

Date: Wednesday 24 September 2025

Time: 10:00–11:00

Platform: Microsoft Teams



Government
Digital Service



Department for
Science, Innovation
& Technology

Vulnerabilities Working Group

Meeting Summary

Attendees

Andrew Vourdas (DSIT)
Firoze Salim (DSIT)
John Olatunji (DSIT)
Kiran Mistry2 (DSIT)
Fiona Caryl (Improvement Service)
Jabeen Kamran (CaboTeams)
Kirsty Hendry (MHCLG)
Guha Shantanu (DWP)
Malcolm Davies (HMT)
Mike Thacker (Porism)
Nailah Ukaidi (SAVVI)
Oliver Townsend (DfE)
Robbie Harris (Digital Office Scotland)
Russell Bloore (MHCLG)
Simon Roberts (Improvement Service)
Tanita Barnett (ONS)
Paul Davidson (SAVVI)
Shelley Heckman (SAVVI)
Jeanette Rycroft (WIGAN)

Record of discussions

1	Welcome and introductions Firoze Salim
	Firoze welcomed participants, set out the purpose of the meeting, and explained the use of transcription for accurate note-taking. He reminded members that the group's goal is to improve data standards and governance for sharing information about vulnerable people across government and local authorities.
2	Workstream 1 – Data Models & Standards (Paul Davidson)
	Overview - Paul described the SAVVI project (Scalable Approach to Vulnerability via Interoperability), which aims to create a consistent way of identifying and supporting vulnerable people. - He explained the three areas that Workstream 1 is focusing on: Conceptual model – establishes the high-level entities and relationships (e.g., person, household, vulnerability, intervention). Logical model – refines these into attributes and structures suitable for system design. APIs – practical interfaces allowing different organisations' systems to interoperate. - Currently SAVVI are working with Greater Manchester Combined Authority [GMCA], who have a programme looking to support people who are out of work due to ill health. - Paul showed excerpts of the SAVVI Concept Model which are available on the SAVVI Website, and which has been baselined by the Working Group. - Paul recommended that anyone interested join the Workstream 1 Sub-group led by Beata Lisowska.
3	Workstream 3 – Information Governance Playbook (Kiran Mistry)
	Overview - Kiran presented progress on the Information Governance (IG) Playbook, which is designed to support lawful, ethical, and transparent sharing of vulnerability data. - The playbook aims to move beyond abstract principles and provide practical tools, templates, and step-by-step guidance. - It is structured into 8 stages of the data-sharing lifecycle: - Defining purpose - Discovery and minimisation - Establishing legal basis - Conducting DPIAs - Considering ethics - Drafting data-sharing agreements - Ensuring transparency and accountability - Secure disposal and review - The draft version already incorporates feedback from earlier workshops, and version 4 is due for circulation at the end of October.

	- Draft version of the Playbook is intended to be circulated with the Working Group on Monday [29th September 2025]. Final version is targeted for November. Discussion Points / Q&A - A question was asked about whether this was at a UK Government level or whether nuances of law in Devolved Administrations would be included. Kiran answered that currently the focus is on UK-wide law but devolved variations could be considered in a future version. - Some clarification was given over the level of engagement with different Departments and previous schemes including the Integrated Data Service.
4	Workstream 2 – Taxonomies & Terminologies (Andrew Vourdas)
	Overview - Andrew outlined progress on developing taxonomies and terminologies to support consistent data sharing. - The proposal is to reuse existing vocabularies where possible (e.g., LGA catalogue, Open Referral UK), and create centralised ones where gaps exist. - A governance model has been drafted to define how taxonomies are created, maintained, and agreed across organisations. - The proposed governance model was agreed as baseline by the group. - Other categories being considered include needs, service types, and purposes of interventions. - The starting points for which other taxonomies should be considered was an excerpt of the Concept Model previously introduced by Paul – the Concept Model has certain key terms that require definition. - The initial focus is on risk factors – attributes that indicate potential vulnerability, such as financial arrears, health conditions, or housing instability. - Andrew introduced the outline of how the proposed Risk Factors Taxonomy is being developed – with an emphasis on extensibility, and allowing different use cases to attach to different levels of granularity by using an inheritance model. Discussion Points / Q&A - Mike T suggested that Risk Factors are naturally circumstances of a person – members discussed the possibility of using the LGA Circumstances List and testing the Taxonomy Governance model on this. - Suggestions around tooling were discussed including Ontotext GraphDB and WebProtégé. - Agreement that alignment with cross-government vocabulary efforts is essential – Andrew reiterated the idea that once there is a central vocabulary, local areas can map their own domains to this.
5	AOB & Close
	Kiran to circulate draft v4 of IG Playbook by Monday for comments. Andrew to refine taxonomy work, focusing on risk factors. John to share notes and outputs on Knowledge Hub. All members to provide feedback offline and nominate deputies where needed.

