



**Health and Social Care Information Centre**

**Board Meeting**

**Public Session**

Title of Paper:	Update on action points from the previous meeting
Board meeting date:	03 September 2014
Agenda Item Number:	HSCIC 14 06 02 (c)
Paper presented by:	Chair
Paper prepared by:	Annabelle McGuire, Secretary to the Board
Paper approved by:	Action updates as submitted by the relevant Executive Management Team director
Purpose of the paper:	To share an update on action points from the previous meeting for information
Risk and Issues:	As stated in actions
Patient/Public Interest:	Corporate Governance
Actions required by the Board:	To note for information

## Summary of progress against Board meeting actions

✓ = completed  
c/f = on-going

Status	Summary of Action	Commentary	Responsible Director	For Information Only
✓	Prepare schedule of Board meetings for 2015/16	On agenda	Secretary to the Board	Yes
✓	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	On agenda	Director of Operations and Assurance Services	Yes
✓	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	On the agenda - included in the Secretary of State's commission for the protection of patient data update	Director of Operations and Assurance Services	Yes
c/f	Present a report to the November Board meeting on the mid-year review of the annual budget	Item added to the Board forward business schedule for Nov 2014	Director of Finance and Corporate Services	Yes
✓	Issue an outline Communications Plan for the implementation of Spine2 , including plans to publicise the success of the transition	Completed	Director of Operations and Assurance Services / Director of Finance and Corporate Services	Yes
✓	Develop KPIs relating to risk, in particular those which could be used as lead indicators	On the agenda – included in the corporate risks and issues paper	Director of Finance and Corporate Services	Yes
✓	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	On the agenda	Director of Information and Analytics	Yes

Status	Summary of Action	Commentary	Responsible Director	For Information Only
✓	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	Completed	Director of Information and Analytics	Yes
✓	Develop a draft Service Level Agreement for customers of data releases	On the agenda – included in the data releases update	Director of Information and Analytics	Yes
✓	Prepare a plan for the clearance of the back log of data releases	On the agenda – included in the data releases update	Director of Information and Analytics	Yes
c/f	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.	Completed	Director of Finance and Corporate Services	Yes