

Northern Ireland Local Intelligence Network (Controlled Drugs)

TERMS OF REFERENCE

1. INTRODUCTION

A legal duty of collaboration was included in the Health Act 2006 requiring organisations to share information and intelligence, within certain constraints, about the use of controlled drugs (CDs) in the health and social care sector. This led to the development of a single Local Intelligence Network (LIN) within Northern Ireland.

The LIN will, in the first instance, be facilitated by the Department of Health, Social Services and Public Safety Northern Ireland (“the Department”).

2. ROLE OF THE LOCAL INTELLIGENCE NETWORK

The purpose of the LIN is to share information about incidents and concerns relating to use and possible abuse of controlled drugs including potential or actual systems failures.

The LIN will:

- Agree local principles for sharing controlled drug intelligence between agencies
- Actively share intelligence regarding use and possible abuse of CDs
- Agree guidance on operational matters
- Constitute incident panels as appropriate
- Collaborate with cross border groups in relation to CD issues and be represented at cross border meetings.
- Take regard of incidents and concerns and their outcomes to promote best practice with respect to monitoring processes / audits of CD management, training provision and policy development

3. MEMBERSHIP

3.1 Organisations in membership

Membership will include, but will not be limited to:

HSC Board

HSC Trusts

Northern Ireland Ambulance Service HSC Trust

Independent hospitals

Counter Fraud Unit of BSO

The Department

Regulation & Quality Improvement Authority

Police Service of Northern Ireland

Pharmaceutical Society of Northern Ireland

Nursing and Midwifery Council

General Medical Council

General Dental Council

Health Professions Council

3.2 Attendance at meetings and nominated deputies

Organisations required to have an Accountable Officer will normally be represented by that person but may be represented by the nominated Designated Officer for their organisation. If any LIN member cannot attend a meeting a nominated deputy should represent the organisation. The Accountable Officer is responsible for ensuring that anyone deputising for them is aware of the confidential nature of the meeting and their responsibilities in relation to the management of any associated documentation / information.

3.3 Observers

Observers may from time to time be invited to attend but may be excluded where confidential issues are discussed.

3.4 Chair and Deputy Chair

The Chair will be nominated by the LIN except for the first four LIN meetings when a Departmental representative will act as Chair.

The LIN may nominate a Deputy Chair.

3.5 Quorum

The quorum for the LIN is 8 members, including the Chair and/or Deputy Chair. In the event of split vote the Chair or, in the absence of

the Chair, the Deputy Chair will have the casting vote. The lack of a quorum will not affect the proceedings except where changes in policy or procedure are under consideration.

4 FREQUENCY OF MEETINGS

Meetings will be scheduled quarterly and as and when deemed necessary at the discretion of the Chair. Individual members of the LIN may, on occasion, be required to participate in incident panels.

5 CONFIDENTIALITY

All participants must be aware of the confidential nature of some of the issues discussed.

All members of the LIN and their deputies are bound by an agreement of confidentiality to enable the sharing of identifiable information in the assured knowledge that named information or sources will not be revealed outside the LIN.

BSO provides electronic prescribing data used in the monitoring reports. The data is owned by the BSO and must not be passed to any commercial organisation or unauthorised third party.

6 AGENDAS

The agenda for each meeting will be prepared by the Department with input from LIN members and will be circulated to all members, where possible, seven days prior to the meeting.

7 MINUTES

Minutes will record actions and decisions. These will be circulated within 2 weeks of the meeting by DHSSPS staff.

The LIN meetings will be held in private and papers are exempt from the Freedom of Information Act.

The terms of reference and conduct of business shall be reviewed at least every 2 years