

Health and Social Care Information Centre (ENDPB)

Board meeting – Public Session

Title of paper:	Development of Board Performance Pack
Board meeting date:	26 th April 2013
Agenda item number:	HSCIC 13 02 03 (b)
Paper presented by:	Trevor Doherty, Executive Director of Finance and Corporate Services
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Paper approved by (Sponsor Director):	
Purpose of the paper:	To update the Board on the work in hand to produce a Board-level Performance Pack for regular reporting.
Action required by the Board:	To note the update

Introduction

1. This paper updates the Board on the preparation of a Performance Pack that will be used for the purposes of regular Board reporting.

Proposed approach

2. The HSCIC is using the first quarter of 2013/14 to design the new reporting arrangements to ensure that the HSCIC Board can fulfil its corporate governance and assurance duties.
3. It is intended that a Corporate Performance Pack is prepared monthly to support the HSCIC Executive Team and the Board in monitoring the HSCIC's delivery of our statutory and corporate functions, as well as key performance information regarding our services and programmes.
4. The Performance Pack will include high level information regarding our organisational performance on:
 - Financial viability – income, revenue, capital spend;
 - Financial viability – staff costs;
 - Workforce information – staff turnover, sickness absence, number of vacancies not filled for a period greater than 6 months;
 - Information about our portfolio and services. This will reflect the reporting arrangements inherited from our legacy organisations until such a time as the Portfolio Office has determined its new reporting arrangements. It will include:
 - Overview of portfolio, with RAG ratings;
 - Details of any exception reporting by programmes and projects;
 - Project pipeline, to signal new work coming into the HSCIC;
 - Service-level deliverables managed through “Business as Usual” functions.
 - Staff engagement, using the staff survey;
 - Customer satisfaction and reputation.
5. We are exploring other aspects of corporate governance that might be considered for inclusion in the Pack – for example, the number of Parliamentary Questions and Freedom of Information requests which have been received and processed, or the number of incidents (and their severity) which have occurred.
6. The Corporate Performance Pack will not itself include detailed reporting against specific Business Plan objectives. It is intended that a separate report will be produced for the Board on the Business Plan and individual objectives.
7. It is proposed to bring a “mock up” of the pack to the Board meeting on 30 May 2013, for review and approval.

Recommendation

8. The Board is asked to comment on the approach described.