



Health & Social Care  
Information Centre

# Health and Social Care Information Centre (HSCIC)

## Board Terms of Reference and Code of Practice

**Date: 2014-15**

## Contents

---

<b>1</b>	<b>Constitution</b>	<b>3</b>
<b>2</b>	<b>Membership</b>	<b>3</b>
<b>3</b>	<b>Quorum</b>	<b>3</b>
<b>4</b>	<b>Attendance</b>	<b>3</b>
<b>5</b>	<b>Access</b>	<b>4</b>
<b>6</b>	<b>Frequency</b>	<b>4</b>
<b>7</b>	<b>Appendix A</b>	<b>5</b>

---

7.1	Current Members of the Board	5
-----	------------------------------	---

# 1 Constitution

The Health and Social Care Information Centre (HSCIC) was established on 01 April 2013 as an executive non-departmental public body (ENDPB) under the Health and Social Care Act 2012.

As an ENDPB, the organisation is accountable to the Secretary of State for Health for discharging its functions, duties and powers effectively, efficiently and economically.

# 2 Membership

The Board of the HSCIC must comprise:

- At least six non-executive members including the Chair
- Not more than five other executive members who are employees of the HSCIC and are appointed by the non-executive members. One of the executive members must be appointed as the Chief Executive Officer (CEO) but the appointment may not be made without the approval of the Secretary of State. The first CEO was appointed by the Secretary of State.

Further details including the conduct of meetings and the roles and responsibilities of the Chair, Board, CEO and the Senior Independent Director are set out in the Corporate Governance Manual.

The HSCIC Secretary to the Board will minute the Board meetings.

# 3 Quorum

Meetings are quorate when at least one-third of the membership is present (including at least two non-executives, one of whom must be the Chair or Vice-Chair).

# 4 Attendance

Board meetings will be attended by other members of the Executive Management Team (see appendix A) in addition to Board members. They will not have voting rights.

Observers, such as members of the public, the Department of Health Sponsor team, representatives of other stakeholder organisations and representatives of the press can also attend the meetings.

## 5 Access

Observers may attend all formal meetings of the HSCIC Board but will be required to withdraw upon the Board or Committee resolving:

*'that pursuant to the Public Bodies (Admission to Meetings) Act 1960 that representatives of the press and other members of the public be excluded from the remainder of this 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) Public Bodies (Admission to Meetings) Act 1960)*

Observers wishing to attend must register their interest with Annabelle McGuire, the Secretary to the Board, at [annabelle.mcguire@hscic.gov.uk](mailto:annabelle.mcguire@hscic.gov.uk) at least three working days before the meeting date.

Agendas and papers for the public session of the Board will be available on the HSCIC website five working days before the meeting date. Queries about the content of the papers can be raised by notifying the Secretary to the Board (as above) beforehand so that these may be covered as part of the Board discussion.

A short time will also be built in at the end of each meeting to take questions from any observers that have been notified to the Secretary to the Board, and as agreed by the Chair, prior to the meeting.

From time to time, the Board might need to consider commercial or staff in confidence agenda items that cannot be discussed in public. In that event a private session will also be held without any observers.

## 6 Frequency

The Board will meet at least six times a year in public.

The Board may also resolve to meet in private session in order to transact commercial in confidence or other confidential business.

## 7 Appendix A

### 7.1 Current Members of the Board

#### 7.1.1 The Non- Executive Board Members

- Kingsley Manning - Chair
- Sir Nick Partridge - Deputy Chair
- Sir Ian Andrews – Senior Independent Director
- Sir John Chisholm
- Professor Maria Goddard
- Jan Ormondroyd

#### 7.1.2 The Executive Directors (with voting rights):

- CEO
- Director of Operations and Assurance Services
- Director of Finance and Corporate Services
- Director of Human Resources
- Director of Information and Analytics

#### 7.1.3 Other members of the Executive Management Team:

(In attendance at the Board without voting rights):

- National Director of Local Service Provider Delivery
- Director of Programmes
- Director of Strategy
- Director of Customer Relations
- Chief Technology Officer
- Caldicott Guardian and Lead Clinician
- Secretary to the Board