

minutes v1.0

**National Committee
Services**
Finance, Corporate Governance
and Legal Services
Gyle Square
1 South Gyle Crescent
Edinburgh
EH12 9EB



CHI Management Board (CHIMB) Meeting 8 October 2024 at 10am via Microsoft Teams

Present:

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

Mr Jonathan Cameron, Deputy Director - Digital Health and Care, SG

Mr David Carr, Principal Information Analyst, Public Health Scotland (PHS)

Mr Steven Flockhart, Director Digital & Security & SIRO, Digital & Security (DaS), NHS National Services Scotland (NSS)

Mrs Anneli Lyon, Statistician - Head of NHS Central Register for Scotland (NHSCR), National Records of Scotland (NRS)

Mr Stuart McPhail, Senior Information Assurance Advisor, Digital Health & Care, SG

Dr Lindsey Ross, Primary Care Representative

Prof Seshadri Vasan, Director Research & Development and Deputy Caldicott Guardian, NHS Grampian

Mr Kevin Whiteford, Health Records Development Manager, NHS Ayrshire & Arran

Mr Iain Young, National Operations Manager, Practitioner Services

In attendance:

Ms Christine Cheng, Stakeholder Engagement Manager, Digital Health & Care, SG

Mr John Jones, Senior Service Manager for CHI, Digital & Security (DaS), NSS

Ms Anne Ferguson, NHS National Services Scotland, Committee Secretary

Part attendance:

Ms Susie Braham, Head of Policy and Communications Digital Identity, SG

Mr Mike Crockart, ScotAccount Service Manager, SG

Prof Chris Dibben, Co-Director Administrative Data Research (ADR) Scotland and Director of Scottish Centre for Administrative Data Research, University of Edinburgh

Mr Richard Dobbie, Information Consultant, PHS

Mr David Duncan-Fraser, Service Owner, SG

Ms Ruth Griffith, Ruth Griffith, Policy Manager – Digital Health and Care, COSLA

Ms Yvonne Longwill, Digital Identity Local Government and Sponsorship Lead, SG

Mr Derek MacMurchy, Technical Architect, SG

Simon Maishman, Head of Service (Engineering Manager), NES Technology Service

Mr Andy Malyon, National Clinical Lead, Scan for Safety, SG

Ms Eleanor Mitchell, Data Sourcing Manager, Research Data Scotland

Mr Jonathan Waldheim-Ross, Head of Service, NES Technology Service

Mr Dave Watson, Data Architect, Digital Office for Scottish Local Government

Apologies:

Dr Elena Beratarbide, Head of Information Assurance & Risk, Digital Health & Care Directorate, Scottish Government (SG)

Mr Scott Heald, Director for Data & Digital Innovation and Head of Profession for Statistics, PHS

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

Mr Martin Morrison, Associate Director– Practitioner Services [**Vice Chair**]

Mr Jonathan Ogunbusola, Lay Member

Ms Dianne Urquhart, Health Records Manager, NHS Greater Glasgow & Clyde

Dr James Ward, Scottish Association of Medical Directors Representative, Scottish Ambulance Service

1. Welcome and Introductions

Dr Allison welcomed all to the CHI Management Board particularly Mr McPhail deputising for Dr Beratarbide. The resignation of Dr Susan Siegel was announced. Appointment of a replacement lay member was in progress. Several housekeeping matters were highlighted, and permission granted to record the meeting. The apologies above were noted. Assurance was provided by the Committee Secretary that the meeting was quorate.

2. Digital Identity: Moving to a Technical Proof of Concept with ScotAccount

Mr Crockart gave a presentation on the concept of using of ScotAccount to support digital identity. This would be of particular benefit for those with little or no active financial footprint. It was proposed to minimise data flow in the process with information provided such as CHI, name, date of birth and address to confirm evidence of a claimed identity over time. Approval from the CHIMB for this concept was sought. The group was generally supportive of the working technical proof of concept but required further assurance about use of the information from a governance perspective. Permission was therefore granted for work to continue on the technical proof of concept, but ScotAccount representatives were asked to report back before becoming definitive. Ms Lyon's assistance was also offered.

ACTIONS:

20241008:01 Y Longwill/M Crockart to report back to the CHIMB to provide assurance on the use of information from a governance perspective before the technical proof of concept using ScotAccount became definitive.

3. CHI in Local Government – Progress Update (Ms Griffith, Mr Watson, Mr Dobbie)

A recap was provided on the business case presented at the last meeting to introduce CHI to local government. The proposal had been accepted by COSLA

business leaders and was now moving onto the discovery phase. A bid was being made for Scottish Government funding to mobilise the discovery phase in the next financial year. The CHIMB were fully supportive of this work. A further substantive update was to be provided at the next meeting.

ACTION:

20241008:02 Ms Griffith, Mr Watson and Mr Dobbie were to be invited to the January meeting to provide an update on this work.

4. Scan for Safety (SfS) Data Protection Impact Assessment (DPIA) for devices provided by independent providers to Scottish Patients (Mr McPhail, Mr Malyon)

Mr McPhail reported that a first draft of the DPIA had been circulated seeking CHIMB approval to proceed with the process for onboarding access to CHI of non-NHS service providers. This was initially for the SfS programme but there were also wider tracking uses involving the SNBTS, nuclear medicine and waiting time initiatives. A few adaptations were currently being considered by SG including incorporating the NES CHI access protocols into the process if appropriate. SG intended to circulate an updated version of the DPIA in due course.

Mr Malyon reminded the group of the primary reason for bringing this to the CHIMB under the SfS programme which was to link medical devices implanted by the private sector to Scottish patients. Giving independent hospitals access to CHI lookup would enable data on implanted medical devices to be input against the patient in the SfS medical devices data hub.

The process for giving the independent sector access to the CHI look-up service was still being finalised and dependent on CHIMB approval of the NES CHI access protocol being discussed later in this meeting. The CHIMB was supportive of this request in principle but sought assurance that the technical safeguards were in place through NSS processes at the next meeting.

ACTIONS:

20241008:03 Mr McPhail to provide updated DPIA documentation and assurance that the necessary technical safeguards were in place at the next meeting.

5. Use of CHI for Non-Personal Data Linkage for Research Purposes (Prof Dibben, Ms Mitchell)

Prof Dibben explained the ADR Scotland request and benefits of giving NRS permission to use CHI to incorporate Unique Property Reference Number (UPRN) information into the population spine so that the UPRN could be used in wider linkage projects (not only those including health). This would require an amendment to the existing Memorandum of Understanding (MoU) to cover those uses and enable NRS to hold the UPRN. Assurance was provided that researchers would never receive CHI or access the UPRN itself. CHI would be used by NRS for indexing purposes.

The CHIMB had no issue approving this request for health or social care research purposes as this complied with guidance from the Chief Medical Officer (CMO) on the use of CHI. However, the use of CHI for non-health or social care purposes was more ambiguous. It was therefore recommended that whilst the CHIMB could approve the use of CHI by NRS to incorporate UPRN into the population spine, the PBPP should consider applications to use this information for research projects wider than health and social care.

It was noted that the indexing team at NHSCR owned the MoU. Dr Allison agreed to take this matter out-with the meeting and work with Ms Lyon to update the MoU accordingly, incorporate the necessary controls and receive the necessary assurance. Ms Lyon noted the importance of the NHSCR indexing team receiving clear guidance if to receive PBPP approval before providing information to researchers for non- health and social care related purposes.

ACTION:

20241008:04 T Allison to work with Ms Lyon out-with the meeting to update NRS-2023-MOU-01 - Memorandum of Understanding between CHIMB and Registrar General for the linkage of CHI to the UPRN. Guidance to be included concerning research projects wider than health and social care.

6. Clinical Safety Case (CSC) Update (Mr Young)

Mr Young confirmed that the information required to provide an update on the CSC was not yet available, so this item was deferred until the next meeting.

ACTION:

20241008:05 Mr Morrison to present an updated CSC at the January meeting.

7. CHI National User Group (NUG) Update (Mr Whiteford)

Mr Whiteford gave an update on the discussion at the last meeting (26 September) which focussed on the following matters:

- Service Manager Report – the number of incidents had reduced in new CHI compared with legacy CHI
- CHI Performance was extremely good achieving 99.9% availability Mon-Fri 8am-5pm
- Service Management Team
 - supported five environments for CHI – production, pre-production, testing, development and sandbox
 - was working through 11 defects and five change requests
 - latest CHI release (version 1.22) had resolved 11 defects
- Services Update Report –
 - Performance of data transaction processing - same day or next day resolution
 - digital solutions such as Service Now were being considered for future requests
- CHI Number Questionnaire - Good response received from Boards, analysis ongoing
- Temporary residents issue with registrations - guidance documents were therefore being developed

- Strategic roadmap for CHI development – next stages included use of a CHI environment to drive transformation of the SG strategy. Feedback expected at the next meeting. D Carr added that ten improvements and three priorities had been identified (ethnicity, Argyll & Clyde dissolution, NES Fire Interface). COSLA social care data was on the list for improvement but not one of the three priorities. Information on how the priorities were to be addressed was expected to be discussed at the meeting in November.
- CHI resilience and availability – a list of scenarios was presented together with possible solutions to assist recovery in future attacks

8. Updates on Data Strategy (Mr Cameron) & National Information Governance (IG) Work (Mr McPhail)

Mr McPhail confirmed that National IG Work was ongoing. Several workshops were being arranged to which CHIMB members were to be invited. The scope of these workshops included improvements to the prioritisation of IG work. Work to develop an Information Sharing Toolkit continued with NSS.

Mr Cameron advised that severe financial pressures were driving progression of this work, and that IG was a protected budget area. Discussions were ongoing about moving some of this work forward through the Board Chief Executive Forum. It was hoped digital would address several challenges. Data sharing was a significant part of this work.

9. NES Quarterly Update Report

The group noted the paper that had been circulated in advance of the meeting.

10. New Applications

i. 24-03 Clinical IT Prisons Programme

It was noted that Dr Allison was listed on the application form as the Caldicott Guardian for NHS Highland but was not involved in this programme. The CHIMB was content with the applicant response to members' comments and the revised documents submitted. It was agreed to approve this application.

ii. 24-04 MWC Access to CHI

This application was approved by the group.

iii. 24-05 Sintesi CHI Integration

No comments had been received from members due to the short timescale available for submission. It was therefore agreed to consider this application out-with the meeting.

ACTIONS:

20241008:05 Application ref 24-05 was to be considered electronically outside this meeting.

11. Homologation of Chair/Vice Chair Responses

i. SBAR nCHI-RPA Protocol

The decision to approve the nCHI-RPA Protocol was homologated by the CHIMB.

ii. NES CHI Access Protocol

As a decision to approve the NES CHI Access Protocol had not yet been made it was unable to be homologated. However, based on the seven positive responses received from members, the CHIMB agreed that this protocol should be approved.

12. CHI Related Governance Arrangements

There were no such issues discussed.

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

The minutes from 18 July 2024 were approved.

14. Matters Arising (not on the agenda)

Progress on outstanding actions not already discussed during the meeting were as follows –

- 20240718:01 – work analysing information from the CHI usage and validation questionnaires was still ongoing but hoped to be available for the January meeting
- 20240718:03 – Mr Cameron confirmed approval of the updated CHIMB Terms of Reference v1.2
- 20240718:04 – Work was progressing to recreate the CHIMB webpages from scratch
- 20240718:11 Dr Allison had received a detailed response from Dr McCallum in relation to the delegated authority of the CHIMB. The essence of which was that with the formation of the CHIMB taking a governance role rather than an advisory role, it was implicit in the legislation that the role of the Boards in terms of approval was taken up through the CHIMB. Dr Allison stated that this provided a reasonable degree of assurance that both in the spirit and letter of the arrangements that CHIMB did have delegated authority.
- 20240718:12 Dr Allison had been in touch with local Directors of Public Health. No objections had been raised to the CHIMB having delegated powers.

15. CHI Related Governance Arrangements

There were no such issues discussed.

16. Feedback from the Public Benefit & Privacy Panel (PBPP) – none

17. Feedback from the Scottish Caldicott Guardian Forum – none

18. Feedback from the UK Council of Caldicott Guardians – none

19. Feedback from the NHSCR Stakeholder Group - none

20. Any Other Business

- Last meeting - Mr Carr was moving to a new role next month so would no longer attend these meetings.
- PHS CHI Access Protocol - due to expire next year. Richmond Davies or Scott Heald would bring an updated document to this group for approval in Spring 2025.
- Effective working – the large volume of papers for consideration was of concern to members. Dr Allison encouraged more engagement to requests for responses so decisions could be made in advance and homologated at the meeting. The importance of acronym explanations was requested to aid understanding of applications. Downloading papers was also reportedly problematic for those working out-with an NHS Board. Dr Allison agreed to discuss ways to improve paper access and the provision of acronym explanations with the committee secretary before the next meeting.

ACTION:

20241008:06 Mr Davies or Mr Heald to bring an updated PHS CHI Access Protocol for approval in Spring 2025

20241008:07 Before the next meeting, Dr Allison and Ms Ferguson to discuss ways to improve paper access and the provision of acronym explanations

21. Date of Next Meeting

Tuesday 21 January 2025 (10-12pm) via Microsoft Teams