

DRAFT Terms of Reference – VIVALDI Social Care Stakeholder Data Access Committee (DAC)

1. Context	
Background to the study	<p>University College London (UCL), Care England and The Outstanding Society (OS) have established a new partnership with the aim to reduce the impact of infections and outbreaks in care homes. Together with care home staff, residents, family members and providers we have coproduced a plan for a 12 month pilot study which will start in October 2023. The study will use data that are routinely collected by the NHS and public health agencies to measure levels of common infections in care home residents, and will generate an anonymised database that can be used for research. Importantly we are not seeking individual-level consent from residents for participation, but they can opt out of sharing their data. This approach has been approved by the Health Research Authority Confidentiality Advisory Group (HRA CAG). Coproduction of the study highlighted that it is essential for the care sector to retain control over how the data can be used, and that we must prioritise outputs that address the priorities of people who live and work in care homes.</p>
2. Purpose of the Data Access Committee (DAC)	
Outline of scope of ToRs	The purpose of this document is to describe the membership, roles, responsibilities, authority, decision-making and relationships of the DAC including the timing, methods of providing information to and from the DAC, frequency and format of meetings, and relationships with other committees.
Name of Group	Data Access Committee (DAC)
Oversight Group/ Committee	Vivaldi Social Care Study Oversight and Governance Group (SOGG)
3. Roles and responsibilities	
Responsibilities of the DAC	<p>To review and approve or reject applications to use the VIVALDI Social Care research database</p> <p>The DAC will ensure that applications to use the research database meet the following criteria:</p> <ol style="list-style-type: none"> 1. Applicants have sought feedback on their study from the relevant stakeholder group e.g. care home residents, relatives, care home staff 2. Applicants can evidence that their research addresses an issue that matters to people who live and work in care homes 3. Applicants have a plan to disseminate their findings to the care sector 4. The study design and analytical approach is appropriate

Committee facilitators	Borscha Azmi, Project Manager
Other Committees or Groups	Project Steering Committee (PSC)
4. Before or early in the study	
DAC Agreement	DAC members will not sign a contract but should formally register their agreement to join the group by confirming by email to the study project manager (1) that they agree to be a member of the DAC and (2) that they agree with the contents of these Terms of Reference. Any potential competing interests should be declared at the same time.
4. Composition	
Tenure	The anticipated tenure for DAC members will be the length of the study.
Membership	Members of the group are listed in Table 2 and will include care home residents and/or relatives, care home staff and/or managers, care providers, care sector representative organisations, policymakers and academics/statisticians (including an individual with knowledge of statistical disclosure controls).
5. Group Interactions	
Frequency of DAC meetings	The DAC will meet (virtually) once per year. Members will review applications virtually and submit their reports to the secretariat. The secretariat (project manager plus representatives of each of the Data Controller organisations) will meet every 1-6 months (depending on the number of applications that are submitted) to synthesise and review comments from reviewers and make a decision on whether the application is approved.
Format of the meetings	The Project Manager will be responsible for organising meetings and distributing applications to DAC members for review. Reviewers will be given at least 3 weeks to review each application. Each application must be reviewed by at least 1 researcher, and 1 resident / relative / member of care home staff. Each of the three data controllers will take turns to chair the secretariat meeting.
6. Documentation and procedures to ensure effective communication	
Material to be considered during meetings	Applications to use the research database will be shared with members of the DAC at least 3 weeks before the meeting. Each application will include a short (250 word) lay summary.
7. Decision making	
Decisions or recommendations by the DAC	Every effort should be made to achieve consensus. The role of the Chair is to summarise feedback from the reviewers and to encourage consensus; therefore, it is usually best for the Chair to give their own opinion last. The Chair may however have the casting decision if the DAC secretariat reach an impasse.

Constitution of a quorate for decision-making	Each application must have been reviewed by at least one care home resident / relative or a member of staff and one researcher.
9. Reporting	
Reporting pathways	The DAC secretariat will report their decisions to each applicant and to the Stakeholder Oversight and Governance Group. Minutes and outcome letters will be provided via the Project Manager, usually within 2 weeks of the meeting. A list of approved projects will be maintained on the study website.

Table 2. Membership: Members will be asked to attend the meetings outlined below. ; We aim to include representatives from the following groups:

Name	Role	Organisation
	Resident/Relative	
	Resident/Relative	
	Resident/Relative	
	Resident/Relative	
	Resident/Relative	
	Care provider	
Zoe Fry / Mike Slator	Data controller	The OS
	Data controller	Care England
Laura Shallcross	Data controller	UCL
	Care provider	
	Care provider	
	Care home staff / manager	
	Care home staff / manager	
	Care home staff / manager	
	Care home staff / manager	
Maria Krutikov	Researcher	UCL
	Researcher / academic / statistician	
	Researcher / academic / statistician	
	Researcher / academic / statistician	