

# 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 13 January 2026 at 10am via Microsoft Teams**

### **Present:**

Dr Emilia Crichton, Director of Public Health, NHS Greater Glasgow & Clyde [**Chair**]

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

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

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)

Ms Nicki Monteith, IT Change Manager, NHS National Services Scotland, CHI National User Group (NUG) Member

Ms Eleanor Rideout, Information Governance Lead for Local Authorities

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

Prof Seshadri Vasani, 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 Anne Ferguson, Committee Secretary, NSS

Mr John Jones, Senior Service Manager, NHS National Services Scotland (NSS)

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

### **Part attendance:**

Ms Morenike Alabi, Product Manager, NES Technology Service

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

Dr Toni Jambazova, Principal Information Analyst, CHI Linkage and Indexing (CHILI)

Dr Padmini Mishra, Deputy Director/Senior Medical Officer, Directorate for Chief Medical Officer, Scottish Government

Ms Kaye Palmer, Delivery Manager, NES Technology Service

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

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

## **Apologies:**

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

Mr Jonathan Ogunbusola, Lay Member

Dr Lindsey Ross, Primary Care Representative

Mr Euan Urquhart, Senior Information Governance Specialist & Deputy Data Protection Officer, Information Governance & Assurance Team, NHS Education for Scotland

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

### **1. Welcome and Apologies (E Crighton)**

E Crighton welcomed all to the meeting, introductions were made and apologies noted.

### **2. Update on PBPP view about updating CHIMB-NRS Memorandum of Understanding (MoU) (A Ferguson)**

It was noted that the Public Benefit and Privacy Panel (PBPP) had not yet endorsed the changes proposed to the CHIMB-NRS MoU discussed at the last meeting, so it was agreed to progress this matter electronically once received.

#### **Actions**

**260113:01 Following receipt of the PBPP endorsement to update the CHIMB-NRS MoU, this matter was to be progressed electronically.**

### **3. ScotAccount Proof of Concept (A Ferguson)**

An additional note from Yvonne Longwill had been received on 12 January, confirming that the Application Programming Interface would be available on 16 January. Once received, the ScotAccount team would begin exploring integration and report back at the next meeting.

#### **Actions**

**260113:02 A Ferguson to add ScotAccount Proof of Concept to the agenda for the next meeting on 14 April 2026**

### **4. CHI in Local Government – Progress Update (E Rideout, D Watson)**

An update on the CHI in Local Government programme was presented, and the key points below were noted from the discussion that followed:

- The CHIMB would be receiving papers in due course from the CHI2 group about data characteristics. Although CHI would be the identifier in local government systems, the data to populate other fields may be held in several systems and be inconsistent. The decision path to determine which set of

data was most up to date was extremely complex. The approach for this was being developed by the core CHI2 group.

- J Cameron reported that the Technical Design Authority (TDA) had recently carried out a deep dive on CHI. The TDA was mindful of the addition of race and ethnicity data as well as its impact.
- Work had been done through the Local Government Digital Assurance Board detailing the procurement specifications for core social care platforms and systems which included the ability to use CHI as the identifier. A standard identity management approach was to be adopted by local government systems and was ready to be taken forward in the next round of systems procurement. A copy of the standards paper was to be shared with the CHIMB and the MyCare team.
- There may be opportunities to use the national Information Governance (IG) programme and IG platform to clarify the IG journey that needed to be taken by service owners to use CHI in local government systems. E Beratarbide and E Rideout agreed to explore this out with this meeting.

The CHIMB recognised the complexity of introducing CHI to local governance systems. It was agreed to include an update on CHI in Local Government as a standing item on the CHIMB meeting agenda until fully implemented.

#### **ACTION**

- **For awareness, D Watson was to share the paper detailing the standard approach to be adopted by local government systems for identity management with the CHIMB and MyCare team.**
- **E Beratarbide and E Rideout to explore incorporating local government use of CHI into the national IG programme and IG platform**
- **A Ferguson to include CHI in local government – progress update as a standing item on the agenda until fully implemented**

#### **5. Request to include next of kin details in CHI Demographics Database (P Mishra, E Beratarbide)**

P Mishra explained that this request arose from colleagues delivering out of hours health and social care services, the Crown Office and Police Scotland to facilitate notification of the next of kin or emergency contact in the event of a death or safeguarding issues, especially for those living alone. Service providers requested a system that accurately recorded contact information which was kept up to date. The proposal had been reviewed by Police Scotland, the Scottish Ambulance Service and other relevant stakeholders before being submitted to the CHIMB for consideration. Assurance was provided that there was a legal basis for holding next of kin details in the CHI Demographic Database but there were issues around data quality and funding as system changes would be required. The CHI record for an individual also did not hold data for a different individual.

The CHIMB understood the need to hold accurate next of kin and emergency contact information but was not supportive of doing so in the CHI Demographic Database as that was not the primary purpose of CHI. Next of kin information was already recorded in the Key Information Summary (KIS). Issues about keeping demographic data up to date were the same no matter where the data was held. The long-term strategy was for individuals to provide such details as part of the

Digital Front Door/MyCare.scot approach augmented by the GP practice. There was an open discussion to be had about how next of kin details and carer arrangements more broadly should be kept up to date. In the short-term KIS communication could be reinvigorated. J Cameron agreed to lead on this request and consider the best way to progress it from a technical architecture point of view linking in with NSS as owners of CHI and NES leading on the Digital Front Door (aka MyCare.scot). J Cameron also agreed to pick up resourcing of this work with P Mishra

### **Action**

**260113:06 J Cameron to consider how best to store and update next of kin and emergency contact details from a data architecture point of view**

**260113:07 J Cameron to discuss resourcing of this work with P Mishra out with the meeting**

## **6. CHI Interface Issues**

### **i. Roadmap for the implementation of the read only and read/write FHIR service (J Waldheim-Ross, K Palmer, M Alabi)**

A roadmap for the replacement of legacy CHI-XML and Daily Broadcast Files with FHIR was presented. Indicative dates for progression of this work had been detailed in the roadmap. These were realistic timescales with completion estimated as Q3-Q4 in 2027-28 instead of March 2026.

The CHIMB was committed to this migration and asked for this work to proceed. It was agreed that NES would draft the governance and architecture proposals for this programme of work and take these through the relevant groups before coming back to the next CHIMB meeting. The support of colleagues from NSS that look after CHI (S Flockhart and J Jones) was requested in achieving this. NES was keen to ensure that all governance elements were in place before the programme of work commenced. Estimated costs for the build could then be calculated and submitted via M Morrison to J Cameron for funding approval.

The presentation slides were to be shared with members.

### **Action**

**260113:08 NES to draft the governance and architecture proposals and obtain approval from various groups before returning to the April meeting**

**260113:09 J Waldheim-Ross to estimate the cost of the build to replace legacy CHI-XML and Daily Broadcast Files with FHIR and work with M Morrison to submit the request to the Scottish Government for funding approval**

**260113:10 K Palmer to send a copy of the presentation slides to A Ferguson for circulation**

**ii. Daily Broadcast file replacement options (S Flockhart)**

S Flockhart reported that it had not been possible to complete this work due to other operational priorities. However, it was intended to present these at the April meeting.

**Action**

**260113:11 S Flockhart to present daily broadcast file replacement options at the April meeting**

**7. Decoupling Sex and Gender (I Young)**

There had not been much progress since the last meeting on decoupling sex and gender as this was dependent on receipt of the Equality and Human Rights Commission's statutory code of practice from the Scottish Government. In preparation for any future work required, Practitioner Services was working to identify the CHI records that would be impacted. There was the potential for a funded programme of change depending on its size and scale. I Young agreed to discuss with M Morrison the development of a project proposal in conjunction with the Digital Health & Care team. The proposal would then be ready to be expedited should the need occur.

**Actions**

**260113:12 I Young/M Morrison to consider developing a project proposal for decoupling sex and gender in conjunction with the Digital Health and Care Team. Funding may need to be secured from the Scottish Government for this project to be implemented.**

**8. Update on Modulus 10 Check Digit Implementation (I Young)**

At the last meeting, the CHIMB approved an extension for implementing the Modulus 10 check digit to 1 February. Territorial Boards on the National User Group (NUG) had now asked for another extension of 6 months to 1 July 2026. There was still work to be done within Trakcare to upgrade it to be able to take the patch (albeit a workaround was currently in place) but more importantly to align downstream systems. The risks detailed in the paper were considered. The Board was concerned that requests would continue to be received to defer the Modulus 10 check digit implementation date. This was not thought to be the case as assurance had been provided by the NUG representative of NHS Greater Glasgow and Clyde that the remedial work to enable implementation would be in a much more confident position by 1 July. The CHIMB therefore agreed to the 6-month extension.

## **9. National User Group update (N Monteith)**

Most of the discussion from the last NUG meeting had already been covered which focussed on

- Extension to the implementation of the Modulus 10 check digit
- CHI-XML and DBF replacement with FHIR
- Sex and gender update
- CHI Outage which occurred at the end of last year. Issue resolved and management incident report awaited.

Members were invited to ask questions, but none were raised.

## **10. NES Quarterly Report (D Kidd)**

There was no significant change in access or use by NES or through the National Digital Platform Demographic Service in the last quarter.

The main update was in relation to MyCare.scot. The minimum viable product went live in December 2025 with no significant impact on CHI database volumes of requests due to low numbers invited and a relatively low uptake. Since this matter was discussed in October, M Morrison had set up and was chairing a short life working group comprising of members from all the end-to-end components. Assurance was provided that capacity and impact of the whole population roll-out was being considered and actively managed at this time.

Finally, there was a proposal for a MyCare.scot support portal to be used by National Contact Centre call handlers in response to requests from users to access and use CHI. A new CHI application would potentially come to this board in due course for approval.

## **11. New Applications (E Crighton)**

25-03 NES access to and use of CHI Broadcast

D Kidd explained that NES had permission to access the CHI broadcast file for MyCare.scot but also had other data stores that held CHI for which NES did not have permission to access the CBF, keep data up to date and process notification of deaths. This application sought permission. It was noted that three responses to the application review had been received from members all in support of approval. When asked by the Chair there were no objections raised from other members to approving this application. Approval was therefore granted.

## **12. Homologation of Chair/Vice Chair Responses**

### **i. Approval of PHS CHI Access Protocol Renewal**

T Jambazova joined the meeting for this item to answer any questions that members may have in relation to the PHS CHI Access Protocol Renewal. None were raised.

The Chair had approved the version of the protocol updated following the last meeting. This approval was homologated by the CHIMB.

### **13. CHI Related Governance Arrangements**

#### **i. CHI Audit and Assurance Summary Report (I Young)**

There was only one observation recorded in the audit report from the last quarter for noting relating to the project implementing new CHI. In April the first audit report against the control framework would be available. I Young agreed to share the control framework with E Beratarbide.

It was noted that Practitioner Services had also passed the ISO audit which took place on 8 January 2026.

#### **Actions**

**260113:13 I Young to share the control framework with E Beratarbide**

### **14. Minutes of the 21 October 2025 Meeting**

The minutes from 21 October 2025 were approved without amendment.

### **15. Matters Arising (not on the agenda)**

There were no matters arising raised.

#### **Items 16-19 for information**

**16. Feedback from Public Benefit and Privacy Panel – S Vasan advised that the PBPP had agreed to meet out with committee to endorse the proposed changes to the CHIMB-NRS MoU (item 2)**

**17. Feedback from Scottish Caldicott Guardian Forum**

**18. Feedback from UK Council of Caldicott Guardians**

**19. Feedback from NHSCR Stakeholder Reference Group – no update available**

### **20. Any Other Business**

**Note of thanks** - J Cameron thanked E Crighton on behalf of the group for chairing the CHIMB. The Boards' best wishes for the future on her imminent retirement were expressed. E Crighton wished the CHIMB every success going forward and had asked the Directors of Public Health Group to nominate a replacement Chair.

**11<sup>th</sup> Grampian Research Conference (Aberdeen 14-15 May) – the CHIMB were invited to speak at this event to spread awareness**

### **21. Date of Next Meeting**

Tuesday 14 April 2026 (10-12pm) via Microsoft Teams. [later rescheduled to 16 April 2026]