

## NHS Central Register (NHSCR) Governance Board

### Minutes of the NHSCR Governance Board:

#### Fourteenth Meeting: 10 March 2015

<b>Present</b>	<b>Organisation</b>
Tim Ellis	Chief Executive, National Records of Scotland (NRS) (Chairman)
Muriel Douglas	Head of NHS Central Register, NRS
Dr Abbe Brown	Chair of Privacy Advisory Committee (PAC)
Dr Janet Murray	NRS Caldicott Guardian, National Services Scotland (NSS) Information Services Division (ISD)
Gerry Donnelly	Head of Data Resources, NRS
Tom McHugh	Representing Improvement Service
Daniel Beaumont	Representing NSS, e-Health
Irene Henry	NHS Central Register, NRS (minutes)

#### Welcome and introductions

1. The chair welcomed members to the meeting and all introduced themselves. Apologies were received from Paul Dowie, Dr Eric Baijal, David Knowles and Prof Graeme Laurie.
2. The Chair informed members that Professor Laurie had stepped down from the board and he thanked him for his valuable contribution over the years.

#### Minutes of meeting on 20 May 2014 and matters arising

3. The minutes were approved. Actions from the previous meeting were discussed – Muriel Douglas confirmed that audit report had been sent to Tim Ellis and the Key Performance Indicator (KPI)s had been adjusted as requested. The actions around governance and the report on progress of the Scottish Statutory Instrument (SSI) would be covered under relevant agenda points and the remaining actions would be carried over

#### Terms of Reference - Paper NHSCR GB15/1

4. The Chair introduced the paper setting out refreshed Terms of Reference for the NHSCR Governance Board as discussed at the previous Board. He said

he was keen to see the Board develop further over the course of the coming year, with a clearer focus on privacy, ethical and data standards issues affecting the NHSCR and proposals for sharing data from it. He suggested this would mean that the Board should include additional 'non-executive' members from a wider sector of bodies. In discussion, it was noted that the inclusion of citizen representation would strengthen the expertise of the Board and increase transparency, and that there would be merit in closer involvement of the Information Commissioner's Office, perhaps with observer status.

### **Consultation on proposed amendments to the National Health Service Central Register (Scotland) Regulations 2006**

5. Gerry Donnelly provided an update for the Board on progress to date on the consultation for NRS to share data on a limited basis with specified bodies. The consultation was published on 3 December 2014 inviting written responses by 25 February 2015 with the aim to issue a report on the consultation as soon as practicable thereafter.
6. In summary, the proposed amendments will:
  - 6.1. Improve the quality of the data held within the NHSCR.
  - 6.2. Assist the tracing of certain persons, for example, children who are missing within the education system and foreign individuals who received NHS treatment in Scotland and left the country with outstanding bills.
  - 6.3. Enable the approach to secure and easy access to online services (myaccount) to extend beyond services of Scottish local authorities and health boards to a wider range of public services.
  - 6.4. Enable the identification of Scottish tax payers to ensure the accurate allocation of tax receipts to Scotland associated with the Scottish Rate of Income Tax.
7. The Board discussed the need to achieve the right balance of privacy, consent, transparency and public benefit. The Chair confirmed that robust governance policies would be put in place, including Privacy Impact Assessments, Data Sharing Agreements, Application and Approval processes with an external Audit function. The board will be strengthened by a citizen representative being invited to join as a 'Privacy Champion'.

### **Information Governance/Public Benefit and Privacy Panel**

8. Daniel Beaumont provided an overview of the approved Public Benefit & Privacy Panel. A new governance structure – which merges the Privacy Advisory Committee (including NRS), Community Health Index (CHI) Advisory Group and Caldicott Guardians – is to be established which deals with scrutiny of requests to use NHS data-sets. This could in time (subject to agreement of relevant Data Controllers) also consider national level projects using local authority and General Practitioner (GP) data.

9. The Panel will be chaired by a non-executive director. Dr Brown informed the Board that she had been selected to join the Panel. Dr Beaumont advised Information Governance (IG) is the responsibility of everyone (not just IG Leads) and key persons – such as new Chief Officers - need to be equipped with the knowledge to be able to navigate this area. Training would be made available with special emphasis on Senior Information Risk Owner (SIRO) and Caldicott level training materials and on ensuring that senior leaders understand the new risk and regulatory landscape.

**Improvement Service** Paper 2 NHSCR GB (15) 02

10. Tom McHugh introduced this paper which set out recent developments in the work of the Improvement Service and planned further work. In discussion, the Board recognised the strength of the work being done by the service and the need to ensure the right balance of privacy protection and service delivery effectiveness.
11. Tom McHugh provided an update on the progress of the myaccount drawing from paper NHSCR GB 15/2. He highlighted the strengthening of governance with the establishment of the Information Assurance and Standards Management Forum that draws membership from the wider stakeholder community (Scottish Government (SG), NHS, Local Government (LG), Information Commissioner's Office (ICO) and NRS). This group takes a broader and more strategic view of myaccount Information Assurance requirements. There is also a myaccount Users Forum that represents service providers, who are actively using or integrating with the service.
12. The 'mydiabetes myway' service has implemented the myaccount as its authentication provider. Positive feedback has been received from the 'mydiabetes myway' service and directly from citizens on the easy to use service with a doubling of the number of patient users within six months. Dr Beaumont asked about the validation of users, Mr McHugh responded that the validation/authentication was carried out at initial registration as the 'mydiabetes myway' patient users completed a myaccount application consenting to share their data with the Registrar General. Discussions have taken place with NHS Scotland to develop similar solutions substantially reducing development costs and avoiding duplication across the public sector.

**Any other business**

13. There was no other business.

**Date of next meeting**

14. Dates will be circulated for the next meeting