

**NHSCR Governance Board
Sixth Meeting: 14 May 2008**

Minutes

Duncan Macniven, Register General (Chairman)
Dr Andrew Riley, Director of Public Health, Borders NHS Board
Dr Rod Muir, NHS National Services Scotland, Medical Advisor to GROS
Dr Lorna Ramsay, NHS National Services Scotland
Muriel Douglas, Head of NHSCR, GROS
Paul Rhodes, SG
Jim Kinney, Improvement Service
Ganka Mueller, GROS
Tammy Watchorn, NHS National Services Scotland
Irene Henry, NHSCR, GROS (Minutes)

Welcome and Introductions

1. The Chairman welcomed members and particularly Dr Lorna Ramsay, who will replace Dr Rod Muir, and Jim Kinney who will replace Elma Murray on the board. He introduced Tammy Watchorn from NHS National Services, in place of Tony Callaghan and Ganka Mueller in place of Kirsty Maclachlan. There were apologies from Graeme Laurie and Malcolm McWhirter

Minutes of meeting and on 26 November and matters arising

2. The minutes were approved.
3. Ganka Mueller gave an update on access to NHSCR data for statistical purposes. A revision of paper NHSCR GB 7/07 has been circulated to members. She informed the board that advice had been received from the solicitors that NHSCR data could be used in the desired way. She added it was not necessary to change the wording of the census forms. She would brief Graeme Laurie, since he had raised the question.

NHSCR's quality assurance procedures

4. Muriel Douglas spoke to paper NHSCR GB 1/08. The Board suggested that the bullet points in the introduction could be clarified and the addition of a statement that NHSCR were currently working to this standard. Muriel Douglas will redraft the paper incorporating suggestions. There was discussion on the toolkit available within the NHS for inspection and auditing of standards. An annual inspection of NHSCR's quality assurance standards will be carried out by GROS's Information Manager with the report submitted to the Board.

Creating a backup of NHSCR archive

5. Muriel Douglas gave an update including some background to the digitization of the registers. There are 2,326 registers available for use and the remainder should be in place by the end of May. With NHSCR's new system and access to CHI24, 80% of patients are now found on the first search. When the registers are fully available it is hoped to increase this to 90%. The final cost of the project was half the projected cost but it had taken twice as long to complete. This was mainly due to the organisation of the imaging contractor. The images and indexing have been quality assured and procedures are in place to continue this over the next months. Duncan Macniven offered to share the lessons learnt from the project with any member of the Board who wished, subject to confidentiality.

NHSCR and the Citizen's Account

6. Muriel Douglas spoke to paper NHSCR GB 2/08. She highlighted the inclusion of the Registrar General in the data sharing question on the Entitlement Card application form and the return of 30,000 records with insufficient data to the Improvement Service. The quality of the data provided in some Council areas was very poor.

7. Jim Kinney informed the board that the testing of the on-line card management system was underway with the focus on volume and testing the robustness of the system from penetration by unauthorised users. The aim is to offer 3 day turnaround from application to card receipt. He advised that the N3 link had been signed for last week. There was discussion on the time elapsed since the last run of data against the NHSCR system. Muriel Douglas invited the Improvement Service to provide deaths for checking, by the same procedure as before.

Revising the NHSCR Regulations

8. Duncan Macniven spoke to paper NHSCR GB 3/08. On the first point, about the organisational change affecting the NHSCR in Southport, a change is necessary but does not need to be immediate. On the second point, about addresses, Duncan Macniven explained that existing powers were adequate for holding the CHI postcode. Muriel Douglas informed the Board that testing would start on 19 May to add middle names, mother's birth surname, place of birth and postcode from CHI to the register with implementation on 2 June. Postcode and UPRN are still to be provided by the Improvement Service. Ganka Mueller explained that full address was necessary for household estimate purposes. There were currently no powers to hold data about people (probably small in number) who had a Citizen Account but were not registered for NHS services.

9. The Board agreed that it was worth widening the scope of the NHSCR in the way described in the paper: the public benefit appeared to outweigh the privacy considerations.

Any other business

10. Muriel Douglas informed the board that work was in progress to add 1.2 million cancer registrations to the Register to improve the quality of the data. In return ISD will be feed back the UPI number and data from manual matching.

11. Rod Muir raised the subject of sharing data on health with NHS Information Centre for Health and Social Care which had assumed responsibility for the NHSCR in Southport. He highlighted the differences in the legal and operational structure in Scotland from that of England and Wales and the role of PIAG (which was analogous to the Scottish PAC). Duncan Macniven agreed to bear these differences in mind when he visited Southport on 23 May.

Date of next meeting

12. Proposed dates will be circulated to members.

**General Register Office for Scotland
19 May 2008**