

Board meeting – Public session

Title of paper:	Update on action points for the previous meeting
Board meeting date:	31 March 2015
Agenda item no:	HSCIC 15 09 02 (c)
Paper presented by:	Chair
Paper prepared by:	Annabelle McGuire, Secretary to the Board
Paper approved by: (Sponsor Director)	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.
Key risks and issues:	As stated in the action and commentary
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
✓	He confirmed the tabling at the March Board of the final version of the business plan, for approval.	On the agenda	Director of Programmes	Yes
c/f	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.	The weekly dashboard has been further developed to include average time for processing and extended to include the number of applications being received and the number being rejected. Additionally a Data Access Advisory Group (DAAG) dashboard has been created providing more detailed metrics on recommendations by application type, DAAG decisions by month and organisations with the most applications. The first draft of the new dashboard will be provided to Executive Management Team on 25/03/15 for comment.	Director of Finance and Interim Director of Information and Analytics	Yes

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c/f	<p>Data Release Review:</p> <p>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.</p>	<p>Added to the Board forward business schedule and will be brought back to the Board in July 2015 and January 2016</p>	<p>Director of Finance and Interim Director of Information and Analytics</p>	<p>Yes</p>
c/f	<p>The Board agreed that the non-executive directors should receive notification of future statistical reports and publications.</p>	<p>On-going</p>	<p>Director of Customer Relations</p>	<p>Yes</p>