

**Health and Social Care Information Centre  
Minutes of Board Meeting – Wednesday 28 January 2015**

**Part 1 - Public Session**

**Present:**

Chair	Kingsley Manning
Non-Executive Directors:	Sir Ian Andrews Dr Sarah Blackburn Sir John Chisholm Prof. Maria Goddard Sir Nick Partridge (Vice-Chair)
CEO	Andy Williams
Executive Directors:	
Director of Human Resources and Transformation	Rachael Allsop
Director of Operations and Assurance Services	Rob Shaw
Director of Finance and Interim Director of Information and Analytics	Carl Vincent
<b>In attendance<sup>1</sup>:</b>	
Chief Technology Officer	Peter Counter
National Provider Support Director	Tom Denwood
Director of Programmes	James Hawkins
Director of Customer Relations	Isabel Hunt
Caldicott Guardian and Lead Clinician	Prof. Martin Severs
Secretary to the Board	Annabelle McGuire

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<sup>1</sup> 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.

1. **Chair's Introduction and Apologies** (HSCIC 15 08 01)
  - 1.1 The Chair convened a meeting of the HSCIC Board. He welcomed the observers attending the Board meeting. For the benefit of the observers in attendance, the Board introduced themselves.
  - 1.2 There were no apologies for absence.
2. **Declaration of Interests and Minutes** (HSCIC 15 08 02)
  - 2.1 (a) Register of Interests (paper): HSCIC 15 08 02 (a)  
The Board agreed the Register of Interests was correct.
  - 2.2 (b) Minutes of Board meeting on 26 November 2014 (paper): HSCIC 15 08 02 (b)  
The Board ratified the minutes of the meeting on 26 November 2014 as correct.
  - 2.3 (c) Progress on action points (paper): HSCIC 15 08 02 (c)  
The Board noted the progress on action points arising from the previous meeting.
  - 2.4 (d) Matters Arising: HSCIC 15 08 02 (d):  
There were no matters arising discussed.
3. **Transparency and Governance** (HSCIC 15 08 03)
  - 3.1 (a) Committee Reports: HSCIC 15 08 03 (a)
    - i. Assurance and Risk Committee (ARC): 27 November 2014 and 14 January 2015 (oral) HSCIC 15 08 03 (a) i  
The Chair of the Assurance and Risk Committee, non-executive director Dr Sarah Blackburn, introduced this item. She briefed the Board on the NAO investigation into the GP Extraction Service (GPES), which was in progress. She confirmed that the HSCIC would get a copy of the report. She informed the Board of the NAO investigation into shared controls assurances across the Department of Health cohort. Good progress was being made on risk and issue frameworks and reporting, and the assurance map was developing. There had been a deep dive into benefits realisation. The internal audit function had reported on four major audits and on follow-ups for another three. The next meeting of the Committee would be on 11 March 2015.
    - ii. Information Assurance and Cyber Security Committee (IACSC): 16 December 2014 (oral) HSCIC 15 08 03 (a) ii  
The Chair of the Information Assurance and Cyber Security Committee, non-executive director Sir Ian Andrews, introduced this item. He informed the Board that this had been the first meeting Mark Davies from the Department of Health had attended. Dialogue with other government departments was continuing. Discussion had taken place with regard to a system wide approach to information assurance and cyber security capability in support of the Department of Health Senior Information Risk Owner (SIRO). He reported that there had been acknowledgment by the Department of Health Board of information assurance and cyber security as a strategic risk. Discussion had also included the implications for HSCIC of the National Information Board (NIB) Framework ; the response to issues raised by the Health Select Committee; and the work commissioned by the Secretary of State for Health on assuring system wide information security. The Director for Human Resources had reported on staffing issues, and had been working closely with the Centre for the Protection of National Infrastructure (CPNI) and the Office of the Government SIRO to ensure alignment with best practice across government. The next meeting of the Committee would be on 17 March 2015.
  - 3.2 (b) Board Forward Business Schedules 2014-15 and 2015-15 (paper): HSCIC 15 08 03 (b)  
The Board noted the forward business schedules.

3.3 (c) Arrangements for the Annual Review of Board Effectiveness Evaluation (oral):  
HSCIC 15 08 03 (c)

The Chair informed the Board that an internal audit was in progress, which would cover the arrangements for the annual review of Board effectiveness for the year 2014-15. He asked the Chair of the Assurance and Risk Committee, the Chair of the Information Assurance and Cyber Security Committee and the Secretary to the Board if they were content that this would satisfy requirements. They all confirmed that they were content with this approach.

4. **Business and Performance Reporting (HSCIC 15 08 04)**

4.1 (a) Board Performance Pack (paper): HSCIC 15 08 04 (a)

The CEO presented this item. The purpose was to provide a summary of performance in December 2014. He highlighted the following key performance indicators (KPI) by exception:

- Programme Achievement: delivery confidence had an amber rating with an improving forecast. There was a plan for a path to green rating.
- Service Performance: this was showing the availability of live operations and services, and had an amber rating. There had been a small increase in the number of high severity incidents and email phishing attempts. The Board observed the serious nature of phishing attempts. The Director of Operations and Assurance Services updated the Board on two recent incidents on the end of life Identity and Access Management System. Work was underway with suppliers to mitigate the risk.
- Organisational Health: this KPI was green, following good progress with external recruitment there had been significant improvements observed.
- Financial Management: this KPI had moved from red to green following the resetting of the end of year budget position.
- Reputation: this KPI was under redevelopment and a revised version would be included in the Performance Pack presented to the Board in the near future.

The Board noted and received the report.

4.2 (b) Business Planning 2015-16 (paper): HSCIC 15 08 04 (b)

The Director of Programmes introduced this item. The objective was to update the Board on the business planning process for 2015-16. The business plan was in line with the expected budget. Work would be on-going in February at directorate level, which would inform the corporate business plan. There would be peer-to-peer challenge. The Board discussed social licence (the level of acceptance or approval by others to operate), which included making the HSCIC relevant and increasing the organisations utility. There was debate on innovation, which is one of the organisation values, and what the risk implications of this are to the HSCIC. There was acknowledgment of the alignment of the HSCIC Strategy and Corporate Business Plan. He confirmed the tabling at the March Board of the final version of the business plan, for approval. The Board received and noted the update.

**Action: Director of Programmes**

4.3 (c) Register of Data Releases Update (paper): HSCIC 15 08 04 (c)

The Director of Finance and Interim Director of Information and Analytics introduced this item. The purpose was to update the Board on the most recent quarterly iteration of the Data Releases Register, the publication date of which had been 14 January 2015. He highlighted that the process for production needed to be improved, however the work had progressed a long way in a short timescale. The Board received and noted the update.

4.4 (d) Data Access Request Backlog Report (paper): HSCIC 15 08 04 (d)

The Director of Finance and Interim Director of Information and Analytics introduced this item. The objective was to provide the Board with an update on progress relating to the release and sharing of data. Initial forecasting suggested that it would be possible to clear the backlog, the applications submitted prior to 31 August 2014, by 30 November 2014. Whilst early work had cleared much of the backlog the rate of progress had smoothed, and as a result, the Board had accepted a revised target date of 31 January 2015. With the exception of ten requests, which were all currently with the customer, he was pleased to report that the backlog had been cleared. The Director of Finance and Interim Director of Information and Analytics stated that enhancements in guidance and communications with customers were a high priority, and continuous improvement in the process was fundamental. There was a new report in development to track and monitor the service level agreements. The Board requested that more detail was included in the report for example the rejection rate of requests by the Data Access Advisory Group (DAAG), the demand and number of applications received by timescale, progress by stage reached and average time for processing applications by type.

**Action: Director of Finance and Interim Director of Information and Analytics**

The Board thanked the staff involved for all their efforts and hard work. The Board noted the update, observing that data requests were in a business as usual position adhering closely to service level agreements.

4.5 (e) HSCIC's Progress on Implementing the Recommendations from the Data Release Review (Update): HSCIC 15 08 04 (e)

The Director of Finance and Interim Director of Information and Analytics introduced this item. The purpose was to provide an update on progress implementing the recommendations from the data release review, highlighting remaining areas of work and the next steps. Good progress had and was being made he confirmed. The next steps were to recruit a permanent team to carry on the established work. He reported on the planned audits. The Board noted and received the update.

The Board requested the presentation every six months of a report of the planned, in progress and completed audits, and the report's publication on the HSCIC's web site. The report would include coverage of data destruction certification.

**Action: Director of Finance and Interim Director of Information and Analytics**

5 **Supporting the Health and Social Care System (HSCIC 15 08 05)**

5.1 (a) Care.data Data Controller Agreement (paper): HSCIC 15 08 05 (a)

The Director of Finance and Interim Director of Information and Analytics introduced this item. The objective was to set out the allocation of data controller responsibilities between NHS England and the HSCIC. The Data Controller Agreement relates to the primary-secondary care linked dataset delivered through the care.data programme, for which NHS England and the HSCIC are joint data controllers. The Board approved the presented Data Controller Agreement.

5.2 (b) Secretary of State Direction for Spine Services – Care Identity Services, Secondary Uses Service, Spine Directory Service, Enhanced Reporting Service and Supporting Services (paper): HSCIC 15 08 05 (b)

The Director of Operations and Assurance Services introduced this item. He highlighted that the Board approved the Directions for Spine Core on 3 September 2014. The Directions provide the legal basis under which the HSCIC will operate Spine Services. The Board ratified the Chair's action taken on 17 December 2014.

5.3 (c) Direction for Assuring Transformation Data (Learning Disability) Collection (paper): HSCIC 15 08 05 (c)

The Director of Finance and Interim Director of Information and Analytics introduced this item. The purpose was to ratify the Chair's action taken on 30 December 2014 approving the Directions from NHS England for the transfer of the 'Assuring Transformation' data collection from NHS England to the HSCIC. He said the first collection would be at the end of February 2015. The Board ratified the Chair's action.

6 **Strategic and Policy Items (HSCIC 15 08 06)**

6.1 (a) HSCIC Strategy Refresh Update (paper): HSCIC 15 08 06 (a)

The CEO introduced this item. The purpose was to update the Board on the process and timeline for the production of the HSCIC Strategy 2015-20. Following discussion, in part 2 of the Board meeting and subsequent updates, as part of an extensive consultation exercise the document was to be published on the HSCIC web site. Prior to publication on the HSCIC web site, the Department of Health sponsor team would receive a copy of the draft document. The Board noted and received the update.

7. **Any other Business (HSCIC 15 08 07)**

7.1 There were no items of any other business.

7.2 The Chair invited questions from the observers, there were no questions raised. The Chair thanked the observers for attending.

7.3 The Board noted the background papers issued for information.

7.4 The Board agreed that the non-executive directors should receive notification of future statistical reports and publications.

**Action: Director of Customer Relations**

7.5 The Chair thanked the Director of Customer Relations and the Secretary to the Board and their teams for the successful administration of the public Board and event.

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 arranged date of the next public Board meeting was for 31 March 2015

**Table of Actions:**

<b>Action</b>	<b>Action Owner</b>
He confirmed the tabling at the March Board of the final version of the business plan, for approval.	<b>Director of Programmes</b>
Data Access Request Report: There was a new report in development to track and monitor the service level agreements. The Board requested that more detail was included in the report for example the rejection rate of requests by the Data Access Advisory Group (DAAG), the demand and number of applications received by timescale, progress by stage reached and average time for processing applications by type.	<b>Director of Finance and Interim Director of Information and Analytics</b>
Data Release Review: The Board requested the presentation every six months of a report of the planned, in progress and completed audits, and the report's publication on the HSCIC's web site. The report would include coverage of data destruction certification.	<b>Director of Finance and Interim Director of Information and Analytics</b>
The Board agreed that the non-executive directors should receive notification of future statistical reports and publications.	<b>Director of Customer Relations</b>