HSCIC – Draft Board Business Schedule 2014-15

02 April 14	14 May 14	04 June 14	17 June	02 July 14	03 Sept 14	26 November 14	28 Jan 15	31 March 15
Accountability	*Accountability*	*Accountability*	*Accountability*	*Accountability*	*Accountability*	*Accountability*	*Accountability*	*Accountability*
Register of Interests Minutes of previous meeting (March) – **to ratify** Progress on action points Forward Board business schedule for 2014-15 Confirmation of appointment of CEO Confirmation of appointment of NEDs Appointment of vice-Chair – **for approval** Appointment of the HSCIC Senior Independent Director – **for approval** Appointment of (interim) Assurance and Risk Committee Chair – **for approval** Appointment of NEDs to sub-committees - **for approval** Appointment of (interim) Executive Directors – **for approval** Appointment of Caldicott Guardian - **for approval** Reports from sub-committees: • Assurance and Risk • Remuneration	Register of Interests Minutes of previous meeting (April) – **to ratify** Progress on action points Forward Board business schedule for 2014-15 Progress on preparation of Annual Report and Accounts for HSCIC ALB Non-Executive Director Alignment (HEE) Statement of Purpose between the Department of Health and the HSCIC	Register of Interests Minutes of previous meeting (May) – **to ratify** Progress on action points Forward Board business schedule for 2014-15	Register of Interests Minutes of previous meeting (June) – to ratify Progress on action points Forward Board business schedule for 2014-15 Annual Report and Accounts 2013-14 for HSCIC – **for approval**	Register of Interests Minutes of previous meeting (June) – **to ratify** Progress on action points Forward Board business schedule for 2014-15 Reports from sub-committees: • Assurance and Risk • Information Assurance and Cyber Security Committee	Register of Interests Minutes of previous meeting (July) – **to ratify** Progress on action points Forward Board business schedule for 2014-15 Board and sub-Committee Terms of Reference and Corporate Governance manual – **for approval** Reports from sub-committees: • Assurance and Risk • Information Assurance and Cyber Security Committee	Register of Interests Minutes of previous meeting (Sept) – **to ratify** Progress on action points Forward Board business schedule for 2014-15 Reports from sub-committees: • Assurance and Risk • Information Assurance and Cyber Security Committee HSCIC Top Level Structure Interim Changes HSCIC Board Appointments	Register of Interests Minutes of previous meeting (Nov) – **to ratify** Progress on action points Forward Board business schedule for 2014-15 Arrangements for annual review of Board effectiveness (TBC) Reports from sub-committees: • Assurance and Risk • Information Assurance and Cyber Security Committee	Register of Interests Minutes of previous meeting (Jan)– **to ratify** Progress on action points Forward Board business schedule for 2014-15 and 2015-16 Scheme of Delegation of Authorities - **for review** Annual review of Board Effectiveness - report Reports from sub-committees: • Assurance and Risk • Information Assurance and Cyber Security Committee
Supervising Management	*Supervising Management*	*Supervising Management*	*Supervising Management*	*Supervising Management*	*Supervising Management*	*Supervising Management*	*Supervising Management*	*Supervising Management*
Board performance pack Forthcoming statistical publications Care.data Programme update	Board performance pack Forthcoming statistical publications Care.data Programme update Data Releases from Former NHS IC report	Data Releases from Former NHS IC report – **to agree the process for publication**	Data Releases from Former NHS IC report – **for ratification** No additional agenda items	Board performance pack Forthcoming statistical publications Staff Survey Report Cyber Programme update Review of activity -HSCIC's obligations Health and Social Care Act 2012 Data Quality Report Register of Data Releases	Board performance pack Forthcoming statistical publications Partridge Recommendations Progress Outputs from the EMT strategy days in July	Board performance pack Forthcoming statistical publications Update on plans for publishing HSCIC's progress on implementing the recommendations from the date release review Data Access Request Backlog	Board performance pack Forthcoming statistical publications Register of Data Releases Data Access request Backlog – Completion Report Approval of Care.data Business Case	Board performance pack Register of Data Releases Forthcoming statistical publications Update on plans for publishing HSCIC's progress on implementing the recommendations from the date release review Board performance pack – revised Reputational KPI Primary Care Support Services Proposed Outsourcing Annual Report of Information Governance Activity
Strategy Formulation	*Strategy Formulation*	*Strategy Formulation*	*Strategy Formulation*	*Strategy Formulation*	*Strategy Formulation*	*Strategy Formulation*	*Strategy Formulation*	*Strategy Formulation*
Information Assurance Cyber Security sub-Committee (IACSSC) proposal Care Bill update	Transformation Programme Plan HSCIC Hosting Strategy HSCIC Security Operations Proposal		No additional agenda items		Transformation Programme Report Code of Practice on Confidential Information Statement of Strategic Objectives (DH/HSCIC) Secretary of State's commission for the protection of patient data Outline proposal to assess and develop the HSCIC's work with Social Care	HSCIC Strategy Document – **for review** HSCIC and Social Care Code of Practice on Confidential Information Secretary of State's commission for the protection of patient data Launch of the National Information Board publication 'Personalised Health and Care 2020: A Framework for Action'	Secretary of State's commission for the protection of patient data Directions for Spine Services - Care Identity Services, Secondary Uses Service, Spine Directory Service, Enhanced Reporting Service and Supporting Services – **for ratification** HSCIC Strategy	HSCIC Strategy HSCIC Data Strategy Transformation Programme Report HSCIC and Social Care Care.data approvals Communications Plan around final Strategy

Planning	*Planning*	*Planning*	*Planning*	*Planning*	*Planning*	*Planning*	*Planning*	*Planning*
Microsoft XP support - risk statement Corporate Risks and issues	Information Assurance and Information Governance – external focus Internal Auditors - management		No additional agenda items	Organisational Risk Appetite Microsoft XP support issue	Corporate Risks and Issues Progress Update Department of Health Shared Services Programme – options appraisal HSCIC Corporate Performance Framework Update	Mid-year review of Business Plan and Annual Budget 2014-15	Business Planning for 2015-16	Approval of Business Plan for 2015-16
April 14	**May 14**	**June 14**	**June 14**	**July 14**	**September 14**	**November 14**	**January 15**	**March 15**
Key Meetings	*Key Meetings*	*Key Meetings*	*Key Meetings*	*Key Meetings*	*Key Meetings*	*Key Meetings*	*Key Meetings*	*Key Meetings*
Executive Management Team - weekly First Board Induction Day – 08 April Transformation Programme Board – 23 April	Executive Management Team - weekly Second Board Induction Day – 15 May Information Assurance and Cyber Security Committee – 13 May Assurance and Risk Committee – 14 and 21 May Transformation Programme Board – 22 May	Executive Management Team - weekly Assurance and Risk Committee – 04 June Assurance and Risk Committee – 17 June Leadership Forum – 05 June Third Board Induction Day – 17 June	Executive Management Team - weekly	Executive Management Team - weekly Assurance and Risk Committee – 03 July Information Assurance and Cyber Security Committee – 02 July	Executive Management Team - weekly Assurance and Risk Committee – 10 Sept Information Assurance and Cyber Security Committee – 03 Sept Leadership Forum – 10 Sept	Executive Management Team - weekly Assurance and Risk Committee – 27 Nov Information Assurance and Cyber Security Committee – 22 Oct and 16 Dec	Executive Management Team - weekly Assurance and Risk Committee – 14 Jan Information Assurance and Cyber Security Committee – 13 Jan Board Strategy Session 17 Dec	Executive Management Team - weekly Assurance and Risk Committee – 11 March Information Assurance and Cyber Security Committee 17 March Board Strategy Session 25 Feb