

Improving Transparency

HSCIC Board Schedule of Dates and Locations 2015-16

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1 Introduction

The purpose of this paper is to outline the Board meeting schedule, in terms of dates and locations, for 2015-16.

The primary risk is that the statutory corporate governance meetings, which include the HSCIC Board, are not quorate and/or held at suitable intervals which could result in failure to transact business at the required time. In addition, if the new format is not understood or well executed and the time not well planned and managed then the essential productivity and crucial benefits of the meetings could be compromised.

2 Future format of HSCIC Board Meetings

A paper went to the Board on 02 July 2014 which specified the future format of HSCIC Board meetings. Every two months the HSCIC Board will hold its statutory public meeting in a different location.

The agreed schedule of events will be as follows:

- **Day one (evening)** – an evening event will be held with a small number of invited guests from for example local health and social care, academia, industry, interest groups, and charitable organisations. Attendance by Board members at the evening event is keenly encouraged, though optional.
- **Day two (morning)** – an open seminar event will be held where presentations from external parties, for example local health and social care, academia and charitable organisations, industry, interest groups, and internal items will be presented. This would also include a question and answer session for the HSCIC Chair from members of the public. Each open seminar event will have a specific theme.
- **Day two (lunch break)**
- **Day two (afternoon)** – a statutory public session of the Board is convened, as defined in the HSCIC Corporate Governance Manual.
- **Day two (afternoon)** – a statutory private session of the Board is convened (as required) to conduct confidential and commercially sensitive business, as defined in the HSCIC Corporate Governance Manual.

2.1 The ‘Open Seminar’

It is important that the open seminar sessions held in conjunction with the public Board meetings attract sufficient numbers and the right audience. To assist in achieving this objective an appropriate and relevant topic for each of these events should be identified. Some seminars may be more flexible, and involve speakers on different topics.

The agenda for the open seminars will be agreed well in advance. It is expected that these sessions will be up to two hours in length, which should give ample time for 2 or 3 speakers and discussion, as well as the question and answer session for the Chair.

The Board is requested to comment on the suitability of the following topics and to suggest other topics that Board members would like to be included:

1. Local Health Economy:
 - a. Examples of collaborative strategic activities, e.g. Better Care Fund and integration
2. Local Hospitals and Foundation Trusts
 - a. Use of information technology, informatics and information/data

- b. Experience with Technology Fund bids, Clinical Digital Maturity Index, etc.
 - c. Case studies (e.g. examples of local innovation, experience of burden reduction, etc.)
3. Local Mental Health and Community Services:
 - a. Experience of commissioners and Mental Health Trusts
 - b. Use of data and intelligence – case studies
4. General Practice:
 - a. Use of information technology, informatics and information/data
5. Local Government and Social Services:
 - a. How do they operate in the context of health and social care
 - b. What are the main issues, especially in the context of health and social care and the wellbeing agenda
 - c. How does the local authority carry out its health and care scrutiny role?
 - d. Linkage with the health sector
6. Major Charities or community organisations:
 - a. How do they operate in the context of health and social care
 - b. What are the main issues, especially in the context of health and social care
 - c. Linkage with the health and social care sector

A number of factors will be considered when preparing an agenda for an open seminar. These might include:

- The geographical location of a public Board meeting
- A topic of particular public interest, nationally or locally
- The launch of a new service or product
- The timing of an HSCIC publication (e.g. a “themed” publication)
- An opportunity to forge a new relationship or project with local organisations

It is intended that the public Board meetings and the open seminars will be publicised, to encourage attendance. It is therefore important that we are clear about the scale of local interest or relevance, as this may have a bearing on the venue and logistics associated with the seminar and the Board meetings.

It is intended also that invitations will be extended to staff to attend the open seminars and the public Board meetings. The views of the Board are sought on whether this should be a regular feature of each seminar/Board meeting, or whether there is a need for flexibility, depending on location, venue and agenda. It is assumed that our default position would be to involve staff, but it may be necessary to agree a limit on staff numbers and it may also be necessary to offer guidance to help managers decide who should attend, and for what purpose.

The planning for these meetings will need to be done well in advance, so that the availability of speakers, participants and venues are secured. It is therefore proposed that the arrangements for all of the open seminars scheduled for 2014-15 are progressed, and that a brief review of each event takes place immediately afterwards.

3 Board Strategy Sessions/Workshops

The Board strategy sessions will take place every alternate month. These are non-statutory meetings of the Board held in closed session with no observers. There is a clear distinction between these meetings and the statutory meetings of the Board, this is that the workshops cannot transact any business i.e. make any decisions.

The purpose of these sessions is for the Board to discuss in detail items of developing strategy and emerging policy. In particular these sessions will enable the Board to provide its strategic steer on

matters at a relatively early stage of development that may come to a subsequent public session of the Board once fully formulated.

A note will be taken of these meetings which will be a summary record of the main points discussed and actions. This note is not intended to provide a verbatim record of the Board's discussion. The agenda and note of the Strategy session will be made available on the HSCIC's website.

4 Schedule of Board Meetings 2014-15

For completeness the updated schedule agreed at the July Board for 2014-15 Board meetings is set out in the table below, these dates have previously been publicised:

Date	Type of Session	Proposed Location
29/10/2014	Board Strategy Session	London ¹
26/11/2014	Public Session (new format)	Bristol
17/12/2014	Board Strategy Session	London
28/01/2015	Public Session (new format)	Manchester
25/02/2015	Board Strategy Session	Leeds
31/03/2015	Public Session (new format)	London

5 Schedule of Board Meetings 2015-16

The proposed schedule of Board meetings for 2015-16 is outlined in the table below:

Month	Type	Date	Location
Apr-15	Public	29/04/2015	Newcastle
May-15	Strategy	20/05/2015	London
Jun-15	Public ²	10/06/2015	Leeds
Jul-15	Public	15/07/2015	Birmingham
Aug-15	Strategy	02/09/2015	London
Sep-15	Public	30/09/2015	Sheffield
Oct-15	Strategy	28/10/2015	Leeds
Nov-15	Public	25/11/2015	Nottingham
Dec-15	Strategy	16/12/2015	London
Jan-16	Public	27/01/2016	Cambridge
Feb-16	Strategy	24/02/2016	Leeds
Mar-16	Public	30/03/2016	Liverpool

The Board is asked to note that the schedules for the Assurance and Risk Committee and the Information Assurance and Cyber Security Committee in 2015-16 will be discussed and agreed with the respective Chairs and Committee members at subsequent Committee meetings.

The proposed Information Assurance and Cyber Security Committee meetings in 2015-16 are scheduled to be held on the same days as the Board Strategy sessions, in the morning.

¹ Una O'Brien Permanent Secretary at the Department of Health will be attending

² Board Meeting held primarily to approve the Statutory Annual Report and Accounts 2014-15

6 Actions Required of the Board

1. The Board is requested to comment on the proposals for the open seminars
2. The Board is requested to comment on the proposed Board schedule of dates and locations 2015-16
3. The Board is requested to endorse the proposed Board schedule of dates and locations 2015-16