

**Health and Social Care Information Centre (ENDPB)
Minutes of Board Meeting – Wednesday 23 October 2013**

Public Session

Present:	Chair	Tony Allen (vice-Chair)
	Non-Executive Directors:	Sir Ian Andrews Lucinda Bolton Sir Nick Partridge Mike Pearson
	CEO	Alan Perkins
	Executive Directors:	
	Director of Clinical and Public Assurance Director of Information and Data Services Director of Finance and Corporate Services	Dr Mark Davies Max Jones Carl Vincent
	In attendance:	
	Director of Programme Delivery Director of Information Assurance Director of Operations and Technical Services Board Secretary	James Hawkins Clare Sanderson Rob Shaw Annabelle McGuire
	Observers:	
	DH Sponsor Team DH Sponsor Team Executive Advisor	Donna Sidonio Vicky Cave Richard Wild

1 **Chair's Introduction and Apologies (HSCIC 13 10 01)**

- 1.1 The vice-Chair convened a meeting of the HSCIC (ENDPB) Board.
- 1.2 Apologies were received from Kingsley Manning (Chair), Rachael Allsop Director of HR and Transformation and Tom Denwood Director of LSP¹ Delivery.

2 **Declarations of Interest and Minutes (HSCIC 13 10 02)**

- 2.1 (a) Register of Interests: There were no declarations of interest that were not included in the Register of Interests. It was observed that updates provided at the September Board had not all been incorporated on the Register of Interests.

Action: Board Secretary

- 2.2 (b) Minutes of Board meetings on 18 September: The Board ratified the minutes of the meeting on 18 September as correct.

- 2.3 (c) Progress on action points: The Board noted the progress on action points arising from the previous meetings.

- 2.4 Matters Arising: The Board noted the following matters arising:

- The Director of Information and Data Services informed the Board that the HSCIC did not own the Intellectual Property Rights for the NHS Safety Thermometer. This would be followed up with the aim of further promoting the NHS Safety Thermometer.
- The CEO updated the Board regarding the process for recruiting the permanent HSCIC CEO. The closing date for applications had now passed, the decision makers were considering a short list of candidates, and interviews are planned for November or early December. It was hoped that an appointment would be made and the successful candidate would commence in post by 01 April 2014.
- The Board was informed that the terms of office for three of the non-Executive Directors, Tony Allen, Lucinda Bolton and Professor Mike Pearson would end on 31 March 2014. The process for recruiting five non-executive directors for the HSCIC Board had commenced within the Department of Health.
- The Director of Information and Data Services gave a verbal update on the care.data programme, which had been the subject of recent media articles. A mail-shot to all households in England was being planned to allow enough time for patients to register any objections with their GPs, concerning sharing of their medical data. A helpline was also being set up to assist this process. A programme director had been appointed who was working with NHS England on developing the business case and the requirements. HSCIC and NHS England teams were working together on care.data communications. A paper would be presented to the next Board meeting in December and given the complexity of the subject the Board requested that a care.data update be tabled at each subsequent Board meeting.

Action: Director of Information and Data Services

- The Director of Information Assurance reported that no formal decision on data controllership with respect to care.data had been received but she remained in negotiations with the Information Commissioners Office (ICO) on this issue. The Board reiterated its stance regarding HSCIC sole data controllership.

3. **Business/Performance Reporting (HSCIC 13 10 03)**

- 3.1 (a) Board Performance Pack: The CEO referred to the tabled paper HSCIC 13 10 03 (a) the purpose of which was to present the Board with progress on measuring, managing and reporting performance, and to provide the Board with a summary of actual performance in August along with other management information. It was observed that this was the first time

¹ Local Service Provider

the Board had seen the complete recently developed pack. The intention was to invite comment on the style and content, focus on key issues by exception, and provide an update on Points of Interest. The Director of Finance and Corporate Services noted that this was a work in progress and that a number of areas had already been populated with additional data and information following the dissemination of the Board Pack.

Style and Content: the Board was supportive of the improvements that had been made overall and endorsed the pack. The ensuing discussion highlighted that periodically the Board should have an in-depth discussion about finance that would require more financial detail than currently in the pack.

Action: Director of Finance and Corporate Services

Key Issues: the CEO raised the following key issue concerning the effects of the number of current vacancies on programme delivery, and consequently impacting the organisations financial position. The Director of Finance and Corporate Services informed the Board that a number of options were being investigated to address the vacancy position. The outcome of the Zero Based Review would give an accurate position of required resources to ensure the successful delivery of projects and programmes.

Points of Interest: the following Points of Interest were noted:

- The CEO informed the Board that the KPIs² for reputation and customer satisfaction were assessing different things and mechanisms for measuring both of these KPIs were under development. The Director of Clinical and Public Engagement noted that a number of information governance issues, in respect to programmes, were currently guiding a red customer satisfaction KPI. This was largely because the organisation did not yet have a systematic approach to measuring this indicator.
- Busting Bureaucracy Campaign: The CEO informed the Board that the NHS Confederation report on reducing burden was now available and that the HSCICs work with trusts had concluded, the outcomes of the audits were being written up. The Director of Information and Data Services was attending a meeting on 23 October with the Secretary of State and the NHS Confederation to discuss the next steps.
- An Informatics Services Commissioning Group (ISCG) meeting had been held on 22 October at which a commissioning framework for the group had been agreed, this would have an impact on HSCIC business planning. Other items on the agenda had been the outcome of a request to Arm's Length Bodies regarding their priorities for informatics; a system for replacing the Information Standards Board had been agreed; an outline for health and social care digital services; and a review of accountability and governance arrangements which would include the role of the ISCG and allocation of funding. The ISCG papers would be made available to Board members.

Action: CEO

- 3.2 (b) The Importance of Information Assurance and Cyber Security for Health and Social Care Information Assurance: The Director of Information Assurance referred to the paper HSCIC 13 10 03 (b). The purpose was to provide information about the HSCICs approach to information assurance and cyber security, and included a high-level view of the results of the Interim Cyber Security Review. It was observed that Sir Ian Andrews, non-Executive Director, had been participating in the work. The Board noted the paper.

4 **Strategic/Policy Items (HSCIC 13 10 04)**

- 4.1 (a) HSCIC Strategy: The Director of Clinical and Public Engagement referred to the paper HSCIC 13 10 04 (a), the aim was to provide an update and seek approval for the new strategy for the HSCIC. The strategy had been associated closely to the HSCIC Transformation Programme, with the objective of positioning the organisation to meet its statutory responsibilities. The Board thanked Linda Whalley, Assistant Director of Planning Performance and Policy, for her work in drafting the strategy document. Ensuing discussion highlighted a small number of drafting errors or omissions. The CEO noted staff to date had received the strategy positively. The Board approved the strategy document for circulation

² Key Performance Indicator

and comment with HSCIC partners and stakeholders. The responses to the document will be consolidated into a final version to be brought back to the Board in December.

Action: Director of Clinical and Public Engagement

- 4.2 (b) Mid-Year Review of Business Plan 2013-14: The Director of Finance and Corporate Services referred to the tabled paper HSCIC 13 10 04 (b) the objective of which was to provide the Board with a six month update on the HSCIC's business plan for 2013-14. The aim in future years was to have a business plan that was more closely aligned to the strategy. The current business plan reflecting where the organisation was placed at the time of its writing. The detail of the business plan 2013-14 and performance, including management of risks, would now be incorporated in the Board performance Pack and KPIs. The CEO informed the Board that a piece of work to map HSCIC commitments to current stakeholder expectations was underway. The Board noted the paper.
- 4.3 (c) Approach to Business Planning 2014-15: The Director of Finance and Corporate Services referred to the tabled paper HSCIC 13 10 04 (c). The purpose was to inform the Board that business planning had commenced in earnest for which a consistent approach across the HSCIC was required. It was observed that the Department of Health timetable for business planning had not yet been confirmed. The CEO informed the Board that the commissioning process and framework requires the HSCIC to have sequential bilateral discussions with partner organisations and stakeholders, and that a first draft of the detailed business plan for 2014-15 would be tabled at January's Board meeting. The Board noted the paper.

Action: Director of Finance and Corporate Services

- 4.4 (d) Accredited Safe Haven Contractual Arrangements: The Director of Information Assurance updated the Board on the position regarding Accredited Safe Havens (ASH) paper HSCIC 13 10 04 (d). The paper described the proposition for Accredited Safe Havens outlined in the Caldicott review should not be confused with the specific arrangements established under the section 251 support granted for commissioning purposes. The HSCIC is working with the Information Governance subgroup of the ISCG to clarify the long-term arrangements for ASHs. Mike Pearson recommended that the HSCIC should specify what the HSCIC considered the standard should be in order that there was a proposal from which to develop the work. The Director of Information Assurance agreed to identify and document the HSCIC's position for the IG subgroup and to bring an update, which would include timelines and organisational responsibilities, to the next Board meeting.

Action: Director of Information Assurance

The Board endorsed the HSCIC continuing to work with the Information Governance subgroup of the ISCG to complete the definition and requirements for an ASH, which includes the controls and criteria required for accreditation.

5 Governance Issues (HSCIC 13 10 05)

- 5.1 (a) Board Forward Business Schedule for 2013-14: the Board noted paper HSCIC 13 10 05 (a). This was an updated draft of the Board forward business schedule for 2013-14. The meeting scheduled for 13 November discuss the forward business schedule was noted. The vice-Chair highlighted that some key meetings, in particular November's Assurance and Risk Committee, were not included on the schedule.

Action: Board Secretary

6 Any other Business (HSCIC 13 10 06)

- 6.1 There were no items of any other business discussed.

7 Background Papers (HSCIC 13 10 07)

- 7.1 (a) Forthcoming statistical publications: The Board noted the background paper HSCIC 13 10 07 (a) which described HSCIC Official Statistics publications planned for November 2013,

media coverage for press released Official Statistics publications and web activity for publications released in August 2013

8 **Board Resolution on Private Session**

- 8.1 The HSCIC Board passed a resolution that 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 date of the next meeting was arranged to be 04 December 2013.

Table of Actions:

Action	Action Owner
It was observed that updates provided at the September Board had not all been incorporated on the Register of Interests.	Board Secretary
A paper would be presented to the next Board meeting in December and given the complexity of the subject the Board requested that a care.data update be tabled at each subsequent Board meeting.	Director of Information and Data Services
The Board approved the strategy document for circulation and comment with HSCIC partners and stakeholders. The responses to the document will be consolidated into a final version to be brought back to the Board in December.	Director of Clinical and Public Engagement
A first draft of the detailed business plan for 2014-15 would be tabled at January's Board meeting.	Director of Finance and Corporate Services
Accredited Safe Haven Contractual Arrangements: the Director of Information Assurance agreed to identify and document the HSCICs position for the IG subgroup and to bring an update, which would include timelines and organisational responsibilities, to the next Board meeting.	Director of Information Assurance
Board Forward Business Schedule for 2013-14: the vice-Chair highlighted that some key meetings, in particular November's Assurance and Risk Committee, were not included on the schedule.	Board Secretary