



# Data Sharing Partnership

<p><b>Minutes of Meeting</b></p> <p>Project Board Meeting</p> <p>Emergency Bunker – Orkney Islands Council</p> <p>20 December 2006</p>
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<b>Present:</b>	<b>Name</b>	<b>Organisation</b>
	Elaine Grieve (EG)	Orkney Islands Council
	Roella Wilson (RW)	NHS Orkney
	Mike Cowdry (MC)	Northern Constabulary
	Peter Diamond (PD)	Orkney Islands Council
	John Richards (JR)	Orkney Islands Council
	Gaynor Jones (GJ)	Voluntary Action Orkney
	Greg Whitton (GW)	Orkney Islands Council
<b>Apologies:</b>	Gillian Morrison	Orkney Islands Council
	Maggie Rapley	Data Sharing and Standards Division, Scottish Executive
<b>Clerk:</b>	Katy Russell-Duff	Orkney Islands Council

<u><b>Item</b></u>		<u><b>Action</b></u>
<b>1.</b>	<b>Welcome &amp; Apologies</b>	
	EG welcomed the group and apologies were noted.	
<b>2.</b>	<b>Minutes of Meeting held on 4 October 2006</b>	
	The minutes of the last meeting were accepted.	
<b>3.</b>	<b>Matters Arising from Last Meeting Not on Agenda</b>	
	3.1 It was noted that Gillian Morrison would be replacing Adrian Williams in this Partnership.	
	3.2 MC produced a letter from Orkney Enterprise regarding the Information Sharing Subgroup and issues regarding the Data Protection Act. It was recommended a task group be formed to address the issues regarding data protection along side the Information Sharing Protocol.	<b>Form task group (Action GW)</b>

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	3.3	EG reported that no formal feedback on the Information Sharing Protocol had been received from colleagues in the Executive. EG to follow up as a matter of priority.	<b>Contact SE (Action EG)</b>
<b>4.</b>		<b>Project Manager's Highlight Report</b>	
		<p>GW explained the Project Manager's Highlight Report (appended to the agenda). The task teams as listed on the Appendix to this Minute are in the process of being set up. Discussion about the chairs of these teams was undertaken and this partnership should provide the terms of reference for these teams. Governance models should be brought back to this meeting for further discussion. Structure of task teams to be updated. Each team should produce project manager's reports which could be brought to this meeting.</p> <p>The provisional dates for the Children's Services Co-ordinator have been arranged for week commencing 5 February 2007. It is hoped that this can be linked with the Child Protection Committee. As a CPC meeting is to be held at the same time it is hoped that this can be accommodated.</p>	<p><b>Structure to be updated (Action GW)</b></p> <p><b>Contact Clerk to CPC (Action EG)</b></p>
<b>5.</b>		<b>Update from the National Practice Forum and the Data Sharing Forum</b>	
		EG updated the Partnership on the recent activities of the National Practice Forum. Details of the last meeting will be passed to members	<b>Send details of NPF to members (Action EG)</b>
<b>6.</b>		<b>Information Sharing Protocol</b>	
		Concerns about clarity of data sharing objectives and principles at national and legislative level were raised. It was agreed that discussion on these matters with colleagues in the Executive would be beneficial. The partnership highlighted concerns regarding the sharing of information in particular with regard to those who do not know of or have not signed up to the ISP. It was noted that a training package would n be necessary.	<b>Contact Maggie Rapley (Action EG)</b>

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<b>7.</b>		<b>Managing the Message: Communication and Organisational Change</b>	
		Issues have been raised with the Scottish Executive and they have been asked to help and support. GW is working on a contact sheet of Data Sharing Managers. It was agreed that the SE should be contacted regarding protocol and communication and organisational change.	<b>Contact Maggie Rapley (Action EG)</b>
<b>8.</b>		<b>AOCB</b>	
		<b>Training</b> A training strategy should be investigated.	
<b>9.</b>		<b>Dates of Future Meetings</b>	
		The dates of future meetings were noted.	
<b>10.</b>		<b>Date of Next Meeting</b>	
		It was agreed that the next meeting will be held on 21 February 2007, at 10am, venue King Street. To be confirmed.	