

Health and Social Care Information Centre

Board Meeting

Public Session

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| Title of Paper: | Update on action points from the previous meeting |
| Board meeting date: | 02 April 2014 |
| Agenda Item Number: | HSCIC 14 01 03 (c) |
| Paper presented by: | Chair |
| Paper prepared by: | Secretary to the Board |
| Paper approved by: | Action updates as submitted by the relevant director |
| Purpose of the paper: | To share an update on action points from the previous meeting for information |
| Patient/Public Interest: | Corporate Governance |
| Actions required by the Board: | To note for information |

Summary of progress against Board meeting actions

✓ = done, c/f = on-going

| Status | Summary of Action | Commentary | Responsible Director | For Information Only |
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| ✓ | The Board ratified the minutes of the meeting on 05 February 2014 as correct, with one amendment to be made to a date in item HSCIC 13 13 04 (b). | Completed | Secretary to the Board | Yes |
| c/f | The Director of Data and Information Services stated he was having on-going discussions with the Statistical Head of profession regarding support for HSCIC publications in the form of a peer review process. He said he would bring an update to the April Board. | Update to be provided under matters arising | Director of Information and Analytics | No – cover under matters arising |
| c/f | The Director of Operations and Technical Services stated he would table an update on the Microsoft XP support issue at a future Board meeting. | Update to be provided under matters arising | Director of Operations and Assurance Services | No – cover under matters arising |
| ✓ | Information Assurance and Information Governance: The Board noted the focus of the paper was internal and requested a proposal concentrating on external issues was brought back to the April or May Board. | On the Board Forward Business Schedule for the May Board | Director of Operations and Assurance Services | Yes |
| ✓ | Information Assurance and Information Governance: The Board gave its support to the overall proposal and requested that a formal proposal was brought back to the April or May Board regarding the composition and terms of reference for the proposed sub-Committee. | On agenda | Director of Operations and Assurance Services | Yes |
| ✓ | Corporate Risk and Issues: He confirmed a paper describing these roles, which would include the HSCIC approach to risk appetite and the corporate risk and issue register, would be brought to the April Board. | On agenda | Director of Finance and Corporate Services | Yes |
| c/f | Care.data programme: The Board requested an update paper was circulated to Board members prior to the April Board which included a timetable for activities. | Superseded – a care.data update is included in today's agenda. | Director of Information and Analytics | Yes |

| Status | Summary of Action | Commentary | Responsible Director | For Information Only |
|--------|--|--|---|----------------------|
| c/f | Sir Nick Partridge, Non-Executive Director, was requested to conduct an audit of all the data releases made by the predecessor organisation, NHS Information Centre, and report on this to the HSCIC Board by the end of April 2014. | Included in the agreed programme of work which is now underway | Director of Operations and Assurance Services | Yes |
| c/f | The publication on 02/04/2014 of the report detailing all data released under the HSCIC, including the legal basis on which data was released and the purpose to which the data was to be put. This report would be updated on a quarterly basis. | The first report is to be published on 03 April 2014 | Director of Information and Analytics | Yes |
| c/f | Writing to all recipients of HSCIC data releases reminding them of their responsibilities under their data sharing agreements with the HSCIC, including the HSCIC right to audit their use of data released to them, as well as the HSCIC intention to publish details of their access. | Included in the agreed programme of work which is now underway | Director of Operations and Assurance Services | Yes |
| c/f | During the discussion the Board agreed it would be of benefit for the template Board paper cover sheet to have an additional section to highlight risks and issues, in particular those relating to information governance, security and confidentiality. | Will be completed and in place for the May Board | Secretary to the Board | Yes |
| ✓ | Schema Delegation of Authorities: A further review would take place in twelve months' time, which would be scheduled accordingly. | Included on the Board Forward Business Schedule for March 2015 | Secretary to the Board | Yes |
| ✓ | Action from the January Board update: The Board requested a quarterly report of organisations that had requested or had contracts with the HSCIC for the provision of data. This would include the reason for the request, and the legal basis on which the data had been supplied. | The first report is to be published on 03 April 2014 | Director of Information and Analytics | Yes |