journal article, "Developing a Public Interest Mandate for the Governance and Use of Administrative Data in the United Kingdom" in the [Journal of Law and Society](#) in August 2016.
- Porteous published an ADRN Blog [article](#) "Improving administrative data research with public engagement" in October 2016.

ADRC-NI

- On 7 September 2016 ADRC-NI, in partnership with Action Research Knowledge (ARK) launched 'Public attitudes to data sharing in Northern Ireland', research conducted through the 2015 Northern Ireland Life and Times Survey. This research was the first of its kind to measure how the public viewed the sharing and linking of personal administrative data for research purposes in a variety of contexts. It found that there is support from the public to do research into the public benefit, as long as there is trust in the institutions conducting the research, that data is kept safe in line with lawful data protection measures, and that the research has a public benefit. The launch seminar was booked to capacity and attended by more than 50 people. There was wide ranging discussion at the event, as well as on Twitter, where portions of the presentations from the researchers as well as Ulster University's new Pro-Vice Chancellor for Research and Impact were live-streamed. An accessible account of the research also appears in blog form on the [ADRN website blog](#). More about the research can be found here: <http://www.ark.ac.uk/publications/updates/update108.pdf>. This research will also form the basis for an ADRC-NI event at the ESRC Festival of Social Science.

Impact

ADRC-S

- Impact following the programme of Aberdeen Children of the 1950s (ACONF) events:
 - o NHS Grampian Medical Director began recruiting ACONF participants to help shape the new Clinical Strategy for NHS Grampian.
 - o The Department of Public Health is using participant feedback in their annual report for 2017.
 - o NHS Research Scotland's SHARE programme joined an ACONF event resulting in their most successful recruitment day in Grampian.
 - o ACONF activity led to its use as an exemplar for engagement with members of historical studies by the Public Benefit and Privacy

Panel for Health and Social Care (within NHS Scotland), and by the Farr Institute of Health Informatics Research.

ADRC-W

- ADRC-W has managed to gain to date an additional £1M+ in funding from various sources for projects. It is close to publishing further projects including some that have a direct policy informing purpose. One recent example is the Wales Fuel poverty emerging findings report, a collaboration with Welsh Government and also Farr.

ADRC-NI

- ADRC-NI researchers continue to attract significant project level funding for capacity building in the industry of secondary data analysis.

Forward outlook

Infrastructure

Development of SafePod and Micro Safe Settings Network (MSSN)

- Network terms and conditions of use currently being written up.
- SafePod supplier tender to go ahead by December 2016.
- Pilot network of 20 Pods by June 2018.
- Full network of 60-80 SafePods by Oct.19.

Communications

- A longer term plan for further developments to the www.adrn.ac.uk website is being developed.
- The data catalogue will be revised with information about negotiation times for different government departments.

Researcher Engagement

ADS

- ADS will be presenting at the UK Data Service's Crime Survey Users Conference on 9 December in London. ADS's presentation in 2015 generated enquiries to the Network from researchers.

ADRC-S

- ADRC-S will have a strong presence at [AQMeN international conference](#) on "Rediscovering Inequalities: Exploring the interconnections between crime, education and urban segregation", 26 to 27 October.
- ADRC-S is jointly hosting with Farr@Scotland and Urban Big Data Centre the "[Data Linkage Scotland Showcase](#)" at Glasgow on the 29 November 2016.

ADRC-W

- Data Briefs being developed for the Wales Council Voluntary Action, European Social Fund, Careers Wales and Fuel poverty data.
- ADRC Wales will be running a Data Visualisation workshop in Swansea on the 23 November and a seminar in Cardiff in January.

ADRC-NI

- Presentation to member groups of the [Northern Ireland Human Rights Consortium](#) on the ADRN/ADRC-NI and how they can develop research partnerships with academics using data to address stakeholder issues and evidence gaps. This will be on 23 November.
- An ADRC-NI 'Department of Education' workshop is scheduled for 24 February 2017. 21 researchers have registered to attend to date, registration remains open.
- In partnership with the Northern Ireland Council for Voluntary Action (NICVA)'s [Detail Data Project](#), the ADRC-NI are developing a series of Data workshops for the Voluntary, Community and Social Enterprise (VCSE) sector, aiming to educate the sector's researchers on available sources of administrative data, how they can use data to address the needs of their stakeholder communities and build evidence to address gaps in policy. The ADRC-NI aim to run the pilot before the end of 2016.

Public Engagement

ADRC-S

- In Scotland, data owner approval has been obtained for a qualitative study of Aberdeen Children of the 1950s (ACONF) cohort participants experiences of research and views on data governance and long-term study participation. The project Following Participation will be a qualitative study with Cambridge University and Dementia Platform UK. Two focus groups of study members have been recruited, to explore their views on how cohort data is governed, shared, and used, and their motivations for participating in long term studies.

Events

ADS

- The ADS Directors have been invited to attend the Public-Academic Research Colloquium (PARC): Leveraging Administrative Data for Social Policy Innovation on the 29 to 30 Nov. This is co-convened by: Actionable Intelligence for Social Policy initiative (University of Pennsylvania), Social Decision and Analytics Lab (Virginia Tech), Abdul Latif Jameel Poverty Action Lab, North America (Massachusetts Institute of Technology), and the Administrative Data Research Network (UK).
- ADS have joined forces with Business and Local Government Data Research Centre and Human Rights, Big Data and Technology, to raise awareness of how big data at the University of Essex is enabling a better society. The full programme can be found at <https://adrn.ac.uk/news-training/news-events/newsitem?newsid=4733>
- Delegates from the South Korean Government are coming to ADS on the 17 and 18 October to find out about the ADRN and investigate the possibility of setting up a similar infrastructure in South Korea.

ADRC-S

- ADRC-S are hosting a visit from Christine O'Keefe from the Commonwealth Scientific and Industrial Research Organisation for a RoundTable discussion in Edinburgh and then an evening Royal Statistical Society/ADRC-S organised workshop on "Protecting confidentiality while making data available for research and policy analysis"

ADRC-NI

- ADRC-NI will be holding its second Showcase event in the Northern Ireland Assembly at Stormont on 6 February 2017. This event will once again highlight work done to date on several high profile projects, including 'responses' from government departments and VCSE groups on the benefits of the research to their work. The event will bring together academics, community sector workers, politicians and policymakers.
- ADRC-NI will be holding an event at the ESRC Festival of Social Science on ['Measuring the value of data sharing in Northern Ireland'](#) on the 9 November. This will discuss the recent 'Public attitudes to data sharing in Northern Ireland' research published in partnership with ARK.

Annex B Performance information dashboard

Number	Measure	Definition	Outcome Oct 2013- Sep 2015	01 October – 31 December	01 January – 31 March 2016	01 April – 30 June 2016	01 July- 30 Sep 2016
1	Requests for speakers at international conferences speaking about the ADRN	Requests for ADRCs and ADS funded personnel to talk at conferences outside the UK. Requests for ADRN funded personnel to speak at conferences outside the UK. Requests for Governing Board members to speak at conferences outside the UK. Requests for Directors Group members (not included in above) to speak at conferences outside the UK.	Total: 36	11	7	13	28
2	Invitations for speakers to present on the ADRN at UK events.	Requests for ADRN funded personnel speakers to talk at UK events where stakeholders will be present. Requests for ADRN funded personnel to speak at UK events where stakeholders will be present Requests for Governing Board members to speak at UK events where stakeholders will be	Total: 38	10	11	28	19

Annex B Performance information dashboard

Number	Measure	Definition	Outcome Oct 2013- Sep 2015	01 October – 31 December	01 January – 31 March 2016	01 April – 30 June 2016	01 July- 30 Sep 2016
		present. Requests for Directors Group members (not included in above) to speak at UK events where stakeholders will be present					
3	Logged projects with ADS compared with Approved projects	Total number of projects logged with ADS compared to those with approval from the Approvals Panel.	Total: 49 logged projects/ 21 approved	Cumulative: 82/27	Cumulative:105/36	Cumulative: 98/45 Note: stopped projects are no longer included	126/54
4	Presentations at conferences on methodological focus.	Presentations concerning the development or use of new methodologies which result from ADRN work packages or research projects.	10	6	5	21	24
5	Summaries published from projects with a methodological focus.	Summaries concerning the development or use of new methodologies which result from ADRN work packages or research projects published on the ADRN website.	0	0	0	0	0
6	Facility in each country	ADRC with facilities available for safe access	All countries have a facility	All countries have a facility	All countries have a facility	All countries have a facility	All countries have a

Annex B Performance information dashboard

Number	Measure	Definition	Outcome Oct 2013- Sep 2015	01 October – 31 December	01 January – 31 March 2016	01 April – 30 June 2016	01 July- 30 Sep 2016
		to data. ADRC open and dealing with user queries.					facility
7	Accreditation training programme in place.	Programme to accredit researchers is available.	Yes	Yes	Yes	Yes	Yes
8	Time between approval and data with the Trusted Third Party (TTP) set out by project.	Time during negotiations with data owners for each project with Approvals Panel agreement until data is in the TTP.			ADS are updating the shared data capture facility to allow up to date reporting on this.	This has been captured in graphical format (see paper ADRN(16)20)	This has been captured in graphical format (see paper(16)20)
9	Number of data supplier data sets accessed: target 100% of data sets required	Number of data sets which have been provided to the TTP which have been requested for use to create data sets for projects approved by the Approvals Panel. Cumulative measure of all projects which meet criteria			Although these are provided in the initial project proposal, during negotiations with data controllers these numbers may change as new sources may become available. However, it is planned to capture this information as comprehensively as possible.	Definition of data set and proposed collection method currently under development by Operations Group.	30 data sets To be consistent with other reporting the number of data sets per project = number of data owners
10	Total number of accredited users	Total number of accredited users named	Total: Academic: 32 individuals	Academic: 32 individuals	Cumulative: Academic: 40	Cumulative: Academic: 40	Cumulative: Academic:

Annex B Performance information dashboard

Number	Measure	Definition	Outcome Oct 2013- Sep 2015	01 October – 31 December	01 January – 31 March 2016	01 April – 30 June 2016	01 July- 30 Sep 2016
	named on projects approved by Approvals Panel.	on projects approved by Approvals Panel by sector (academic, government, third sector) Total number of accredited users named on projects approved by Approvals Panel funded by the network.	Total: Government: 24 individuals Total: Third sector: 8 individuals	Government: 24 individuals Third sector: 8 individuals	individuals Cumulative: Government: 24 individuals Cumulative: Third sector: 8 individuals	individuals Cumulative: Government: 24 individuals Cumulative: Third sector: 8 individuals	41 individuals Cumulative: Government: 24 individuals Cumulative: Third sector: 8 individuals
11	Number of completed projects	Number of projects approved by the approvals panel with published summaries.	0	0	0	0	2
12	% of research summaries available to the public	Number of summaries available on the ADRN website.	No projects completed yet	0	0	0 NB: template for summary was under development	100

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ADMINISTRATIVE DATA RESEARCH NETWORK BOARD

ADRN(16)21

Report from the Administrative Data Research Network (ADRN) Approvals Panel

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:
 - note the contents of this report; and
 - seek clarification on any issues raised by the report.

Background

3. The ADRN Approvals Panel ensures that the process for granting access to sensitive, linked administrative data is fair, equitable and transparent. The Approvals Panel assess each project against the following criteria:
 - i. the project must be purely non commercial research;
 - ii. the project must be feasible, ethical and have clear potential public benefit;
 - iii. a case must be made for using administrative data to carry out the research;
 - iv. a case must be made to show that data can only be accessed through the Network, rather than alternatives;
 - v. the research must not be research that a government department or agency would carry out as part of its normal operations; and
 - vi. the results of the research must be made public through the ADRN website.
4. Projects must be approved before data custodians make the final decision on whether to share their data.
5. The Approvals Panel consists of the following members;
 - i. Professor Sir Ian Diamond (Chair);
 - ii. Jane Naylor (Office for National Statistics);
 - iii. Yee-Wan Yau (HM Revenue and Customs);
 - iv. Steve Rose (Birmingham City Council);
 - v. Professor Richard Harris (University of Durham);
 - vi. Dr John Power (Northern Ireland Assembly);
 - vii. Professor Robert T Woods (University of Bangor);
 - viii. Lynn Wyeth (Leicester City Council);
 - ix. Dr Andrew Garrett (ADRN Board member);
 - x. William Mehaffy (lay member); and
 - xi. Jen Persson (lay member).

Discussion

6. Since the last report to the Board the Approvals Panel has met four times, with meetings on the 18 July, 25 August, 14 September (face to face in Edinburgh) and 11 October.
7. At the Edinburgh meeting the Approvals Panel received a briefing on the processes that take place after Panel 'Approval' and an outline of the ways in which a legal agreement

for data to be released for ADRN projects can be identified. The Panel found the presentation, and subsequent discussion, helpful in explaining the principles on which legal data sharing agreements are established.

8. Following the consideration of the available 'end-to-end' data on the time taken for ADRN projects and in light of the changes that have been made to streamline Panel processes, the Panel has completed its self-assessment process.
9. The Panel task team, chaired by Panel member Dr Andrew Garrett, has finalised the guidance note on description of methodology within ADRN applications. This is presented at **Annex A**.
10. A revised timeline for finalising the ethics guidance note, that was produced in Summer 2015, has been agreed. The document is in use with a scheduled revision process underway and is due for completion by the end of 2016.

Update of any changes to Panel membership

11. Stephen Parker, having completed his two-year term as a Panel member in August 2016, attended a final Panel meeting in September 2016. Sir Ian Diamond thanked Stephen for his valuable contribution to the Panel.
12. William Mehaffy has joined the Approvals Panel as a lay member, attending his first Panel meeting in September 2016.
13. Steven Rose, Head of Analysis at Birmingham City Council, has joined the Panel, providing a data owner/'government' data analyst perspective.
14. The Approvals Panel currently has a full complement of members.

Update of any changes to Operating Procedures

15. The Approvals Panel has decided that, unless it will cause delays to the overall provision of data for research projects, all applicants must have completed their ethical review process and gained a favourable outcome, before the Panel will consider their project.

Calendar of future Panel meeting dates

16. Approvals Panel meeting dates for 2016 are:

- I. 14 November;
- II. 12 December;

17. Approvals Panel meeting dates for 2017 are:

- III. 13 January (face-to-face in Swansea);
- IV. 13 February;
- V. 13 March; and
- VI. 27 April (face-to-face in Belfast).
- VII. 22 May
- VIII. 26 June
- IX. 25 July
- X. 31 August (face-to-face in Essex)
- XI. 26 September
- XII. 31 October
- XIII. 28 November
- XIV. 19 December

Titles of projects approved since previous Board meeting:

18. The following projects have been approved:

PROJ-020	Insights from assessing data quality and under-coverage in administrative sources
PROJ 036:	Me-D-Links: Metformin for diabetes in pregnancy – an analysis of health and educational outcomes using linked administrative data
PROJ 041:	A pilot Administrative Data Research Centre-Northern Ireland (ADRC-NI) project linking Social Security Benefits to understand the health and social needs of disability benefit claimants
PROJ-074	Self-rated mental health or medication record? Which best predicts suicide in Northern Ireland
PROJ 104:	An evaluation of the 'Recovery through Nature' programme
PROJ 105:	Examining the potential impact of the seizure and investigation of illegal drug consignments on local communities.
PROJ-112	An ADRC-NI project linking childhood chronic diseases and end-of-school educational attainment.

19. The Panel has also viewed a number of projects where additional information has been requested from the applicants, or a further clarification is required, before a final decision can be made. This includes some projects where the only outstanding element of Panel approval is confirmation that a favourable outcome has been achieved through an ethical review process.

20. The Administrative Data Service is continuing to work with the Administrative Data Research Centres (ADRCs) to provide 'public benefit summaries' for each of the projects Approved by the Panel. For projects where this has been achieved the summaries can be viewed here: <http://www.adrn.ac.uk/research-projects/approved-projects>.

Number of projects rejected since previous Board meeting (and the type of reason for rejection), number of appeals (and the outcomes):

21. The Panel has not rejected any projects since the last Board meeting.

John Sanderson, Approvals Panel Secretariat, Administrative Data Service, 18 October 2016.

Annex A Guidance note on description of methodology within Administrative Data Research Network (ADRN) applications

Annex A Guidance note on description of methodology within Administrative Data Research Network (ADRN) applications

The following guidance has been developed by a task team, chaired by Panel member Dr Andrew Garrett and including Panel members, Administrative Data Research Centre (ADRC) researchers, Administrative Data Service (ADS) user services staff and ADRN Director Professor Chris Dibben. The guidance has been developed to support ADRN applicants in describing their methodology within their ADRN Project Proposals. The text below will be included in the 'Project Proposal Guidance Notes' that ADRN provides to all applicants. This can be found here https://adrn.ac.uk/media/1159/adrn006-projectproposal_guidancenotes_01_03_pub.pdf

For inclusion in section 5: Methodology

Please outline the methods and analysis used in your proposed study. Include information about any contribution to the field of research methodology that you believe may result from your research.

While recognising that there are different research methods used in various disciplines, the main aim here is to encourage applicants to provide sufficient information to allow the Panel to judge the feasibility of the intended research project, one of the criteria used by the panel¹.

Questions that this section should address include:

- I. what are your research interests/aims/question/hypotheses? (This helps us to understand how your analysis addresses your project aims. It may also be useful to highlight how each aspect of your planned analysis addresses your project's aim, or what aspect of your topic it explores when conducting exploratory research)
- II. what specific methods of analysis do you plan to use? (e.g. logistic regression; cluster analysis; cross-tabulation; descriptive analysis)
- III. for domain specific methods (e.g. cluster analysis, structural equation modelling), please also include a lay summary of the method, in addition to a methodological reference.
- IV. what data/variables will be used, and what type of data is it? (e.g. When running a regression, what is your outcome variable? Is it categorical or a scale? What are your input variables? etc.; When running cross-tabulations, what variables will you use or what types of data will be used to produce your tables?)
- V. how will you assess the quality of any probabilistic analysis? (i.e. thresholds for significance, confidence intervals)
- VI. if appropriate to the forms of analysis used, how will any potential biases be addressed (i.e. will a control group be constructed, and if so how is this control group to be created?).

Note that, the Approvals Panel are not looking for a level of detail in the application such that the analysis would be reproducible, but an experienced researcher should be able to understand what type of model is going to be constructed, how bias is being addressed and what is likely to constitute an important effect.

It is expected that most applications will fall under either the heading of exploratory research or targeted research. The type of research has implications for the planned methodology and the information provided.

Exploratory Research

¹ <https://www.adrn.ac.uk/getting-data/application-process/approval/>

Exploratory research usually covers proof of concept/pilot projects, for example research into whether effective data linkage/matching is possible, or works with a subset of data to develop methodology or future research. It may also involve research in an under developed field and where there may be little to no descriptive data on the phenomenon being studied. As such the work is not expected at this stage to answer specific scientific research questions or lead to policy recommendations. When completing this section please ensure you note that methods used are likely to be more descriptive, although it is acceptable that various types of model could be explored.

Targeted Research

Targeted research has hypotheses to test and/or direct research questions to be answered. As this research is targeted at addressing specific aims, then greater detail regarding the methods of analysis and the data to be used would be expected at the proposal stage. When completing this section please ensure you:

- I. Include a clearly defined hypothesis (hypotheses) to test and/or research question(s) to be answered.
- II. As far as you can at this early stage, try to articulate the outcome or dependent variable(s). Types of outcome may be binary, categorical (with levels), time to event, continuous, multiple events/counts etc. The time point measured may also be relevant including defining any outcome that reflects a change over time.
- III. Indicate the starting point for the modelling process - acknowledging that the model may evolve. For example, what independent or explanatory variables comprise at least the initial set to be considered. Other aspects include the statistical tests that are likely to be used and type of model to be employed (such as regression, logistic, proportional odds, cluster etc.).
- IV. Explain (where relevant) how any potential selection/causal bias will be addressed (e.g., by including a control group with information on how this control group will be created).
- V. Provide methodology references, if a non-standard methodology is proposed.
- VI. Include an explanation of how your methodological approach will answer the research question(s) set out in the project when employing methods not covered by any of the above (e.g. correlation or basic descriptive analysis will only be used, noting that such analysis might be more applicable for exploratory research).

For inclusion in Section 3: Research impact

All projects need to demonstrate how they can benefit the public.

Where the direct public benefit of the research is not necessarily clear (for example in cases of exploratory research), please ensure that the proposal describes what potential future benefits might result from a future extension of the research.

You will need to demonstrate why your research will benefit the public and in what way. Make sure you include any specific ways you will be using to engage with the public or the specific group that will mostly benefit from your research as well as names of events (conferences, user groups etc) when you might have the opportunity to talk to stakeholders about your research and your results.”

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ADMINISTRATIVE DATA RESEARCH NETWORK BOARD

ADRN(16)22

Progress on ADRN Issue Mitigation Plan

Purpose

1. This item provides a summary of progress on the ADRN Issue Mitigation Plan.

Recommendations

2. Members of the Administrative Data Research Network (ADRN) Board are invited to note and discuss the progress made which is detailed in the annexes.

Background

3. The Issue Mitigation Plan was developed by the Economic and Social Research Council (ESRC) in conjunction with the Board. It sets out the mitigation planned and already in place to address the core issues of access to data and demand.
4. The ADRN Issue mitigation action plan was approved at the April Board meeting and the Directors Group was asked to further develop details of the plan and implement it. An update on progress was received at the July meeting. A further update will be offered in this item.
5. Following the outcomes from the Gateway Review, the ADRN Directors Group agreed in September to set up a project team focused on data acquisition. Professor Peter Smith is leading a team including a project manager (in place, seconded part-time from ADS), an administrator (being recruited) and a secondment from Whitehall. The recruitment for this post is underway. This post will provide advice and direction to data acquisition activities.
6. This team will deliver a focused data acquisition action plan which will deliver on key areas of the data acquisition efforts and will initially focus on five government departments: Department for Work and Pensions, NHS Digital, Office for National Statistics, Department for Education and Ministry of Justice. It also includes the two strands of opening the Network to commercial organisations working directly for Government departments, and moving towards retention of linked datasets. This plan with a latest update on progress will be presented.
7. To provide a complete picture of progress with data acquisition, **Annex A** presents an update on the progress that has been made with data acquisition in the Devolved Administrations.
8. Following the appointment of the ADRN Network Director, the ADRN Issue Mitigation Plan will be further updated. This will include incorporating the actions and outcomes from the Data Acquisition Plan into the ADRN Issue Mitigation Plan. Regular updates on the updated ADRN Issue Mitigation Plan will be provided to the Board.

**Simon Whitworth, ADRN Board Secretariat, UK Statistics Authority, and Jo Webb,
ADRN data acquisition project team, 18 October.**

Annex A Data Acquisition Plan

Annex B Data Owner Engagement Report: Activities in the Centres

Annex A: Data Acquisition Plan

Aims of the Data Acquisition Plan

1. The Gateway Review of ADRN that took place in July recommended the development of a more detailed Data Acquisition Plan which aims to address the barriers that the ADRN is facing in securing access to government administrative data.
2. In response to this, the Directors Group have developed a prioritised action plan that identifies strategic and operational activities that may contribute to successful negotiations with data providers.
3. This focuses on data acquisition efforts initially on the following five government departments:
 - I. Department for Work and Pensions (DWP);
 - II. NHS Digital;
 - III. Office for National Statistics (ONS);
 - IV. Department for Education (DfE); and
 - V. Ministry of Justice (MoJ).
4. These departments have been selected using a range of factors such as:
 - I. the likelihood that they will deliver datasets on the 'wish list' of ADRN priority sources;
 - II. the number of approved projects awaiting data;
 - III. government and ESRC research priorities; and
 - IV. indications that the department would prefer ADRN to manage data extraction.
5. This plan also includes projects to develop the following Network areas:
 - data extraction and retention (an update on this work is provided in ADRN(16)24); and
 - access for commercial organisations carrying out research commissioned by Government Departments (an update on this work is provided in ADRN(16)23).

Progress with Data Acquisition Plan

6. The table below presents the progress that has been made against the Phase 1 milestones that have been identified for each department.

Department	Milestone Target	Progress
DWP	Phase 1. By the end of Oct 2016: <ul style="list-style-type: none"> Result of submission to the minister received known. 	<ul style="list-style-type: none"> DWP has commissioned a small group, including Nicky Tarry, to work on identifying next steps for considering projects and direct engagement with ADNR. The 3 priority projects are with lead analysts for approval.
NHS Digital	Phase 1. By the end of Oct 2016: <ul style="list-style-type: none"> Data delivered for 1 project. Data Access Advisory Committee approval for 1 project and 3 more projects in data negotiation by the end of Oct 2016. 	<ul style="list-style-type: none"> Data has been delivered for one project using ONS as the secure environment. Another project has been considered by the Data Access Advisory Committee. Five other projects are under focused discussion.
ONS	Phase 1. By end of Oct 2016: <ul style="list-style-type: none"> Two Welsh Government projects considered by the National Statistician's Data Ethics Advisory Committee (NSDEC). 	<ul style="list-style-type: none"> One ADNR project requesting census data was approved subject to minor revisions at NSDEC in the middle of October. Another ADNR project requesting census data has had major revisions recommended. These will be implemented before the application is reconsidered by NSDEC via correspondence. The UK Statistics Authority and ONS ADRC-England coordination team have had discussions with ONS Census to work out the logistics of making census data available for the two projects. ONS has worked through their internal governance process for ADNR projects so there is a clear pathway for signing off projects internally and for giving the relevant Information Asset Owner early sight of potential projects requesting ONS data. ONS has produced a first draft of the data prospectus detailing the data they are willing to share with the ADNR. This has been published on the ONS website and will be publicised on the ADNR website shortly.
MoJ	Phase 1. By the end of Oct 2016: <ul style="list-style-type: none"> Identify key decision makers for enabling ADNR to retain MoJ/DWP/HMRC 	<ul style="list-style-type: none"> The Administrative Data Service have met with MoJ. MoJ are essentially supportive of the ADNR and suggested that it is possible to earmark some datasets for fast track access by ADNR researchers under a

	linked dataset. <ul style="list-style-type: none"> Identify any other data sources MoJ might be willing to allow ADRN to make available for research. Identify requirements for project approval for retained data. 	general agreement and will provide some indicative metadata. <ul style="list-style-type: none"> Access to the linked DWP/MoJ/HMRC linked data set will be more difficult because a key component of that dataset comes from the police national computer. MoJ are not the data owner for that data and the data owner is very cautious about data sharing.
DfE	Phase 1. By end of October 2016: <ul style="list-style-type: none"> Identify which datasets are controlled by DfE. Secure access to metadata for datasets in Secondary Data Analysis Initiative (SDAI) call by the end of Oct 2016. 	<ul style="list-style-type: none"> Key contact has been identified and meeting arranged to identify ownership of datasets.

Other Progress

- The complete Universities and Colleges Admission Service (UCAS) dataset has been deposited with the UK Data Archive. ONS has agreed with UCAS the terms of their trusted third party function. Formal agreements with the Administrative Data Research Centres to enable research access are in their second draft stage.
- ADRN has been negotiating with the Energy Network Agency with the support of the Department of Energy and Climate Change. A presentation was made to a meeting of the Energy Network Agency (ENA) which received a positive response. The ENA is now consulting lawyers about legal gateways.

Future Milestones

- The Phase 2 and 3 milestones are presented below. Progress against these milestones will be reported in future Board meetings.

Department	Milestone Target
DWP	Phase 2. By the end of Jan 2017: <ul style="list-style-type: none"> • Data delivered for two projects. • Data sharing agreement in place for a third project by end of Jan 2017.
	Phase 3. By the end of July 2017: <ul style="list-style-type: none"> • Data delivered for the third project. • Three more projects in progress. • Metadata on DWP priority datasets developed and available via ADNR website.
NHS Digital	Phase 2. By the end of Jan 2016: <ul style="list-style-type: none"> • Data delivered for the project granted Data Access Advisory Committee approval by Oct. • Data Access Advisory Committee approval and data delivered for 2 more projects. • Metadata on key NHS Digital datasets available via ADNR website.
	Phase 3: By the end of July 2017: <ul style="list-style-type: none"> • Data Access Advisory Committee approval and data delivered for projects requesting data linked to DWP, DfE and ONS data. • Data Access Advisory Committee approval and data delivered for one complex cross national project with linkage between more than three departments.
ONS	Phase 2. By the end of January 2017: <ul style="list-style-type: none"> • Data delivered for two Welsh Government projects.
	Phase 3: By the end of July 2017: <ul style="list-style-type: none"> • Clear pathway which enables ADNR to secure data within two months of project being approved.
MoJ	Phase 2. By the end of January 2017: <ul style="list-style-type: none"> • ADNR led data extraction for one MoJ data source. • A clear pathway to securing access to linked MoJ/DWP/HMRC dataset identified.
	Phase 3. By the end of July 2017: <ul style="list-style-type: none"> • Progression on pathway for obtaining MoJ/DWP/HMRC dataset for ADNR research use.
DfE	Phase 2. By end of January 2017: <ul style="list-style-type: none"> • All DfE data delivered for SDAI projects. • Data sharing agreements in place for 4 more projects.
	Phase 3. By end of July 2017:

	<ul style="list-style-type: none"> • Data delivered for 4 projects. • Data sharing agreements in place for other 5 projects. • Clear pathway to access enabling ADRN users to secure access to DfE data within 4 months of approval.
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Annex B – Data Owner Engagement Report: Activities in the Centres

Administrative Data Service (ADS)

The work by ADS with data owners is captured in the updates on the issue mitigation plan and data acquisition plan.

ADRC England (ADRC-E)

Negotiations for data are mostly undertaken by the ADS. However, the Office for National Statistics (ONS) is a partner in the ADRC-E and the following progress has been made in enabling access to the ONS data through the ADRN:

- i. The ONS Census Information Assurance Officer has agreed in principle for Census data to be held in the ONS Secure Research Environment (SRE) for use in ADRN projects provided that the research project is signed off by the National Statistician's Data Ethics Advisory Committee (NSDEC);
- ii. A data prospectus detailing the ONS data that researchers can potentially access through the ADRN has been published on the ONS website
<https://www.ons.gov.uk/aboutus/whatwedo/programmesandprojects/theadministrativeadataresearchnetworkcollaboration>
- iii. ONS Health analysis and Life Events Division has agreed in principle to supply a comprehensive composite dataset of births and deaths datasets to be held in the ONS Secure Research Environment for use in ADRN projects.
- iv. ONS has completed assurance to in principle enable de-identified ONS survey data to be held within the University of Southampton safe setting. The assurance of the ADRC-Wales safe setting and Swansea, and the ADRC-E safe setting at Bloomsbury is under way.

ADRC-Northern Ireland (ADRC-NI)

Agreement in Principle has been secured with the Police Service Northern Ireland (PSNI), Northern Ireland Cerebral Palsy Register and the Northern Ireland Housing Executive. The Data Prospectus has been updated and published via the ADRN website to advertise the ADRC-NI's portfolio. This is summarised in the Table 1

Table 1: Summary of the ADRC-Northern Ireland's data owner engagement.

Department	Body	Data set
Department of Finance	NISRA	Census
Department of Finance	NISRA	Vital statistics
Department of Finance	NISRA	Central Survey Unit surveys
Department of Finance	Land and Property Services	Valuation Lists
Department for Communities		Benefits data
Department of Agriculture, Environment and Rural Affairs		Farm Census
Department of Education		School Census
Department of Education		School leavers Survey
Department for the Economy		HESA data
Department of Health	Business Service Organisation	Medical
Department of Health	Business Service Organisation	Dental
Department of Health	Business Service Organisation	Pharmaceutical (incl. Prescription Cost Analysis)
Department of Health	Business Service Organisation	Ophthalmic
Department of Agriculture, Environment and Rural Affairs		Environmental Records (Air and Water quality)
Department for Infrastructure		Planning Records
Northern Ireland Office	Electoral Office Northern Ireland	Electoral Register
Queen's University Belfast	Northern Ireland Cancer Registry	Cancer Registry
Department of Justice	Police Service NI	PSNI Recorded Crime statistic
Department of Justice	Police Service NI	PSNI Recorded Injury Road Traffic Collision statistics
Queen's University Belfast	Northern Ireland Cerebral Palsy Register	Cerebral Palsy Register
Department for Communities	Housing Executive	Housing management system
Department for Communities	Housing Executive	Housing benefit

Plans are in place to obtain agreement in principle with the Public Health Agency for access to the diabetic retinopathy registry, and three cancer registries (cervical, breast and colon).

Progress is being made with securing agreement in principle with Economic and Labour Market Statistics Branch, Department of Justice and Department of Health.

ADRC- Scotland (ADRC-S)

The ADRC-Scotland successfully concluded 18 months of negotiations with National Records of Scotland (NRS) to achieve permissions to link Census data for the project "Informal care in the last days of life: a data linkage study". It is expected that data will be in the safe haven before the New Year. Three more projects are seeking access to NRS data.

Access to the “Scottish Looked-After Children dataset” has been successfully negotiated for the project “Placement stability of children in out of home care in Scotland: A sequence analysis”. ADRC-S are now awaiting receipt of the data.

Very good progress has been made with negotiating data access permissions for “An evaluation of the Recovery through Nature programme”.

The National Crime Agency are broadly supportive of progressing the project “Investigating controlled deliveries of illegal consignments”.

Variable progress on DWP dataset access for the following projects: “The wider impacts of benefit sanctions: educational attendance, behaviour and attainment”, “Exploration of influencing factors that inhibit a return to work” and a new proposal in development for Supporting Older People into Employment. The ADRC-S hosted a workshop with Scottish Government and DWP’s Central Analysis Division in October.

Community Health Index Data from NHS National Services Scotland for the project ‘Economic change and internal population dynamics: an innovative study of new residential mobilities in Scotland’ is expected to be in the safe haven by the New Year.

Very good progress has been made getting access to data from NHS National Services Scotland for the project ‘Pilot of the Healthy Ageing In Scotland (HAGIS) study’.

ADRC-Wales (ADRC-W)

Table 2 presents a summary of the ADRC-W data owner engagement.

Table 2: Summary of the ADRC-Wales’ data owner engagement

Data owner	Further information
Welsh Government (WG) Data Sets: National Pupil Database (NPD) Lifelong Learning Wales Record (LLWR) Health Economic Evaluations Database (HEED) Arbed – Strategic energy performance investment programme Welsh Government Warm Homes Nest Scheme (NEST) Active Adults Flying Start	Education data (NPD and LLWR) have been made available by WG for ADRC-Wales use Access to HEED, Arbed and NEST data – home improvement data – has been granted for the project “Evaluating the impacts of Welsh Government funded schemes designed to improve the energy efficiency of the homes of low income households on health outcomes through the use of existing data”. Access granted to Active Adults survey, which is now available for use in the project “Assessing the health impacts of adults’ participation in sports in Wales: investigating the mediating role of accessibility to sports facilities”.
South Wales Police	Data sharing agreement has been signed off and the data has been transferred.
Local Authorities (LAs) in Wales Data Sets: Supporting People PARIS Social Care	Supporting People data from 3 LAs was successfully negotiated for, access was granted and analysis is being conducted. Further activity with other LAs is underway. Discussion ongoing to obtain PARIS and Social Care Data for use in the project “Assessing the feasibility of

	using administrative data to examine risk factors for Domestic Violence and Child Sexual Exploitation in the Swansea area”.
Office for National Statistics (ONS)	ADS acting in relation to Census project. Project outline sent to ADS for dissemination to ONS. Negotiating for access to the Crime Survey for England and Wales
Public Health Wales (Project data funded by Welsh Government) Data Set: Public Health Wales	Negotiations ongoing for access to National Exercise Referral Scheme data.
Academic data holder	Discussion are being had with data owner in order to obtain Skills and Employment Survey data (SES).
Department for Work Pensions (DWP)	ADS acting in relation to obtaining Work and Pensions Longitudinal Study (WPLS) and other DWP data.
HM Revenue and Customs (HMRC) HMRC data Valuation Office Agency (VOA) data	ADS acting in relation to obtaining Work and Pensions Longitudinal Study (WPLS) and other HMRC data i.e. council tax banding data.
Welsh European Finance Office (Part of Welsh Government)	European Social Fund data ready for transfer subject to data sharing agreement being signed off.
Rhondda Cynon Taff Homes	Discussion ongoing for use of property improvement data.
Driver and Vehicle Licensing Agency	ADS to act in relation to obtaining car registration data.
Institute of Education, University College London	Negotiations via ADS in order to obtain access to Millennium Cohort Study data.

UK STATISTICS AUTHORITY
ADMINISTRATIVE DATA RESEARCH NETWORK BOARD

ADRN(16)23

Access for commercial organisations doing Government Commissioned Research

Purpose

1. This paper presents the structure, scope and objectives of a piece of work to investigate the possibility of widening access to the ADRN to commercial organisations doing Government Commissioned Research (GCR). The paper also presents a summary of progress to date and planned activities within the timeframe of the project.

Recommendations

2. Members of the Board are invited to consider the contents of this report and make a recommendation about whether this proposal represents an appropriate way forward.

Background

3. Government departments, both UK and devolved, work extensively with commercial organisations to undertake research to inform policy and evaluate activity. Many of these projects satisfy the ADRN criteria that projects must demonstrate potential public benefit. In addition, GCR outputs have direct influence on policy and evaluations of public services.
4. At the ADRN Board meeting in July 2016, there was some discussion about the tasks, included in the mitigation action plan, that explore the potential of private sector and civil society access to the ADRN. The following points were made in the discussion:
 - i. A distinction should be made between those companies accessing the ADRN to do work for public authorities and those wishing to access the Network for other reasons.
 - ii. It was noted that the appropriateness of companies accessing the ADRN to do work on behalf of public authorities had been previously discussed. The Board wished to move to a decision quickly.
 - iii. The ADS were asked to prepare a proposal, detailing how access for companies doing work for public authorities could be granted. This proposal would be considered by the Board.

Discussion

Aims of the Project

5. David Ford, Director of the Administrative Data Research Centre-Wales (ADRC-W), is leading a project which aims to:
 - investigate and define a process that commercial organisations undertaking GCR can use to access the ADRN and maximise their research to inform policy; and
 - undertake a pilot project utilising the defined ADRN process that can be used to inform future network activity to support commercial organisations undertaking GCR.
6. The desired outcome is a clear, mutually acceptable process that can be utilised by the ADRN to support commercial organisations doing GCR which meets the ADRN's public good criteria.

Project Approach

7. Each of the following stages of the ADRN process will be assessed to investigate to what degree a commercial organisation doing GCR meets the success criteria for the particular stage in the process.
 - i. eligibility criteria that defines what an ADRN project is;
 - ii. feasibility;
 - iii. ethics;
 - iv. privacy;
 - v. approvals panel; and
 - vi. safe researcher.
8. The resultant output will be a project roadmap which will show how commercial organisations doing GCR could progress through the existing ADRN project process. This will highlight any issues that commercial organisation doing GCR may face and identify where changes maybe required to the current ADRN process.
9. The following key areas will also be addressed:

Legal and contractual:

- i. How would the ADRN involvement impact on any procurement process?
- ii. Would any contract between the commercial company and government include any clauses that may legally bind ADRN or indeed preclude the ADRN from engaging?
- iii. What would the transparency around outputs be? Would there be any commercial sensitivities?
- iv. Would any sanctions clauses for negligence/performance be required?
- v. Given that the ADRN is not a legal entity, how would the ADRN be included in any contract?

Financial:

- vi. Would there be a cost recovery element or would it be cost free?

Project process specific:

- vii. What are the training requirements for commercial researchers (Safe Researcher Training)?
- viii. How would competence measurements be defined?
- ix. Would the ADRN need to have data agreed before the commercial contract is released?

Governance and ethics:

- x. How would any change in policy be communicated to data suppliers?

Public engagement:

- xi. What are the public's views on this?

Progress

10. The ADRC-W has gained the support of the chief statistician for Wales for this piece of work. Staff from the ADRC-W have met with representatives from the Welsh Government, who engage with commercial organisations undertaking GCR, to define the range of research undertaken, identify synergies with the ADRN and find a project that could be used as a pilot project.

Future Work

11. A plan to address requirements around access will be in place and formal access procedures will be developed ready to be piloted by the end of January 2017. By the end of July 2017, at least one GCR project will have been undertaken by an organisation that could not previously gain access to the ADRN.

Jon Smart, Programme Manager, ADRC-Wales, 25 October 2016.

UK STATISTICS AUTHORITY
ADMINISTRATIVE DATA RESEARCH NETWORK BOARD

Information Paper

ADRN Mid-term Review

Purpose

1. The findings from the independent mid-term review of the Administrative Data Research Network (ADRN) will be presented.

Recommendations

2. Members of the ADRN Board are invited to discuss the findings of the mid-term review, consider the implications for the ADRN and recommend the next steps.

Background

3. The UK Statistics Authority and the Economic and Social Research Council (ESRC) have worked together to commission a joint independent mid-term review of the ADRN. The UK Statistics Authority will use the mid-term review to seek assurance for the robust performance and governance of the Network. This will help the Authority to fulfil its role as the reporting body to the UK Parliament for the ADRN. The review will also inform the ESRC Council's decision, in February 2017, of whether and how the ESRC will seek to re-commission the ADRN beyond the initial grant.
4. The main aims of the review are to consider:
 - i. the current contribution of the ADRN in facilitating and safeguarding the linkage of administrative data for research purposes in the UK that serve the public good (e.g. the role of the ADRN in the wider data sharing landscape);
 - ii. the current wider contribution of the ADRN beyond the accessing of data, such as developing capability, methodology and public engagement;
 - iii. whether the ADRN is being developed, managed and maintained in a way that maximises its benefit to researchers, and policy makers, and provides value for money, taking account of the project scope and resources;
 - iv. how the ADRN should prioritise, organise and manage its future work to ensure that ADRN research is having maximum public or policy benefit;
 - v. the opportunities for sustainability and future development of the Network, including extensions to scope and resources within and beyond current funding commitments;
 - vi. how the governance arrangements can support the strategic aims of the Network;
 - vii. the progress of the Network against the original stated objectives of the Network and the critical success factors that have previously been agreed with the Board;
 - viii. the wider contextual factors that have influenced the ADRN's progress, such as the legislative environment in which the ADRN is operating;
 - ix. the wider contribution of the ADRN to the international research community; and
 - x. the impacts of emerging issues on the ADRN.
5. The mid-term review was conducted by 'Research Project Management' (RPM) a boutique consulting firm, based in Canada, that provides strategic project management and evaluation services for research. The review team consisted of the following reviewers:

- i. Alison Paprica (founder of RPM and the Director, Strategic Partnerships at the Institute for Clinical Evaluative Sciences and adjunct faculty at the Institute of Health Policy Management and Evaluation at the University of Toronto);
- ii. Michael Schull (President, CEO and Senior Scientist at the Institute for Clinical Evaluative Sciences and Professor in the Department of Medicine at the University of Toronto);
- iii. Alan Katz (Director of the Manitoba Centre for Health Policy at the University of Manitoba); and
- iv. Natalie Ceccato (a consultant within RPM).

Simon Whitworth, ADRN Board Secretariat, UK Statistics Authority, 25 October 2016.

UK STATISTICS AUTHORITY

ADMINISTRATIVE DATA RESEARCH NETWORK BOARD

ADRN16(24)

Data Retention

Purpose

1. This paper provides an update to the board on the planning process for and movement towards the greater retention (curation) of data within the Administrative Data Research Network (ADRN).

Recommendations

2. Members of the ADRN Board are invited to:
 - note and discuss the content of the paper; and
 - seek clarification on any issues raised by the paper.
3. The Administrative Data Research Centre (ADRC)-Scotland Public Engagement and Legal teams, working on this issue, have some concern over the term 'data retention'. This perhaps gives the impression that the ADRN will become owners of the data which is not correct. It is their view that accurate and effective terminology is very important when communicating with the public. They are therefore recommending the term 'data curation' i.e. that the ADRN will become 'curators' for the de-identified research datasets. This is of course what research organisations have been doing with this kind of information for many centuries. The Board's view on this change in terminology is welcomed.

Background

4. The ADRN was created using the Administrative Data Task Force (ADTF) recommendations as a template. This included a clear statement that the ADRN was to request data, link it together (using a Trusted Third Party (TTP)) and then make the de-identified data product available in one of the ADRN safe settings. After these data had been analysed and results screened and removed from the safe setting for publication, the ADTF report stated that all data should then be permanently deleted. The suggestion in the ADTF report was that persisted data would create an increased privacy risk.
5. Currently this is the standard ADRN approach to data sharing with one variation, namely that data, once analysed, would not be deleted per se but rather taken off line (out from ADRN operational systems and therefore further use) and securely archived for a period of 5 years. This change to the initial ADTF recommendation was to account for the requirements of many publishers and funders that the data used for any significant piece of academic work is available for reanalysis should the results of the study require verification (good scientific practice). This is the current ADRN approach.
6. However, in light of recent developments, the systematic non persistence of data appears to be suboptimal because:
 - i. Asking data suppliers for new data each time a linkage study is undertaken is wasteful of the data supplier's time and energy.
 - ii. The internal expertise necessary to extract data from operational systems within some data supplying organisations may be a scarce resource and only available occasionally.

- iii. Some data suppliers may find multiple repeat supplies of data too burdensome and may shy away from any sharing because of the perceived future workload.
- iv. Each extraction from a data supplier's systems increases the opportunity for the introduction of error.
- v. Core Administrative Data Research Centre (ADRC) teams have less opportunity to understand the data, and therefore be less expert when advising potential ADRN users on their project ideas.
- vi. New data supplies for each project increases the workload on the ADRCs.
- vii. Internal ADRN work to improve metadata, clean out and document error, and possibly create safer and easier to use data products is made largely impractical.
- viii. It adds further uncertainty and unclear timelines regarding data availability for projects.

7. Were the ADRN to change its current approach, there would necessarily be challenges:

- i. The current publicly stated ADRN policy clearly states no data would be retained and this would need to be adjusted.
- ii. There are some indications that data persistence might increase public concern.
- iii. The individual ADRC accreditations may be premised on data only being held temporary (during analysis).
- iv. Individual data controllers may react differently to data persistence - some might welcome it on the basis of reduced effort, while others may see it as reducing control and increasing risk.
- v. Given difficulties in negotiating research access at the moment, this may be 'a step too far' at the moment.

8. The ADRN Board and the Directors Group have agreed in principle to move towards a strategic change of direction to ADRN led data extraction and retention of linked datasets. In order to ensure that the ADRN moves forward in a positive manner and maintains confidence within its various stakeholder groups, the Directors Group has requested some short pieces of research from ADRC-Scotland, on the topics listed below, and set up a dedicated task team to steer the Network forward through advice to the Directors Group.

- i. data retention case studies in different parts of the work;
- ii. the law and data retention; and
- iii. the public and data retention.

Discussion

Data retention case studies

- 9. An in depth study of four administrative data centres case studies that retain data has been carried out. These include: Population Data BC, The Data Linkage Branch (Data Linkage Western Australia), the Secure Anonymised Information Linkage data branch (SAIL) and Statistics New Zealand's Integrated Data Infrastructure (IDI).
- 10. These case studies have revealed a number of important considerations for the ADRN. Most of the centres developed over a series of years, sometimes over a decade or so. Enabling legislation or data sharing agreements were in place to explicitly support the establishment of the centre and/ or transfer of government data to the centre. On the whole the centres were established in partnership with or solely by a government body. Except for one of the cases, data retention appears to have significantly speeded up research access to administrative data. These all tend to hint that this will not necessarily be a rapid process for the ADRN.

Legal Summary

11. The legal position on moving to a retention model is relatively simple from a data protection standpoint. Under the Data Protection Act 1998 ('DPA 1998'), Schedule 1, Part 1, paragraph 5, it is provided that personal data must not be kept longer than is necessary than for the purpose/purposes for processing. However, Section 33 of the DPA 1998 provides that 'Personal data which are processed only for research purposes in compliance with the relevant conditions may, notwithstanding the fifth data protection principle, be kept indefinitely.' The relevant conditions being that:
 - the data are not processed to support measures or decisions with respect to particular individuals; and
 - the data are not processed in such a way that substantial damage or substantial distress is, or is likely to be, caused to any data subject.
12. Data made available for research purposes under the auspices of ADRN are robustly de-identified and therefore may be considered 'anonymous' for the purposes of data protection. However, even if ADRN data were considered identifiable, given the robust procedures (both technical and procedural) for de-identification and the research purposes for which such data are used, the first condition of Section 33 would be easily met as data would only ever be used for research in the public interest, not to identify or otherwise directly impact individuals. As to the second condition, again because data are de-identified, risks of harm and other potential impacts are strongly decreased and it is therefore also likely that this condition could be met.
13. Under the forthcoming General Data Protection Regulation (GDPR) the data retention exemption for research remains but has been narrowed. Data processed for research purposes may not be held 'indefinitely' (as under the DPA 1998) but rather retention will be permitted for 'longer periods' (GDPR, Article 5(1)(e)). Although the DPA 1998 has always permitted research data to be held indefinitely, best practice has always required regular, periodic review of data retention. Therefore, the narrower data retention exemption for research under the GDPR will merely conform to already prevalent best practices in research governance and data protection.
14. In summary the analysis has found no impediments to data retention. However it is important to note that something that is clearly lawful may still not be acceptable to the public.

ADRC-Scotland Public Panel

15. The various retention models, listed below, that the ADRN might implement were taken to the ADRC-Scotland public panel:
 - i. Retain the linked datasets created for specific ADRN projects for longer and make them available to other researchers.
 - ii. House and support access to linked data resources created by other organisations, e.g. MoJ/HMRC/DWP.
 - iii. Negotiate with multiple partners to create standard linked datasets. These could:
 - i. be subject focused, e.g., the transition from school to employment, further/higher education, unemployment, etc.
 - ii. be for a general population, e.g., a cohort study based on administrative data;
 - iii. contain derived variables, rather than all the original variables, to enhance privacy and increase utility.
 - iv. Provision of datasets for ADRN to link on demand (e.g., the SAIL model). The ADRN need not hold the single datasets; they could be held by the data owner in a linkable form.

16. All comments made by the panel are of course only representative of the ADRC-Scotland panel (an independent group but one that has now a deep understanding of how the ADRN works) however it did provide some helpful insights into how the public might feel about greater retention of data within the ADRN.
17. In summary there was no consensus on a preferred model – the panel felt as long as the same secure processes were in place, as they are now, then they would be happy. Within this panel there appeared to be no general negative reaction to data retention. There was even some support for progressing towards a Scandinavian type model (i.e. a system that is designed for individuals to have unique identifiers and designed to be linked - systems designed as compatible at the outset), however others felt that the ADRN needed to take small steps first. They thought the ADRN needed whole population datasets to ensure relevance and were sceptical about samples of the population, which was interesting given that samples are often presented as a privacy enhancing aspect of research dataset collections. They emphasised that the public need to know what the ADRN are doing in order to engender trust. However the panel felt that most people already think that their data is being used and linked and indeed some members also felt there were greater (unfair) restrictions places on academic researchers rather than people with access to this information day to day.

ADRN Task Team on data retention

18. In order to bring together these strands of work and to set out a path forward, the ADRN Directors Group have set up a task team (TT) to scope and plan the next phase of this work. The task team will specifically need to:
- i. assess whether there are legal barriers to the greater retention of data;
 - ii. understand the potential public reaction to the greater retention of data;
 - iii. identify potential models of data retention across the UK and preferred option(s);
 - iv. assess any the potential impacts for data/ centre security;
 - v. identify and engage with key stakeholders (e.g. data controllers);
 - vi. explore with these stakeholders acceptable models;
 - vii. map paths to these preferred models across the UK;
 - viii. assess changes that would need to be made existing ADRN policies; and
 - ix. identify what new resources/ infrastructures may be needed to support data retention.
19. It will also need to:
- i. scope which ADRN organisations currently are accredited to hold data on a long term basis and have systems in place to manage it on behalf of a data supplier, while it remains fully under their control;
 - ii. establish the means by which a data supplier could lodge their (de-identified but linkage ready) data with one of these organisations, for the explicit and sole purpose of being available to the ADRN for an approved project which the data supplier in question would want to see proceed;
 - iii. clarify and document how persisted data would then be onward linked to other data in combinations as yet unknown; and
 - iv. inform all data suppliers that a mechanism now exists alongside the ADRN which should provide the efficiency and quality benefits for data retention, should they see it to be helpful to them.
20. The task team will have representation from ADRN experts in Public Engagement and the Law, representatives from across the ADRN chosen to ensure high-level reflection on existing ADRN policies, infrastructure and stakeholders. The task team membership will cover key elements and will not attempt to include all stakeholders. It will

communicate with a larger, comprehensive group, either virtually or physically, of stake holders during its lifetime. This may include a workshop session.

Progress

21. The table below provides a summary of the progress that has been made against the key milestones for this project.

Timescale	Target	Status
Phase 1 milestones: 2 month target (end Oct 2016)	<ul style="list-style-type: none"> Models for data retention Review the law and retained data Carry out initial public engagement 	Achieved Achieved Achieved
Phase 2 milestones: 6 month target (end Feb 2017)	<ul style="list-style-type: none"> Form a TT on data retention Case study of international examples To assemble a stake holder workshop TT to recommend to DG an ADRN plan 	Achieved Partial Pending Pending
Phase 3 milestones: 11 months (end July 2017)	<ul style="list-style-type: none"> Start to establish one or more permanently linked research datasets, if under phase 2 the legal basis and public acceptability has been established 	Pending

Professor Chris Dibben, Administrative Data Research Centre-Scotland, 25 October 2016

UK STATISTICS AUTHORITY
ADMINISTRATIVE DATA RESEARCH NETWORK BOARD

ADRN16(25)

Legislative Issues

Purpose

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

Recommendations

2. Members of the Administrative Data Research Network (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 in order to inform the UK Statistics Authority and the Economic and Social Research Council (ESRC) in its discussions with partners.

UK Data Sharing Legislation Proposals

3. Data access legislation has been included in Part 5 (Digital Government) of the Digital Economy Bill (DEB) which makes provision for disclosure of data by civil registration officials, for data sharing to counter fraud and debt, to tailor public services, and to support the production of research in the public interest and the production of official statistics. The DEB also legislates for the provision of broadband services, the creation of age restrictions for accessing online pornography, spectrum reform, intellectual property and the functions of OFCOM.
4. The UK Statistics Authority has particular interest in two strands of the Digital Economy Bill. Chapter 5 in Part 5 of the Bill provides for powers allowing public authorities to make data available for research purposes where the data has been 'processed' to remove identifiers and where processors, researchers and research projects are accredited. Research projects must be in the public interest. The legislation requires all parties involved in a data share for research (including the data sharing public authority) to "have regard to" the code of practice. Oversight of these arrangements will be provided by the UK Statistics Authority.
5. Chapter 7 provides powers enabling the UK Statistics Authority to access data held by public authorities and large private companies for the purpose of fulfilling its statistical statutory functions. Crown bodies unable to provide data for whatever reason are obliged to set out these reasons to the Authority. The Authority may lay these reasons before Parliament and the devolved legislatures. Chapter 7 also makes provision for the sharing of information to the statistical departments of the Devolved Administrations under strictly controlled conditions to support the production of devolved statistics and analysis. The legislation further requires that data suppliers consult with the UK Statistics Authority when making changes to the way they collect, store or process data it is supplying to the Authority.
6. Officials from the UK Statistics Authority, alongside colleagues elsewhere in Government, are continuing work developing supporting statutory documents setting out the key principles the Authority will follow in identifying new data access arrangements

and in providing its oversight of the sharing of government data for research purposes. The Authority will consult publicly on these documents in due course.

7. The Bill was debated at Second Reading in House of Commons on 13 September. Data access provisions received little attention, apart from some comments from the then Shadow DCMS Minister¹ who was keen to see greater discussion around citizen's data rights.
8. At Commons Committee stage the Public Bill Committee heard oral evidence from 27 individuals over two days, including Hetan Shah of the Royal Statistical Society and Sir Charlie Bean who presented evidence on behalf of the research and statistics strands of the Bill. The Committee also heard evidence from the Information Commissioner and a number of privacy groups, who emphasised the importance of ensuring privacy concerns are effectively addressed across the data sharing provisions and within the associated codes of practice. The ADRN Directors Group and the ESRC have provided written evidence to the committee.
9. The individual provisions of the Bill were subsequently scrutinised by the committee on the 25 and 27 October. Data sharing provisions were mostly considered on the second day; the Committee endorsed the relevant clauses with cross-party support, with the Opposition noting the reassurance provided by the range of safeguards in place and UK Statistics Authority's commitment to robust and transparent oversight of its data sharing arrangements. The Committee agreed without division to the inclusion of a number of Government amendments, including an amendment under the research strand intended to ensure that public authorities acting as data processors are brought under the accreditation requirements set out in the legislation. Following the Committee's final session on 1 November the Bill will proceed to its Report Stage and Third Reading in the House of Commons before being sent to the House of Lords for further consideration.
10. The evidence and debates at Committee stage collectively reinforced the broad support emerging from the Government consultation on the bill, with a number of more specific observations related to specifics concerning the delivery of the policy. During wider discussions across the data sharing clauses a number of Committee members raised concerns about data retention and 'warehousing'. Though these observations were made with regard to other strands of the data sharing clauses, Board members may wish to note these observations and future developments on these issues. UK Statistics Authority officials continue to work on addressing these concerns and other points raised during the oral and written evidence stages and Committee scrutiny in its onward development of the associated codes of practice and operational procedures.

EU Data Protection Regulation

11. The Economic and Social Research Council along with other research and patient organisations including Research Councils UK and the other Research Councils has co-signed the UK-focused joint statement that supports the implementation of the General Data Protection Regulation [2016/679] to maintain a competitive environment for research in the UK.
12. The main position of the signatories is that if the Data Protection Regulation or something similar is implemented in the UK, the UK Government should:
 - I. introduce clear laws for research with safeguards and exemptions that support research while respecting people's privacy;

¹ Chi Onwurah has been subsequently replaced by Louise Haigh in this capacity.

- II. work across government departments and with the research community to ensure that laws and guidance are practical, proportionate to any risks, and build on current good practice; and
- III. work with other countries to promote harmonisation and compatibility between national systems where possible, to facilitate cross-border research. The UK-focused joint statement targeted at the UK Government was published by the Wellcome Trust in September (<https://wellcome.ac.uk/sites/default/files/uk-data-protection-regulation-implementation-sep16.pdf>) while the EU version signed by European-wide research groups was published by Science Europe (<http://www.scienceeurope.org/wp-content/uploads/2016/10/EU-GDPR-implementation-Sep-2016.pdf>)

13. The new Regulation is expected to come into force across the EU in May 2018.

Richard Reed, UK Statistics Authority and Maria Sigala, Economic and Social Research Council, 20 October 2016.

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A view from the Administrative Data Research Centre - Northern Ireland

Presentation

Dr Dermot O'Reilly

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Any other business