

Board meeting – Public session

Title of paper:	Update on action points for the previous meeting
Board meeting date:	29 April 2015
Agenda item no:	HSCIC 15 01 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
c/f	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.	Included the Board forward business schedule for the July 2015 Board meeting.	Director of Operations and Assurance Services	Yes
c/f	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.	A briefing note will be presented to the Board in July.	Director of Finance and interim Director of Information and Analytics	Yes
c/f	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.	A briefing note will be presented to the Board in July.	Director of Finance and interim Director of Information and Analytics	Yes

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c/f	<p>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.</p>	<p>Meeting scheduled for 17/04/2015</p>	<p>Director of Finance and interim Director of Information and Analytics</p>	<p>Yes</p>
c/f	<p>Annual Review of Board Effectiveness: As this was a draft report, the Board noted the update and requested to see the final report.</p>	<p>Included the Board forward business schedule for the July 2015 Board meeting.</p>	<p>Director of Human Resources</p>	<p>Yes</p>
c/f	<p>The Board requested a report on the completion rate of personal development reviews by directorate after the end of May.</p>	<p>Included the Board forward business schedule for the July 2015 Board meeting.</p>	<p>Director of Human Resources</p>	<p>Yes</p>
c/f	<p>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.</p>	<p>The reports are currently available through the Data Access Request Service Internet page. (http://www.hscic.gov.uk/dsa) Communications are going to improve access by listing the reports separately in time for the next audit reports.</p>	<p>Director of Finance and interim Director of Information and Analytics</p>	<p>Yes</p>

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c/f	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.	Meeting scheduled for 28/04/2015.	Director of Finance and interim Director of Information and Analytics	Yes
c/f	Social Care Work Update: The Board noted and received the report, and requested a further update on progress in three months' time.	Included the Board forward business schedule for the July 2015 Board meeting.	CEO	Yes
c/f	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.	There is a group meeting regarding Directions. The group are currently looking at the process for the handling of Directions as well as the role of the Board.	Director of Finance and interim Director of Information and Analytics/Caldicott Guardian and Lead Clinician	Yes
✓	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.	On the agenda.	Director of Finance and interim Director of Information and Analytics	Yes

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✓	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.	On the agenda.	Caldicott Guardian and Lead Clinician	Yes