![HSCIC Health & Social Care Information Centre logo]

Health and Social Care Information Centre

Minutes of Board Meeting – Wednesday 02 July 2014

Public Session

Present:

Chair	Kingsley Manning
Non-Executive Directors:	Sir Ian Andrews
	Sir John Chisholm
	Prof. Maria Goddard
	Jan Ormondroyd
	Sir Nick Partridge
CEO	Andy Williams

Executive Directors:

Director of Human Resources	Rachael Allsop
Director of Finance and Corporate Services	Carl Vincent
Director of Operations and Assurance Services	Rob Shaw
Director of Information and Analytics	Max Jones

In attendance[1]:

Chief Technology Officer	Peter Counter
National Director of LSP[2] Delivery	Tom Denwood
Director of Programmes	James Hawkins
Caldicott Guardian and Lead Clinician	Prof. Martin Severs
Head of Corporate Assurance	David Wilmshurst

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[1] The Secretary to the Board maintains a separate record of members of the public and those representing stakeholder organisations attending the public session of the Board as observers.
[2] Local Service Provider

1. **Chair's Introduction and Apologies** (HSCIC 14 05 01)

   1.1 The Chair convened a meeting of the HSCIC Board. He welcomed the observers from stakeholder organisations.

   1.2 No apologies had been received.

2. **Declaration of Interests and Minutes** (HSCIC 14 05 02)

   2.1 (a) Register of Interests (paper): HSCIC 14 05 02 (a)
   The register of interests was confirmed as correct.

   2.2 (b) Minutes of Board meeting on 17 June 2014 (paper): HSCIC 14 05 02 (b)
   The Board ratified the minutes of the meeting on 17 June 2014 as correct.

   2.3 (c) Progress on action points (paper): HSCIC 14 05 02 (c)
   The Board noted the progress on action points arising from the previous meeting.

   2.4 (d) Matters Arising: HSCIC 14 05 02 (d):
   - There were no matters arising discussed.

3. **Transparency and Governance** (HSCIC 14 05 03)

   3.1 (a) Improving Public Involvement: HSCIC 14 05 03 (a)
   i. Board Forward Business Schedule 2014-15 (paper)
   The Board noted the forward business schedule.

   ii. Format of Board Meetings Proposal (paper)
   The Chair informed the Board that as part of an on-going programme of improving transparency, openness and reaching out to patients, service users, the public, stakeholders and partner organisations across the Health and Social Care system and wider public and private sector the HSCIC was proposing a refreshed format and revitalised schedule for its Board meetings. This would provide greater opportunities for contacts with local organisations and suppliers around the country.

   The Board agreed to adopt the proposed format and schedule, and requested that a schedule be developed for 2015-16.
   Action: Secretary to the Board

   3.2 (b) Sub-Committee Reports: HSCIC 14 05 03 (b)
   i. Information Assurance and Cyber Security Committee (IACSC): 13 May 2014 (oral): HSCIC 14 05 03 (b) i.
   Sir Ian Andrews, Chair of the IACSC, informed the Board that the first meeting of the IACSC had been held, with the second to follow on 02 July after the private session of the Board. The HSCIC was one of the first government organisations to appoint such a committee. The first meeting had reviewed areas including staff and physical security, the Cyber Security Programme and the Secretary of State's commission to the HSCIC to develop plans for the protection of patient data across health and care services.

   The Chair requested that a report on progress on the Secretary of State's commission be presented to the September Board, so that he could update the Secretary of State and in order that the Department of Health could be asked to nominate a Senior Responsible Officer for the work.
   Action: Director of Operations and Assurance Services

   ii. Assurance and Risk Committee (ARC): 14 May, 04 June and 17 June 2014 (oral): HSCIC 14 05 03 (b) ii.
   Sir Ian Andrews, interim Chair of the ARC, reported that the Committee had recommended the Annual Report and Statutory Accounts 2013-14 to the last Board meeting for approval, which had been accepted and signed by the Chief Executive on 01 July. As previously reported there had been concern over the audit of fixed assets transferred from predecessor

organisations, but these had been resolved. Thanks were expressed for the work of the HSCIC Finance team and the support provided by the National Audit Office.

The Chair informed the meeting that a shortlist of candidates for the role of Chair of the ARC had been made and that interviews would be held towards the end of July. However, he informed the Board that it might not be possible to confirm an appointment until September because of the Parliamentary recess.

3.3   (c) Correspondence received from the former Chair of the NHS Information Centre: HSCIC 14 05 03 (c)
The Chair informed the Board that he had received correspondence from the former Chair of the NHS Information Centre, a precursor organisation of the HSCIC, in respect to the review of data releases by the NHS Information Centre. He had also formally written to the Department of Health and the HSCIC would provide any assistance that the Department might require in responding to the letter.

4.   **Business and Performance Reporting** (HSCIC 14 05 04)

4.1   (a) Board Performance Pack (paper): HSCIC 14 05 04 (a)
The CEO presented this item. The purpose was to provide the Board with a summary of performance in May and other management information. The Board were informed that the content of the pack was being reviewed and a revised format would be tabled at the September Board.

The CEO highlighted the following items:
- IT Service Performance data shown covered April, but had deteriorated in May, and was now probably amber due to four reported incidents.
- Recruitment issues continued to impact Organisational Health, and although increased numbers of external appointments were being made this was not hitting the required number per month which still needed to be achieved
- The Director of Finance and Corporate Services provided an update on Financial Management. Recruiting the required number of staff remained the major challenge, however a much more realistically profiled budget had been set for the current financial year than in 2014-15. The Board requested that a report be presented to the November Board meeting following a review of the annual budget.

Action: Director of Finance and Corporate Services

- The measure that needed the most attention was that for Reputation and would be reviewed by the newly appointed Director of Customer Relations when appointed in late September.
- The Director of Operations and Assurance Services reported that Spine2 was planned to go live on the weekend of 26-27 July. The major concern was data migration as testing would not be complete until three days before migration. The Board requested that an outline communications plan, including plans to publicise the success of the transition, be issued.

Action: Director of Operations and Assurance Services / Director of Finance and Corporate Services

4.2   (b) Corporate Risks and Issues (paper): HSCIC 14 05 04 (b)
The Director of Finance and Corporate Services presented this item. The purpose was to update the Board in respect to corporate risk management. The Board approved the proposed approach, but asked that the ARC carry out a review of the proposed risks before agreeing which of these would be considered at Board level. The Board asked for advice on which risks could be used as leading indicators for the KPI[3]s, for the September meeting.

Action: Director of Finance and Corporate Services

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[3] Key Performance Indicators

4.3 (c) Staff Survey Report (paper): HSCIC 14 05 04 (c)
The Director of Human Resources presented this item. The aim was to provide a summary of the results of the second staff survey. The results were considered to be quite positive, with the overall response rate being high for a public sector organisation. She reported that action plans were being developed at the corporate and directorate levels. The Board noted the results of the staff survey.

4.4 (d) i. Data Releases Register Quarterly Refresh (oral): HSCIC 14 05 04 (d) i.
The Director of Information and Analytics presented this item. The purpose was to update the Board on the release of quarterly data releases, which was taking place on 02 July. The Board requested that a complete list of data releases made by the HSCIC as data processor be prepared for the Board, together with a list of data releases made by predecessor organisations of the HSCIC other than the former NHS Information Centre.

Action: Director of Information and Analytics

ii. Data Releases status update (paper): HSCIC 14 05 04 (d) ii.
The Director of Information and Analytics presented this item. The purpose was to update the Board on progress being made in addressing the backlog of data releases. He informed the board that cases were being tracked on a weekly basis, with a prioritisation process having been developed. The number of staff allocated to the work had been trebled, good support was being received from the Data Access Advisory Group and that the need for better communication with customers was being addressed. The Board requested that a letter describing the measures being taken be drafted from the Chair and CEO to the leaders of key customer and stakeholder organisations for distribution during week commencing 07 July.

Action: Director of Information and Analytics

The Board also requested that a Service Level Agreement for customers be drafted and a plan for when the backlog would be cleared be prepared.

Action: Director of Information and Analytics

5 **Supporting the Health and Social Care System** (HSCIC 14 05 05)

5.1 (a) Progress on the Partridge Review recommendations (paper): HSCIC 14 05 05 (a)
The Director of Information and Analytics presented this item. The purpose was to update the Board on the HSCIC response to the recommendations made by Sir Nick Partridge following publication of the PwC review of data releases by the NHS IC. He informed the Board that there were a number of major actions scheduled for completion by 31 July and that all the actions were planned to be completed by 30 November. The Board noted the contents of the report.

5.2 (b) Data Quality status update (paper): HSCIC 14 05 05 (b)
The Director of Information and Analytics presented this item. The aim of the paper was to update the Board on data quality assurance. He informed the Board that the Department of Health Informatics Accountable Officer would be added to escalation route for significant data quality issues. The Board noted the paper and that a five-year strategic plan for data quality would be needed.

5.3 (c) Cyber Programme status update (paper): HSCIC 14 05 05 (c)
The Director of Operations and Assurance Services presented this item. The purpose was to provide an update on the Cyber Security Programme for the Board. He advised the Board that their input would be required in respect to the work being carried out by Qinetiq on organisational risk appetite. The Board noted the paper.

6 **Strategic and Policy Items** (HSCIC 14 05 06)

6.1 (a) Health and Social Care Act 2012 review of compliance (paper): HSCIC 14 05 06 (a)
The Director of Finance and Corporate Services presented this item. The purpose was to provide an update on progress towards meeting the HSCIC's statutory functions set out in the Health and Social Care Act 2012. The Board requested that the report be converted

into a letter to be sent from the Chair to the Department of Health Permanent Secretary.

Action: Director of Finance and Corporate Services

7. **Any other Business** (HSCIC 14 05 07)

7.1 There were no items of any other business discussed.

8. **Board Resolution on Private Session**

8.1 The HSCIC Board passed a resolution pursuant to the Public Bodies (Admissions to Meetings) Act 1960 representatives of the press and other members of the public be excluded from the remainder of the meeting having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest (Section 1(2) (Admissions to Meetings) Act 1960).

8.2 The date of the next Board meeting was arranged to be 03 September 2014.

Table of Actions:

Action	Action Owner
Prepare schedule of Board meetings for 2015/16	Secretary to the Board
Prepare progress report on the Secretary of State's commission to develop plans for the protection of patient data across health and care services for the September Board meeting to enable the Chair to update the Secretary of State	Director of Operations and Assurance Services
Request the Department of Health to nominate a Senior Responsible Officer for the programme to meet the Secretary of State's commission to develop plans for the protection of patient data across health and care services	Director of Operations and Assurance Services
Present a report to the November Board meeting on the mid-year review of the annual budget	Director of Finance and Corporate Services
Issue an outline Communications Plan for the implementation of Spine2 , including plans to publicise the success of the transition	Director of Operations and Assurance Services / Director of Finance and Corporate Services
Develop KPIs relating to risk, in particular those which could be used as lead indicators	Director of Finance and Corporate Services
Compile lists for the Board of data releases made by the HSCIC as Data Processor and data releases made by predecessor organisations of the HSCIC other than the NHS Information Centre	Director of Information and Analytics
Draft a letter from the Chair and CEO to key customer and stakeholder organisations describing the measures being taken to address the backlog of data releases	Director of Information and Analytics
Develop a draft Service Level Agreement for customers of data releases	Director of Information and Analytics
Prepare a plan for the clearance of the back log of data releases	Director of Information and Analytics
The purpose was to provide an update on progress towards meeting the HSCIC's statutory functions set out in the Health and Social Care Act 2012. The Board noted that the requirements needed to be taken into account in considering the HSCIC's strategy and requested that the report provided be converted into a letter to be sent from the Chair to the Department of Health Permanent Secretary.	Director of Finance and Corporate Services