

**HSCIC – Draft Board Business Schedule 2014-15**

<b>02 April 14</b>	<b>14 May 14</b>	<b>04 June 14</b>	<b>17 June</b>	<b>02 July 14</b>	<b>03 Sept 14</b>	<b>29 Oct 14</b>	<b>26 November 14</b>	<b>28 Jan 15</b>	<b>25 Feb 15</b>	<b>25 March 15</b>
<b>Accountability</b>	<b>Accountability</b>	<b>Accountability</b>	<b>Accountability</b>	<b>Accountability</b>	<b>Accountability</b>	<b>Accountability</b>	<b>Accountability</b>	<b>Accountability</b>	<b>Accountability</b>	<b>Accountability</b>
Register of Interests Minutes of previous meeting (March) – <b>to ratify</b> Progress on action points Forward Board business schedule for 2014-15 Confirmation of appointment of CEO Confirmation of appointment of NEDs Appointment of vice-Chair – <b>for approval</b> Appointment of the HSCIC Senior Independent Director – <b>for approval</b> Appointment of (interim) Assurance and Risk Committee Chair – <b>for approval</b> Appointment of NEDs to sub-committees - <b>for approval</b> Appointment of (interim) Executive Directors – <b>for approval</b> Appointment of Caldicott Guardian - <b>for approval</b> Reports from sub-committees: • Assurance and Risk • Remuneration	Register of Interests Minutes of previous meeting (April) – <b>to ratify</b> Progress on action points Forward Board business schedule for 2014-15 Progress on preparation of Annual Report and Accounts for HSCIC ALB Non-Executive Director Alignment (HEE) Statement of Purpose between the Department of Health and the HSCIC	Register of Interests Minutes of previous meeting (May) – <b>to ratify</b> Progress on action points Forward Board business schedule for 2014-15	Register of Interests Minutes of previous meeting (June) – to ratify Progress on action points Forward Board business schedule for 2014-15 Annual Report and Accounts 2013-14 for HSCIC – <b>for approval</b>	Register of Interests Minutes of previous meeting (June) – <b>to ratify</b> Progress on action points Forward Board business schedule for 2014-15 Reports from sub-committees: • Assurance and Risk • Information Assurance and Cyber Security Committee	Register of Interests Minutes of previous meeting (July) – <b>to ratify</b> Progress on action points Forward Board business schedule for 2014-15 Board and sub-Committee Terms of Reference and Corporate Governance manual – <b>for approval</b> Reports from sub-committees: • Assurance and Risk • Information Assurance and Cyber Security Committee	Register of Interests Minutes of previous meeting (Sept) – <b>to ratify</b> Progress on action points Forward Board business schedule for 2014-15 Reports from sub-committees: • Information Assurance and Cyber Security Committee	Register of Interests Minutes of previous meeting (Oct) – <b>to ratify</b> Progress on action points Forward Board business schedule for 2014-15 Arrangements for annual review of Board effectiveness Reports from sub-committees: • Assurance and Risk • Information Assurance and Cyber Security Committee	Register of Interests Minutes of previous meeting (Nov) – <b>to ratify</b> Progress on action points Forward Board business schedule for 2014-15 Reports from sub-committees: • Assurance and Risk • Information Assurance and Cyber Security Committee	Register of Interests Minutes of previous meeting (Jan) – <b>to ratify</b> Progress on action points Forward Board business schedule for 2014-15 Reports from sub-committees: • Information Assurance and Cyber Security Committee	Register of Interests Minutes of previous meeting (Feb)– <b>to ratify</b> Progress on action points Forward Board business schedule for 2014-15 and 2015-16 Schema Delegation of Authorities - <b>for review</b> Outcome of the annual review of Board effectiveness Reports from sub-committees: • Assurance and Risk
<b>Supervising Management</b>	<b>Supervising Management</b>	<b>Supervising Management</b>	<b>Supervising Management</b>	<b>Supervising Management</b>	<b>Supervising Management</b>	<b>Supervising Management</b>	<b>Supervising Management</b>	<b>Supervising Management</b>	<b>Supervising Management</b>	<b>Supervising Management</b>
Board performance pack Forthcoming statistical publications Care.data Programme update	Board performance pack Forthcoming statistical publications Care.data Programme update Data Releases from Former NHS IC report	Data Releases from Former NHS IC report – <b>to agree the process for publication</b>	Data Releases from Former NHS IC report – <b>for ratification</b>  No additional agenda items	Board performance pack Forthcoming statistical publications Staff Survey Report Cyber Programme update Review of activity - HSCIC's obligations Health and Social Care Act 2012 Data Quality Report Register of Data Releases	Board performance pack Forthcoming statistical publications Partridge Recommendations Progress	Board performance pack Forthcoming statistical publications Annual Review of Information Governance Activity Partridge Recommendations Progress	Board performance pack Forthcoming statistical publications Partridge Recommendations Progress Register of Data Releases	Board performance pack Forthcoming statistical publications Partridge Recommendations Progress	Board performance pack Forthcoming statistical publications Partridge Recommendations Progress	Board performance pack Register of Data Releases Forthcoming statistical publications Partridge Recommendations Progress
<b>Strategy Formulation</b>	<b>Strategy Formulation</b>	<b>Strategy Formulation</b>	<b>Strategy Formulation</b>	<b>Strategy Formulation</b>	<b>Strategy Formulation</b>	<b>Strategy Formulation</b>	<b>Strategy Formulation</b>	<b>Strategy Formulation</b>	<b>Strategy Formulation</b>	<b>Strategy Formulation</b>
Information Assurance Cyber Security sub-Committee (IACSSC) proposal Care Bill update	Transformation Programme Plan HSCIC Hosting Strategy HSCIC Security Operations Proposal		No additional agenda items		Transformation Programme Report and Workforce Plan Proposal to assess and develop the HSCIC's work with social care HSCIC Hosting Strategy Code of Practice on Confidential Information	HSCIC Strategy Document – <b>for review</b>	Transformation Programme Report			Transformation Programme Report

<i>Planning</i>	<i>Planning</i>	<i>Planning</i>	<i>Planning</i>	<i>Planning</i>	<i>Planning</i>	<i>Planning</i>	<i>Planning</i>	<i>Planning</i>	<i>Planning</i>	<i>Planning</i>
Microsoft XP support - risk statement Corporate Risks and issues	Information Assurance and Information Governance – external focus Internal Auditors - management		No additional agenda items	Organisational Risk Appetite Microsoft XP support issue	Corporate Risks and Issues Department of Health Shared Services Programme – options appraisal	Approach to Business Planning for 2015-16 Mid-year review of Business Plan 2014-15	Corporate Risks and Issues Business Planning for 2015-16 update Annual review of Information Governance activity	Update on Business Planning for 2015-16	Corporate Risks and Issues Draft Business Plan for 2015-16	Approval of Business Plan for 2015-16
<b>April 14</b>	<b>May 14</b>	<b>June 14</b>	<b>June 14</b>	<b>July 14</b>	<b>September 14</b>	<b>October 14</b>	<b>November 14</b>	<b>January 15</b>	<b>February 15</b>	<b>March 15</b>
<b>Key Meetings</b>	<b>Key Meetings</b>	<b>Key Meetings</b>	<b>Key Meetings</b>	<b>Key Meetings</b>	<b>Key Meetings</b>	<b>Key Meetings</b>	<b>Key Meetings</b>	<b>Key Meetings</b>	<b>Key Meetings</b>	<b>Key Meetings</b>
Executive Management Team - weekly First Board Induction Day – 08 April Transformation Programme Board – 23 April	Executive Management Team - weekly Second Board Induction Day – 15 May Information Assurance and Cyber Security Committee – 13 May Assurance and Risk Committee – 14 and 21 May Transformation Programme Board – 22 May	Executive Management Team - weekly Assurance and Risk Committee – 04 June Assurance and Risk Committee – 17 June Leadership Forum – 05 June Third Board Induction Day – 17 June		Executive Management Team - weekly Assurance and Risk Committee – 03 July Information Assurance and Cyber Security Committee – 02 July Leadership Forum – 10 July Transformation Programme Board – 17 July	Executive Management Team - weekly Assurance and Risk Committee – 10 Sept Information Assurance and Cyber Security Committee – 03 Sept Leadership Forum – 10 Sept Transformation Programme Board – 11 Sept	Executive Management Team - weekly	Executive Management Team - weekly Assurance and Risk Committee – 12 Nov Information Assurance and Cyber Security Committee – 26 Nov Transformation Programme Board – 6 Nov	Executive Management Team - weekly Assurance and Risk Committee – 14 Jan Information Assurance and Cyber Security Committee – 28 Jan Transformation Programme Board – 8 Jan	Executive Management Team - weekly	Executive Management Team - weekly Assurance and Risk Committee – 11 March Information Assurance and Cyber Security Committee – 25 March Transformation Programme Board – 5 March