



Health and Social Care Information Centre

Board Meeting

Public Session

Title of Paper:	Update on action points from the previous meeting
Board meeting date:	05 February 2014
Agenda Item Number:	HSCIC 13 13 02 (c)
Paper presented by:	Chair
Paper prepared by:	Secretary to the Board
Paper approved by (Sponsor 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
✓	The Director of Data and Information Services provided an update on the Improving Access to Psychological Therapies stakeholder events held in December, which had gone well. The Board requested a list of attendees, which the Director of Data and Information Services agreed he would share.	Completed	Director of Data and Information Services	Yes
c/f	The Board invited the Director of Operations and Technical Services to provide a breakdown of information governance incidents at the March Board.	Included on the Forward Business Schedule for the March Board.	Director of Operations and Technical Services	Yes
c/f	The Director of Operations and Technical Services noted incident reporting should be encouraged across the organisation. The Chair invited the Director of Operations and Technical Services and Richard Wild, Executive Advisor, to link this with the external Informatics Governance Advisory Review and provide a root and branch review of HSCIC Information Governance and Assurance to come to the March Board.	Included on the Forward Business Schedule for the March Board.	Director of Operations and Technical Services	Yes
c/f	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.	Included on the Forward Business Schedule for the April Board, and scheduled quarterly after that.	Director of Data and Information Services	Yes
c/f	Due to the strategic impact of the programme the Board invited the Director of Data and Information Services to bring the business case to subsequent Board meetings as part of the approval process.	Scheduling to be confirmed.	Director of Data and Information Services	Yes

Status	Summary of Action	Commentary	Responsible Director	For Information Only
	The purpose was to update the Board on the progress of transfer of services from NHS Direct. The costs for each service were stated as well as the number of staff who were proposed to transfer. The Board noted the current position. He confirmed he would bring a paper to the February Board for a final decision.	On the agenda.	Director of Programme Delivery	Yes
c/f	Corporate Governance Manual: The Board agreed the document would require an annual review, which would be overseen by the Assurance and Risk Committee. The first review would be in July 2014, the document would then come back to the September Board for approval. The Board agreed any substantial changes to the document would be highlighted, prior to approval, so they were easily identifiable. The Board observed the Board Terms of Reference contained some drafting notes and should be reviewed in the same timescale. The Board endorsed the adoption of the current Corporate Governance Manual.	Meeting scheduled for 14 February 2014 to plan review activities. Included on the Forward Business Schedule for the September Board.	Director of Finance and Corporate Services	Yes
c/f	Care Bill: The Assistant Director of Strategy and Policy was invited to prepare an update paper for the March Board.	Included on the Forward Business Schedule for the March Board.	Assistant Director of Strategy and Policy	Yes