Health and Social Care Information Centre
Minutes of Board Meeting – Wednesday 31 March 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

In attendance:

National Provider Support Director	Tom Denwood
Director of Customer Relations	Isabel Hunt
Caldicott Guardian and Lead Clinician	Prof. Martin Severs
Assistant Director for Strategy and Policy	Linda Whalley
Secretary to the Board	Annabelle McGuire

1. **Chair's Introduction and Apologies** (HSCIC 15 09 01)

1.1 The Chair convened a meeting of the HSCIC Board. The Chair invited the Assistant Director for Strategy and Policy, Linda Whalley, to attend the public session of the Board. He welcomed the observers attending the Board meeting. For the benefit of the observers, the Board introduced themselves.

1.2 Apologies for absence were received from Peter Counter, Chief Technology Officer and James Hawkins, Director of Programmes.

2. **Declaration of Interests and Minutes** (HSCIC 15 09 02)

2.1 (a) Register of Interests (paper): HSCIC 15 09 02 (a)
The Board agreed the Register of Interests was correct, noting that it had recently been updated.

2.2 (b) Minutes of Board meeting on 28 January 2015 (paper): HSCIC 15 09 02 (b)
The Board ratified the minutes of the meeting on 28 January 2015 as correct.

2.3 (c) Progress on action points (paper): HSCIC 15 09 02 (c)
The Board noted the progress on action points resulting from the previous meeting.

2.4 (d) Matters Arising: HSCIC 15 09 02 (d):
There were no matters arising discussed.

3. **Transparency and Governance** (HSCIC 15 09 03)

3.1 (a) Committee Reports: HSCIC 15 09 03 (a)
i. Assurance and Risk Committee (ARC): 11 March 2015 (oral) HSCIC 15 09 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 following items, which had been discussed:
- The meeting had taken place on 11 March 2015.
- Risk Management - including the organisations strategic risks and risk appetite/tolerance;
- Deep Dives - including statutory and legal obligations and securing an appropriate workforce;
- Financial Reporting – including updates from the finance team and the National Audit Office (NAO);
- An NAO update on their review of the GP Extraction Service;
- Assurance Work – including updates from the internal audit service;
- An indicative internal audit plan for 2015-16;
- An update on the production of the 2015-16 Annual Report and Accounts;

The next meeting was scheduled for 22 April 2015.The Committee would like to discuss risk appetite and risk tolerance with the Board at a future Board Strategy Session. There were no questions and the Board noted the update.

ii. Information Assurance and Cyber Security Committee (IACSC): 17 March 2015 (oral) HSCIC 15 09 03 (a) ii
The Chair of the Information Assurance and Cyber Security Committee, non-executive director Sir Ian Andrews, introduced this item. The meeting had taken place on 17 March 2015 with representatives from the Department of Health (DH) and other government departments present.

The Committee had considered the following items:
- A DH paper setting out the DH's approach to system wide information assurance and cyber security, which recognised the risk to public confidence;
- The formation of an Information and Security Risk Board, which would be chaired by the DH Senior Information Risk Owner and would meet for the first time on 1 April;
- The HSCIC as developing a Centre of Excellence to support the whole health and care system, this should lead eventually to the adoption of a common taxonomy and standards.

- The Committee then considered a final report of progress against the recommendations of the Health Select Committee;
- The Committee received briefings on the progress of the pilot exercise to assess data security standards across the system;
- The Committee received a Cyber Security Programme update, which included progress against ISO 27001 and 9001 accreditation. The Committee endorsed the HSCIC Cyber Security People Strategy and discussed measures to address the clearance and management of access of HSCIC staff.

The next meeting would be held on 22 April 2015 (*Post meeting note: this meeting was cancelled*). There were no questions and the Board noted the update.

3.2 (b) Information Governance (IG) Annual Report 2014-15 (paper): HSCIC 15 09 03 (b)
The Director of Operations and Assurance Services presented this item. The purpose was to provide an update on strategically noteworthy information governance activities undertaken in 2014-15. In addition, he proposed that following a year of responding to a new legislative framework that the development of an IG strategy would be beneficial. He reported that under resourcing had been an issue for the team at the start of the year. The Board noted the distinction between privacy and security of information, and that robust systems deliver better care. IG should be enabling, and that it was important to be attentive to the issues faced by the wider health and social care system. The Board noted and received the report. At the July Board, there would be the presentation of an IG Strategy that addresses the key concerns expressed across the health and care system as to the impact of IG on service delivery.

Action: Director of Operations and Assurance Services

3.3 (c) Schema Delegation of Authorities Review (paper): HSCIC 15 09 03 (c)
The Director of Finance and Interim Director of Information and Analytics presented this item. Following a review, he was proposing some amendments to ensure appropriate authorisation of expenditure - he reported that it had been a modest review. He highlighted the work that was underway in collaboration with system partners in respect to improving the process for approval of business cases. The Board discussed the specific approvals as designated in the authority matrix. The Board requested further precision on approval of spend up to two million pounds was provided, in terms of timescale and overall spend for a programme, highlighting that there was a need to align the schema with the overall programme budget.

Action: Director of Finance and interim Director of Information and Analytics

The Board noted that there was no definition or criteria on which to base a judgment on commitments that are materially novel and contentious that require Board approval, there was agreement to review this.

Action: Director of Finance and interim Director of Information and Analytics

The Board observed that the approval process was not clear particularly in relation to Board approvals. The Board resolved that the Chair, the Chair of the Assurance and Risk Committee and the Director of Finance should meet to discuss this further, with the objective of providing clarity to the Board on its role in this respect.

Action: Director of Finance and interim Director of Information and Analytics

The Board approved the Schema Delegation of Authorities subject to the revisions discussed.

3.4 (d) Annual Review of Board Effectiveness (paper): HSCIC 15 09 03 (d)
As this was a draft report, the Board noted the update and requested to see the final report.

Action: Director of Human Resources

3.5 (e) Board Forward Business Schedule 2015-16 (paper): HSCIC 15 09 03 (e)
The Board noted the forward business schedule.

4.   **Business and Performance Reporting** (HSCIC 15 09 04)

4.1   (a) Board Performance Pack (paper): HSCIC 15 09 04 (a)
        The CEO presented this item. The purpose was to provide a summary of organisational
        performance in February 2015.
        He highlighted the following key performance indicators:
        - Programme Achievement – noting the path to green plan
        - IT Service Performance – reporting on the high severity incidents
        - Organisational Health – the Board requested a report on the completion rate of personal
          development reviews by directorate after the end of May.

                                                            Action: Director of Human Resources

        - Data Quality – observing that this indicator was being redeveloped
        - Financial Management – noting that this should be red and not green as depicted
        - Reputation - observing that this indicator was being redeveloped
        - The Director of Operations and Assurance Services reported on the successful deployment
          of a Secondary Uses Service Payment by Results release the previous weekend.
        The Board noted and received the report.

4.2   (b) Data Releases Recommendations Update (paper): HSCIC 15 09 04 (b)
        The Director of Finance and Interim Director of Information and Analytics presented this item. The
        purpose was to provide an update on progress against the recommendations made by Sir Nick
        Partridge following the '*Review of Data Releases made by the NHS Information Centre'*. He
        updated the Board on the four audits that have been undertaken. The Board considered that a
        conversation with Prof. Maria Goddard might assist in understanding what issues practitioners
        face when using the audit reports. With regard to the publication of the audits, he said he would
        ensure they were easily accessible on the HSCIC web site.

                            Action: Director of Finance and interim Director of Information and Analytics

        He emphasised the increasing focus on improved engagement with customers. He updated the
        Board on the status of the data sharing contracts. He acknowledged that early communications
        had not been entirely fit for purpose and had unfortunately led to some misunderstanding with
        customers. However, there was now proactive management underway of external
        communications. There was on-going recruitment of staff to the posts in the Data Release Team.
        The Board noted and received the report.

        The Director of Finance and Interim Director of Information and Analytics agreed to meet with the
        Caldicott Guardian and Lead Clinician and Sir Nick Partridge to discuss an ethically correct,
        publically acceptable and HSCIC feasible solution to handling data deletions.

                            Action: Director of Finance and interim Director of Information and Analytics

        The Director of Customer Relations reported on the provision of a ministerial briefing, and the
        work to improve relations with the research community. The Caldicott Guardian and Lead
        Clinician updated the Board on the programme of work to improve the previously named Data
        Access and Advisory Group and associated process - this would be the subject of consultation
        with the public.

4.3   (c) Transformation Programme Report (paper): HSCIC 15 09 04 (c)
        The Director of Human Resources and Transformation presented this paper. The purpose was to
        provide an update on the organisations transformation priorities, the plan for 2015-16 and the
        proposed supporting performance measures. She outlined the key transformational activities that
        support the HSCIC Strategy and the underpinning objective of enabling the workforce. She
        emphasised the joint work with the Director of Customer Relations in transforming the way the
        organisation engages with others. The Board noted and received the report.

5   **Supporting the Health and Social Care System** (HSCIC 15 09 05)

5.1   (a) Social Care Work Update (paper): HSCIC 15 09 05 (a)
         The CEO presented this item. The purpose was to provide the Board with an update on the
         HSCIC's social care work across all of the HSCIC's directorates. He highlighted the intention to
         recruit a social care lead for the strategic account management team on a secondment basis from
         the adult social care sector. The Board noted that the Community of Interest Group had met for
         the second time the previous day. The Group had agreed that strengthening the HSCIC's work
         with adult social care remains important, however we must also focus equally on the wider role
         the organisation can play with local authorities, including responsibilities for public health and local
         Healthwatch boards as well as the important work to improve and accelerate integration across
         health and care services. The Board noted and received the report, and requested a further
         update on progress in three months' time.

                                                                                          Action: CEO

5.2   (b) Direction: Female Genital Mutilation (FGM) Enhanced Dataset (paper): HSCIC 15 09 05 (b)
         In the absence of the Director of Programmes, the Caldicott Guardian and Lead Clinician
         presented this item. The purpose was to brief the Board about the work and to request that the
         Board approve the Secretary of State for Health Direction. He highlighted sensitivity in terms of
         issues in respect to the sharing of data and the relationship between children and their clinicians.
         The Board approved the FGM Enhanced Dataset Direction.

         On a general point of note, the Chaired observed that it would be beneficial for the Board to have
         sight of Directions prior to them receiving Ministerial sign off, so that where appropriate to do so
         Board advice could be provided to the Secretary of State for Health. There was agreement to
         look at the specific mechanism and process covering the handling of Directions, the Chair would
         meet with the Director of Finance and interim Director of Information and Analytics and the
         Caldicott Guardian and Lead Clinician to discuss this further.

          **Action: Director of Finance and interim Director of Information and Analytics/Caldicott
                                                             Guardian and Lead Clinician**

6   **Strategic and Policy Items** (HSCIC 15 09 06)

6.1   (a) HSCIC Strategy (paper): HSCIC 15 09 06 (a)
         The CEO introduced this item. The purpose was to provide the Board with an update on the
         HSCIC's final draft Strategy for 2015-20. He informed of the previous publication on the HSCIC
         web site of the Strategy document for the purpose of public consultation, and that the update
         included a summary of the feedback received. He stated because of the feedback received that
         there had been amendments made; nonetheless, the document had not changed substantially as
         many of the comments were at a detailed level. He reported on the next steps which were to
         specify the detail in the business plan; work on a document 'a prospectus' specifying what else
         the organisation could do; compile a new starter document 'the way we work'; and undertake a
         follow-up series of employee workshops focussing on customer service. The Board approved the
         final draft of the HSCIC Strategy.

6.2   (b) Provision of Service Agreement (POSA) between NHS England and the HSCIC (paper):
         HSCIC 15 09 06 (b)
         In the absence of the Director of Programmes, the Director of Finance and Interim Director of
         Information and Analytics presented this item. The purpose was to update the Board on the
         approach to introduce structured agreements for the funded work the organisation undertakes
         alongside its national partners. He reported that there was no money associated with the
         agreement itself, and it was not a legal document though it had the characteristics of a contract.
         He highlighted that there were still memorandums of understanding in place. He confirmed that
         the agreement did include risk sharing. The Board observed that it might be prudent for the Chairs
         of the respective Audit Committees to meet to discuss this aspect. The Board noted and received
         the update, observing that the Board had not seen this POSA. The Director of Finance and
         Interim Director of Information and Analytics stated he would present it at the next Board meeting.

                 Action: Director of Finance and interim Director of Information and Analytics

7.   **Any other Business** (HSCIC 15 09 07)

7.1   There were no items of any other business.

7.2   The Chair invited questions from the observers.

- There was one question enquiring why the HSCIC Strategy document did not include references to other partner and stakeholder organisations. The Chair responded that there were too many to include at this level.

The Chair thanked Ms Eileen Phillips from the Customer Relations Directorate (who was imminently leaving the HSCIC) for her hard work and dedication.

The Chair thanked the observers for attending.

7.3   The Board noted the background papers issued for information.
- The Chair noted in particular the paper on streamlining the independent information governance advice to HSCIC in particular around arrangements of GP extraction service and general data access advice. He requested that further information came back to the Board in due course in the form of a more comprehensive update.

Action: Caldicott Guardian and Lead Clinician

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 29 April 2015

Table of Actions:

Action	Action Owner
At the July Board, there would be the presentation of an IG Strategy that addresses the key concerns expressed across the health and care system as to the impact of IG on service delivery.	**Director of Operations and Assurance Services**
Schema Delegation of Authorities: The Board requested further precision on approval of spend up to two million pounds was provided, in terms of timescale and overall spend for a programme, highlighting that there was a need to align the schema with the overall programme budget.	**Director of Finance and interim Director of Information and Analytics**
Schema Delegation of Authorities: The Board noted that there was no definition or criteria on which to base a judgment on commitments that are materially novel and contentious that require Board approval, there was agreement to review this.	**Director of Finance and interim Director of Information and Analytics**
Schema Delegation of Authorities: The Board observed that the approval process was not clear particularly in relation to Board approvals. The Board resolved that the Chair, the Chair of the Assurance and Risk Committee and the Director of Finance should meet to discuss this further, with the objective of providing clarity to the Board on its role in this respect.	**Director of Finance and interim Director of Information and Analytics**
Annual Review of Board Effectiveness: As this was a draft report, the Board noted the update and requested to see the final report.	**Director of Human Resources**
The Board requested a report on the completion rate of personal development reviews by directorate after the end of May.	**Director of Human Resources**
Data Releases Recommendations: With regard to the publication of the audits, he said he would ensure they were easily accessible on the HSCIC web site.	**Director of Finance and interim Director of Information and Analytics**
Data Releases Recommendations: The Director of Finance and Interim Director of Information and Analytics agreed to meet with the Caldicott Guardian and Lead Clinician and Sir Nick Partridge to discuss an ethically correct, publically acceptable and HSCIC feasible solution to handling data deletions.	**Director of Finance and interim Director of Information and Analytics**
Social Care Work Update: The Board noted and received the report, and requested a further update on progress in three months' time.	**CEO**
There was agreement to look at the specific mechanism and process covering the handling of Directions, the Chair would meet with the Director of Finance and interim Director of Information and Analytics and the Caldicott Guardian and Lead Clinician to discuss this further.	**Director of Finance and interim Director of Information and Analytics/Caldicott Guardian and Lead Clinician**
Provision of Service Agreement (POSA) between NHS England and the HSCIC: The Board noted and received the update, observing that the Board had not seen this POSA. The Director of Finance and Interim Director of Information and Analytics stated he would present it at the next Board meeting.	**Director of Finance and interim Director of Information and Analytics**

The Chair noted in particular the paper on streamlining the independent information governance advice to HSCIC in particular around arrangements of GP extraction service and general data access advice. He requested that further information came back to the Board in due course in the form of a more comprehensive update.	**Caldicott Guardian and Lead Clinician**