

minutes v1.0

Committee Services**PSD Scotland**

Finance, Corporate Governance
and Legal Services
Gyle Square
1 South Gyle Crescent
Edinburgh
EH12 9EB

CHI Management Board (CHIMB) Meeting 16 April 2026 at 3pm via Microsoft Teams

Present:

Dr Sohail Bhatti, Director of Public Health, NHS Borders **[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)

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

Mrs Anneli Lyon, Statistician - Head of NHS Central Register for Scotland (NHSCR), National Records of Scotland (NRS)

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

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

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

Part attendance:

Claire Ross, Project Manager, Digital Office for Scottish Local Government

Apologies:

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

1. Welcome and Apologies (S Bhatti)

S Bhatti welcomed all to the meeting, introductions were made and apologies noted. Quoracy was confirmed and consent to record the meeting obtained. It was agreed to add a note to the agenda for future meetings advising that the meeting would be recorded.

Actions

260416:01 A Ferguson to add a note to future meeting agendas to advise that the meeting would be recorded.

2. CMO CHI Letter Refresh (M Morrison)

M Morrison explained the rationale for a refresh of the CMO's letter on use of CHI. Content was outdated and there had been significant changes since 2013 such as the new CHI system in November 2023, creation of the CHI Management Board in 2022, GDPR and the UK Data Protection Act. Some of the detail new in 2013 was now embedded into every day working in health and care provision so was no longer needed in the letter. As well as updating its content, the letter had been reformatted and streamlined.

A consensus was sought on whether to allow more time for comments or proceed using the current version. The version submitted to the Scottish Government would be subject to its policy processes before being released. The comment received from E Rideout about including CHI as a secondary identifier in local authorities and social care was acknowledged but was not a new addition. S Heald raised the issue of explicitly referencing Public Health Scotland in the updated CMO letter, highlighting the shift in analytical responsibilities from Information Services Division to Public Health Scotland. Because Easter was a popular time for annual leave, it was agreed to extend the date for submitting comments to M Morrison until Friday 24 April 2026. After which, M Morrison was empowered to submit the letter to J Cameron to take forward within the Scottish Government.

Actions

260416:02 Members asked to submit comments on the draft CMO letter to M Morrison by 24 April 2026.

260416:03 M Morrison to consider incorporating comments received in the CMO letter, produce a final version then submit it to J Cameron to take forward within the Scottish Government.

3. CHI in Local Government – Progress Update (C Ross)

C Ross provided a comprehensive update on the CHI in Local Government project. Full details were contained within paper CHIMB/26/24 previously circulated.

When asked, C Ross confirmed that early adopter systems would follow the standard CHI application process but acknowledged the need for a streamlined approach as the project grew to avoid duplication. Discussions had been ongoing as to whether requests should be consolidated by councils or handled individually.

M Morrison said that depending on the volume of requests expected, the CHIMB may need to consider a different model for reviewing applications. S Heald co-chaired the programme board overseeing this project and agreed to discuss streamlining the CHI application process at its next meeting.

Actions

260416:04 S Heald to discuss streamlining the CHI application process within councils at the next CHI in Local Government Programme Board.

4. ScotAccount Proof of Concept (S Bhatti)

The CHIMB noted the update provided in paper CHIMB/26/14 and that the ScotAccount team would return to the next meeting with further information.

Actions

260416:05 A Ferguson to add ScotAccount Proof of Concept to the agenda for the next meeting on 21 July 2026

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

I Young reported on readiness for the 1 August 2026 go-live of the modulus 10 check digit, highlighting an increasing number of patients awaiting CHI numbers of which all were male with a 1st January date of birth in various years. The associated clinical risks were for bowel screening and vaccination. It was also likely that these patients were not included in emergency care summaries. I Young agreed to engage with bowel screening and vaccination teams for risk assessments.

19 patients had been allocated a different date of birth, but this was causing issues for GP practices as patients had difficulty explaining the date of birth difference between the CHI system and home office paperwork when English was not the first language.

Practitioner Services was trying to ensure readiness so had set up a Short Life Working Group for lead system users within Health Boards. Despite the InterSystems change being available since January, it had not been tested. Trakcare was the main system causing concern.

M Morrison expressed frustration over repeated delays in implementing the modulus 10 check digit for CHI numbers, emphasising the need to maintain the August deadline to avoid further slippage and advocated escalation to Board Digital Directors to prioritise testing and readiness. J Cameron agreed to reinforce the prioritisation of modulus 10 implementation work at an upcoming digital leads meeting on 11 May, noting that boards were currently progressing Trakcare updates for other purposes. J Cameron also offered to escalate issues to suppliers as needed. An up-to-date readiness assessment was to be provided to J Cameron ahead of the 11 May meeting by M Morrison.

The CHIMB resolved not to delay the deadline further

ACTION

- 260416:05** I Young to engage with bowel screening and vaccination teams for risk assessments for those patients without a CHI number.
- 260416:06** J Cameron agreed to reinforce the prioritisation of modulus 10 implementation work at an upcoming digital leads meeting on 11 May
- 260416:07** M Morrison to provide J Cameron with an up-to-date readiness assessment ahead of the 11 May Digital Leads meeting

6. Decoupling Sex and Gender Fields in the CHI Database (M Morrison)

Assurance was provided by M Morrison that the current process for recording sex and gender in the CHI database was lawful pending publication of the EHRC statutory guidance. A general position statement to this effect may be published.

Clarification was provided that the sex field referred to the sex field in the CHI database rather than the sex digit in the CHI although both were consistent. Changing sex to biological sex at birth and creating a separate gender field would have implications for downstream Health Board systems as these were likely to have only one sex/gender field. It was noted that work was underway within the Scottish Government on a policy for the future format of CHI. E Beratarbide would keep the CHIMB informed on how this was progressing.

E Beratarbide recommended the CHIMB review the DPIA for new CHI to check that use of CHI in local authorities was included as well as visibility about data held in the CHI sex/gender field. E Beratarbide was concerned that the sex/gender field was being used to record different information which, if not clearly visible at the outset, would not comply with data security principles around data integrity.

Action

- 260416:08** E Beratarbide to keep the CHIMB informed about the progression of work to develop a new policy for the future format of CHI
- 260416:09** The CHIMB agreed to review the DPIA approved for new CHI to check inclusion of use of CHI in local authorities and visibility of the data recorded in the CHI sex/gender field

7. Digital Front Door/MyCare.scot Implementation (M Morrison)

M Morrison updated the CHIMB on yesterday's launch of the MyCare.scot web application, reporting no negative impact on CHI performance. Live load testing was recommended before the mobile app launch to ensure system resilience, referencing lessons learned from previous high-demand events like the COVID status app. Technical controls were in place, such as a queuing system, and there was a need for ongoing performance assessments. Launch of the native app was now expected mid-June 2026.

The CHIMB was supportive of live load testing of the CHI system before launch of the mobile MyCare.app and ahead of any major feature/functional developments.

260416:10 M Morrison to proceed arranging live load testing of the new CHI system before launch of the MyCare.scot mobile app and ahead of any major features/functional developments

8. National User Group update (K Whiteford)

K Whiteford summarised the last NUG meeting on 30 March, highlighting recent outages, communication improvements when there were issues accessing CHI, deployment of modulus 10 functionality within the CHI system environment, ongoing security work, DFD, postcode mapping, the CHI numbering issue, sex/gender, roadmap topics including new Child Health system going live in May 2026 and the CHI application upgrade.

M Morrison explained the need to upgrade to the latest core EMPI product underlying CHI to maintain supportability. Plans were being developed to minimise any significant downtime which, if required, would be coordinated through boards. Once upgraded a further refresh would not be required for a few years.

9. NES Quarterly Report (D Kidd)

In the last quarter and except for MyCare/DFD, there had been no significant change in access or usage of CHI by NES products or through the National Digital Platform Demographic Service.

As previously mentioned, the MyCare.scot web application had gone live, and launch of the mobile app currently expected mid-June. The application form approved by the CHIMB for the web application had been updated to note that the mobile app would require access and use of CHI equivalent to the web application. Use of CHI during the sign up and sign in process had also been clarified in the application form. A separate application for mobile app access to and use of CHI could be submitted if required by the CHIMB.

There was an intention to create a workforce support portal called MyCare Connect which would require access to and use of CHI. An application form for this would be submitted before the next meeting.

The other application that had been updated was for NES access and use of the daily broadcast file. The technical application specified in the original approved application had been updated following the discovery that one of the technical components could not guarantee the order of processing of events within the broadcast file. Whilst the technical implementation had changed, use of and access to CHI remained the same.

M Morrison was pleased that a new programme was being set up by the Technology Service to migrate from CHIXML to FHIR, noting that further development was required for a full functional replacement.

260416:11 D Kidd to submit the MyCare Connect application for consideration before the next meeting.

10. New Applications (S Bhatti)

26-01 Real World Service Evaluation of Remote Monitoring Technologies

This application requested incorporation of a CHI feed into Feebris (technology provider) to support the secure and efficient delivery of technology assisted Hospital-at-Home services throughout the North of Scotland Health Boards. By providing a CHI feed into Feebris, patient demographic details could be reliably verified against existing records, which helped minimise errors during the registration process caused by manual data entry.

The CHIMB considered whether this application could be approved before the DPIA was submitted. Although there were differing views concerning the meaningfulness of any approval given before the DPIA was reviewed, it was agreed to do so subject to the submission of a satisfactory DPIA, to enable background technical work to progress. Once received, E Beratarbide agreed to review the DPIA on behalf of the group and pass recommendations to the CHIMB to support the decision-making process.

260416:12 The CHIMB to issue a letter granting approval subject to the submission of a satisfactory DPIA

260416:13 E Beratarbide to review the DPIA in relation to application ref 26-01 and provide recommendations to the CHIMB 260113:08 and 260113:09

11. Homologation of Chair/Vice Chair Responses

i. Updated CHIMB-NRS Memorandum of Understanding

The CHIMB homologated the Chair's approval to update the CHIMB-NRS MoU.

12. CHI Related Governance Arrangements

i. CHI Audit and Assurance Summary Report (M Morrison)

The CHI Audit and Assurance Summary Report was noted by the Board.

13. Draft Minutes of the 13 January 2026 Meeting and Action Log Review

The minutes from 13 January 2026 were approved without amendment. Outstanding actions were reviewed and updates recorded in the action log.

260416:14 A Ferguson to add red, amber and green status to the Action Log

260416:15 D Kidd to contact J Waldeim-Ross and establish a review date for actions

14. Matters Arising (not on the agenda)

There were no matters arising raised.

Items 15-18 for information

- 15. Feedback from Public Benefit and Privacy Panel –**
- 16. Feedback from Scottish Caldicott Guardian Forum**
- 17. Feedback from UK Council of Caldicott Guardians**
- 18. Feedback from NHSCR Stakeholder Reference Group – no update available**

19. Any Other Business

There was no other business raised.

20. Date of Next Meeting

Tuesday 21 July 2026 (10-12pm) via Microsoft Teams.