

minutes v1.0

**National Committee
Services**
Finance, Corporate Governance &
Legal Services
Gyle Square
1 South Gyle Crescent
Edinburgh
EH12 9EB
Telephone via MS Teams



CHI Management Board (CHIMB) Meeting 18 January 2024 at 10am via Microsoft Teams

Present:

Dr Tim Allison, Director of Public Health, NHS Highland [Chair]

Mr Martin Bell, Director, Practitioner & Counter Fraud Services (P&CFS), NHS National Services Scotland (NSS) [Vice Chair]

Mr Stuart McPhail, Digital Health & Care Directorate, Scottish Government

Dr Susan Siegel, Lay Member, CHIMB

Mr Iain Young, Head of Service Delivery, P&CFS

Mr Doug Kidd, Compliance Officer, NHS Education for Scotland (NES) Technology Service

Mr Martin Morrison, NSS Operations Director – Test and Protect, NSS

Mrs Gail Turner, Head of Research, National Records of Scotland, NHS Central Register for Scotland (NHSCR)

Apologies:

Dr Lindsey Ross, General Practitioner (GP) representative

Mrs Marie McNally, Service delivery Manager, P&CFS, NSS

In attendance:

Mrs Tracy Bone, NHS National Services Scotland, Committee Secretary

1. Welcome and apologies

Dr Allison welcomed all to the CHI Management Board meeting and outlined several housekeeping matters. Apologies were noted as above.

Dr Allison noted that Mrs McNally was to retire from NSS and would not be in attendance at future CHIMB meetings. He noted his thanks and contributions to the Group for Mrs McNally.

Dr Allison noted that this was to be Mr Bell's last meeting of CHIMB and wished to thank him for his hard work on behalf of the Group as Vice-Chair but also for all his contributions to CHI and healthcare within Scotland. Mr Bell noted that his successor is hoped to be in post by 1st April 2024.

2. Minutes of the Previous Meeting and Matters Arising (not on the agenda)

The minutes from 10 October 2023 were approved.

No matters arising were raised. Action points were not reviewed.

3.

i. CHIMB Membership – replacement lay member for discussion

Further to October 2023 meeting no suggestions or registrations of interest were received for Lay membership to the Group.

Mr Bell noted that Public Health Scotland (PHS) had a group which holds a bank of contacts for Lay Membership. Ms L McLellan, Head of Service within NSS is linked with this group. Dr Allison confirmed that linking with PHS would be helpful due to patient records and use of CHI as public health tool is not at the forefront of the public health discord.

Dr Allison noted that review of membership would be taken offline.

ACTIONS:

20240118:01 Mr Bell to liaise with Ms McLellan to identify the required Group for assistance in access to Lay Members.

4. CHI and Child Health Transformation Programme

Mr Morrison noted that from the 1st November 2023 the project had now been spun down and reporting back was for oversight and bookending of papers. Mr Morrison noted that embedded documents were included within the papers distributed for this meeting and some may have difficulty in access these – if this was the case Mr Morrison would share directly offline.

i. CHI Project Update

Mr Morrison noted that following robust goals at National System level and local levels along with acceptance testing during September / October 2023 the new CHI system went live on 1st November 2023. The CHI Management Project Board made the decision that system reports for Amber and Red would not impede Go live date and any issues would be rectified during the first month of running.

- “Downtime” from old CHI platform to new was a total of 14 hours;
- Expected configuration issues and access to new CHI for legacy users and resulting issues which were expected, were rectified over the first 48 hours with implementation of flexible Cloud based infrastructure;
- CHI EML services resulted in performance issues with searches being inputted show a number of results to users / system. Patch was implemented to make new CHI appear more like old and remained in place at the time of this meeting. This results in legacy users not taking advantage of new software – CHI Users Group are taking this forward;
- Reported back to CHI programme boards at December meetings of how many issues had been raised;
- “Life Support issues” which resulted in backlog of changes and patches which have been resolved with weekly updates of released and completion by February 2024.

Mr Morrison noted the Project had been delivered within agreed timeline and budget and had been moved to a “Closed” status – thus resulting in colleagues previously in attendance at this meeting no longer being part of the Group. Ongoing management of residual issues are noted in shared paper (Norman Milligan and others). The Platform is sitting on a modern technology flexible cloud structure enabling support for NHS going well into the future.

Dr Allison noted his thanks for work that has been done which had been a huge task.

Mr Morrison reflected that there had never been a digital project previously which had touched as many parts of the NHS. Mr Morrison noted that going forward a Risk Register may be required for a formal review but would only be possible once completion of dataset review following additional information received at the end of December 2023 – this was due for completion by end of January 2024 and report would be circulated around CHIMB members.

ACTIONS:

20240118:02 Mr Morrison to circulate completed Risk Analysis report when available (approx. end of January 2024).

20240118:03 Mr Morrison to present an update following Risk dataset analysis at April 2024 meeting.

ii. Update on National Users Group (NUG) for CHI Including Draft NUG Terms of Reference - Approved

Mr Morrison noted the Terms of Reference (ToR) were embedded in the meeting paper which was being led by Practitioner Services and to ensure continued engagement levels with the User Community as to what new CHI is about and in anticipation of future developments would be. The User Community felt that representation of them be included within CHIMB.

iii. Request for NUG Representation on CHIMB – Agreed

Agreement was reached that up to two members of the National Users Group (NUG) should be included in CHIMB membership. Dr Allison welcomed the increased representation from NUG to this group enabling feedback from direct users.

ACTIONS:

20240118:04 CHIMB ToR to be updated to reflect NUG attendance.

20240118:05 CHIMB ToR to be reviewed at April 2024 CHIMB meeting.

iv. CHI CMO Guidance 2012 for discussion

Mr Morrison and Mr Young had a discussion regarding this in October / November 2023 and wished to draw attention to the 2012 guidance from the Chief Medical Officer (CMO) now being out of date and no longer reflects anything from the New CHI system. It was noted that the Guidance is the overarching one which every user of CHI reports under, now requires a review and refresh. It was agreed that Dr Allison would write to the CMO and Scottish Government's Head of Digital Health and Care Directorate to request an urgent review and refresh.

ACTIONS:

20240118:06 Dr Allison to write to the CMO and Scottish Government's Head of Digital Health and Care Directorate to request an urgent review and refresh of 2012 CHI Guidance document

v. Wipro Contract Management Board CHIMB Nomination for decision

Mr Morrison provided background that since the Wipro contract was awarded in 2018, they are now moving to business as usual (BAU). The Wipro board comprises of a similar one to that of APRO (which has no CHIMB members included). Mr Morrison noted that he had been asked that WIPRO contract is a vehicle for CHI service to be delivered then a CHIMB member is required to be present on their board. ATOS contract covered a wider range of services than that of the Wipro contract however that Chair of both would be the same person.

Following discussion during the meeting Mr Young volunteered to be part of the Wipro Contract management Board and agreement was reached in regard to this.

5. Race & Ethnicity Data Improvement Update for information

Mr Anderson, Policy Lead for Data and Intelligence at Scottish Government was not in attendance at this meeting. Dr Allison recommended this item be carried over to next CHIMB meeting.

ACTIONS:

20240118:07 Mr Anderson to be invited to April 2024 CHIMB meeting to provide and update on Race & Ethnicity Data Improvement

6. Data Strategy & National IG Work Updates for information

Mr McPhail provided an update due to Ms Beratarbide being unavailable.

Data Strategy update: New budget with consideration for work going ahead in terms of analysis to be made with senior management reviewing all aspects to enable the most benefit.

National IG update: programme secured ongoing funding. ID maturity project for IG is proceeding with a number of stakeholders involved in health and social care and going wider.

Looking at continuation of various areas including Once for Scotland policies (cyber security team). Templates being developed for Health Boards in Scotland to run parallel with each other and adapt at local area as and when required.

7. NES Update

Mr Kidd provided a quarterly update advising that there had been no change in the usage of CHI by NES in the last quarter. Significant update on all NES products which use CHI have now switched over to new CHI and the transfer went smoothly and any issues have been resolved as mentioned in M Morrisons' update. Mr Kidd noted three pieces of work to use NDP Demographics Service and utilise CHI, submission of their full application to CHIMB and showing the governance structure is working and if they want to use CHI then have to seek approval by this board. Access to the NES copy of CHI has been switched off. Decommissioning work is ongoing, and all AWS managed databases, and data will be deleted. AWS follow the International Standard NIST 800-88 for the sanitation of information to ensure proper destroying of data. Mr Kidd enquired if CHIMB require any confirmation from NES on completion of work? Dr Allison responded that no evidence would be required but assurance that it had been done to enable recording in the minutes would be required.

8. New Applications

i. 23-05 Scan for Safety for decision

Following discussion in meeting it was agreed that the application would be approved subject to completion of DPIA. Dr Allison requested colleagues be able to prioritise new applications for out of group approval which would then be homologated as required.

9. Future CHI applications

i. CHI Database automation application for information - Applicant has requested approval by 16 February 2024

Mr Young noted that Social Security Scotland application was expected around 1st February 2024 with tight turnaround for Go Live at the end of February. As soon as application is received, it will be circulated (change of method of access).

10. Homologation of Chair/Vice Chair Responses - none

11. CHI Related Governance Arrangements

Dr Allison noted this was a standing item and nothing to raise. Raising the issue with CMO will concentrate minds for robust Governance to be in place.

12. Feedback from Public Benefit and Privacy Panel (PBPP) - none

13. Feedback from Scottish Caldicott Guardian Forum - none

14. Feedback from UK Council of Caldicott Guardians - none

15. Feedback from the NHSCR Stakeholder Group – none

16. Any other business

- **NRS MOU and CHI** – Ms Turner noted action from previous meeting for the indexing team that no feedback had been received and remains ongoing from early Summer 2023 (document had to be “future proofed” with titles instead of names. Mr McPhail provided an update that this is expected to be completed before the end of January 2024 and apologised for the delay.
- **Dundee Informatics Team** – Mr Morrison noted that despite Dr Allison writing to the team for migration to the new CHI Platform, radio silence remains. Mr Morrison will attempt once more and if there is no engagement from them then they will have to process a new application for future requirements. Agreement was reached with those present in the meeting to this course of action.

17. Date of next meeting

Tuesday 9 April 2024 (10-12 pm) via Microsoft Teams