

# **NHSCR Governance Board Fifth Meeting: 26 November 2007**

## **Minutes**

Duncan Macniven, Register General (Chairman)  
Dr Andrew Riley, Director of Public Health, Borders NHS Board  
Graeme Laurie, University of Edinburgh  
Ganka Mueller, GROS  
Dr Rod Muir, NHS National Services Scotland, Medical Advisor to GROS  
Muriel Douglas, Head of NHSCR, GROS  
Paul Rhodes, SE  
Irene Henry, NHSCR, GROS (Minutes)

### **Welcome and Introduction**

1. The Chairman welcomed members on their first visit to Cairnsmore House. He welcomed Andrew Riley to the board and introduced Ganka Mueller from Alternative Sources, GROS, in place of Kirsty Maclachlan. There were apologies from Fiona Bisset, Kirsty Maclachlan and Tony Callaghan. Elma Murray had resigned as she was no longer involved with the Customer First programme. Duncan Macniven agreed to write to the Improvement Service to invite another nomination.

### **Relocation of NHSCR – Progress report**

2. Muriel Douglas gave an oral report. NHSCR was fully operational at Cairnsmore House and staff had settled well. She thanked Dumfries and Galloway NHS IT department for the smooth relocation of the IT services. BT and BT Openreach had let us down with the installation of the telephone system, but this was resolved now. IT links had been further strengthened by NHSCR moving to NHSmail. In response to a question from Paul Rhodes, Duncan Macniven explained that staff had been recruited from within Scottish Government and Department of Work and Pensions. All were used to handling personal data and Muriel Douglas noted that staff were fully trained in Caldicott procedures, sign confidentiality statements annually and are reminded about the importance of handling personal data securely.

3. The Board were given a tour of Cairnsmore House and a demonstration of the diverse tracing tools available to NHSCR staff.

### **Minutes of Meeting on 1 June 2007 and matters arising**

4. The minutes were agreed.

5. Duncan Macniven reported that Harry Burns, Chief Medical Officer for Scotland, would be happy to carry out the official opening of Cairnsmore House, at a date to be arranged.

6. Muriel Douglas presented a paper on contingency planning for NHSCR in the event of a flu pandemic. The Board agreed that a temporary interruption to the NHSCR service would be acceptable and that there was no need to organise special vaccinations. It would be feasible for staff to operate from home using laptops, to avoid the spread of infection, and Duncan Macniven agreed to consider that in the context of contingency planning for GROS generally.

### **NHSCR's Quality Assurance Procedures**

7. Muriel Douglas spoke to paper NHSCR GB 5/07, which was the first draft of the document, following the NHS Quality Improvement Scotland format. The Board agreed that the format was satisfactory and that the document covered the right topics. Muriel Douglas would add more detail on data control procedures, risk assessments and performance standards and put a revised version to the next meeting. Duncan Macniven requested that this should be an annual standing item on the agenda.

### **Creating a Backup to NHSCR Archive**

8. Muriel Douglas reported that all the registers had been digitised and the index was being constructed. In response to Graeme Laurie's question on quality assurance of the images, she reported that the images had been checked for accuracy and clarity in Dumfries and also by a team in Edinburgh. It was expected that the index would be available early 2008. The paper registers would remain in Dumfries for a further year to allow further quality assurance work to be done before they were sent for archive.

### **NHSCR and the Citizen's Account**

9. Muriel Douglas spoke to paper NHSCR GB 6/07, reporting that there had been slippage on the November implementation date for the Improvement Service's new system, which was now early February 2008. She reported that the 1.2 million records on the Citizen's Account database had recently been re-run against the NHSCR database. There were 200,000 mismatches, which had been sub-divided into 5 categories for further investigation. Of these there may be up to 80,000 that may not give complete matches on the basis of the details recorded on the Citizen's Account database.

10. Muriel Douglas tabled an update paper on the progress of the new NHSCR IT system. The period of parallel running of old and new system would begin on 3 December, with a proposed implementation date of 17 December. Work had also been done on adding historical cancer registration data to the NHSCR to fill the known gaps.

## **Access to NHSCR data for Statistical Purposes**

11. Ganka Mueller spoke to paper NHSCR GB 7/07. A specification had been drawn up to use data from NHSCR for two purposes: anonymised records to inform migration statistics and named data for record linkage with the 2011 Census. This was discussed fully by members, particularly to ensure proportionality and confidentiality of personal data. The Board were content for the work involving anonymised records, to proceed at once, as documented in NHSCR GB 7/07. The Board were also content for the named data linkage to proceed in due course, subject to a revision of the paper by Ganka Mueller to reflect the board discussion, and subject to legal advice on the permissibility of the use of the data in this way.

## **Service Contracts for the Work of NHSCR**

12. Duncan Macniven reported that the contract for the 2007/08 NHS work had been signed and the Citizen's Account contract was about to be signed.

## **Any Other Business**

13. Duncan Macniven tabled an article from The Herald on Entitlement Cards and a copy of his response to a letter from Bill Butler MSP, who had asked about the implications of the use of the NHSCR to support the Citizen's Account.

14. In response to questions on the security of personal data, Muriel Douglas reported that all transfers of data were being reviewed and GROS's IT and security experts were being consulted. Most data was transferred by secure IT link. Data extracts provided to the Improvement Service were hand delivered.

15. Rod Muir advised that the Privacy Advisory Committee was to be adopted as the adviser to NHS National Services for Scotland, which would formalise its role.

## **Date of Next Meeting**

16. The meeting would be held in Edinburgh. Proposed dates would be circulated to members.

**General Register Office for Scotland  
29 November 2007**