

<b>NHS Central Register (NHSCR) Governance Board</b>
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**Minutes of the NHSCR Governance Board****Fifteenth Meeting: 21 January 2016**

<b>Present</b>	<b>Organisation</b>
Tim Ellis	Chief Executive, National Records of Scotland (NRS) (Chair)
Gerry Donnelly	Head of Data Resources, NRS
Dr Janet Murray	NRS Caldicott Guardian, National Services Scotland (NSS), Information Services Division (ISD)
Dr Abbe Brown	Lay member and member of the Public Benefit and Privacy Panel (PBPP) – by conference call
David Knowles	Director of Practitioner and Counter Fraud Services, NSS
Stuart Law	Project Manager, Data Management and Digital Verification, Scottish Government (SG)
Paul Dowie	Director Shared Services and myaccount, Improvement Service
Dr Elena Beratarbide	Information Governance (IG) Policy Advisor, SG e-Health (deputising for Eddie Turnbull)
Irene Henry	NHS Central Register, NRS (minutes)

**Welcome and Introductions**

The chair welcomed members to the meeting and all introduced themselves. Apologies were received from Muriel Douglas and Eddie Turnbull.

The chair informed members that Dr Eric Baijal had stepped down from the board following his recent retirement and thanked him for his valuable contribution over the years.

## **Minutes of meeting 10 March 2015 and matters arising**

The minutes were approved. Actions from the previous meeting were discussed under NHSCR Governance;

14/1 – Terms of Reference

14/2 – Appointment of new non-executive members

14/3 – Confirm membership of the board

### **NHSCR Governance**

The chair introduced the discussion on the future role of the board as a strategic governance group, formalised in revised Terms of Reference, and noted the public interest in the work of NHSCR.

The revised Terms of Reference - paper NHSCR GB 01 - was discussed and it was agreed a Strategic Information Risk Register and a Summary of Activity as well as other points of clarification should be added.

The chair informed the board that five non-executive members had been appointed to the main NRS Management Board and one of these would be invited to join NHSCR Governance Board to provide an informed lay person's view of Information Management and of privacy issues. It was agreed that Prof. Alison McCallum, as chair of Community Health Index Advisory Group (CHIAG), should be approached to take up the vacancy left by Dr Baijal or to nominate a CHIAG member.

**Action 15/1:** Add Strategic Information Risk Register and Resources to Terms of Reference.

**Action 15/2:** Invite Alison McCallum or alternative from CHIAG and one of the new NRS NXDs to join the board.

### **Information Assurance**

Gerry Donnelly updated the board on progress made on reviewing Information Assurance - paper NHSCR GB 02.

Privacy Impact Assessments (PIA) will be drafted for Data Quality and Tracing. The Information Commissioner's office will be asked to give informal feedback. PIAs will be developed for all NHSCR activities. It was noted that NHSCR pre-dates PIAs so none have ever been required but we used the consultation on the proposed amendments to the Local Electoral Administration and Registration Services Scotland Act 2006 (LEARS) as an opportunity to consult on issues for inclusion in new PIAs for NHSCR activity.

All data sharing into and out of NHSCR has been reviewed and Data Sharing Agreements (DSA) are being updated in line with current best practice.

Governance arrangements for the NHSCR have been clarified, confirming the key roles and groups involved.

**Action 15/3:** PIAs and DSAs to be shared with the board on completion.

**Action 15/4:** Circulate to members the transaction list collated in response to Freedom of Information request

### **myaccount**

Paul Dowie provided an update on myaccount - paper NHSCR GB 03 - he advised the board that the Improvement Service focus was on their work on Local Government projects, such as school online payments.

A proof of concept for a technical prototype message exchange hub to deliver a secure messaging system allowing information to be shared between organisations without the need to hold common identifiers is expected to be complete by the end of January 2016. No NHSCR data is involved in this project and the board was assured that the Improvement Service were cognisant of the requirement for all potential use of the NHSCR adheres to the requirements of the LEARS Act.

### **Any Other Business**

The chair advised the board of;

Data sharing work is being undertaken by Cabinet Office under three headings; Research and Statistics, Fraud and Debt, and More Effective Public Services.

To note the new EU Data Protection Regulation due for implementation in 2017.

**Action 15/5:** Dr Beratarbide to provide the chair with a link to the EU consultation.

National Archives has launched the 1939 register for England and Wales online, in partnership with a genealogy company. The chair informed the board that NRS was not currently proposing to follow this approach.

There has been world-wide interest in the anonymised linkage of the 1939 register to a dataset from the 1947 Scottish Mental Survey for research purposes.

### **Date of next meeting**

Dates to be circulated for early May.