

**HSCIC – Draft Board Business Schedule 2013/14**

03 April 13	26 April 13	30 May 13	12 June 13	19 June 13	29 August 13	18 Sept 13	23 Oct 13	04 Dec 13	15 Jan 14	05 Feb 14	05 March 14
<b>Governance and Accountability</b>	<b>Governance and Accountability</b>	<b>Governance and Accountability</b>	<b>Governance and Accountability</b>	<b>Governance and Accountability</b>	<b>Governance and Accountability</b>	<b>Governance and Accountability</b>	<b>Governance and Accountability</b>	<b>Governance and Accountability</b>	<b>Governance and Accountability</b>	<b>Governance and Accountability</b>	<b>Governance and Accountability</b>
Register of Interests Recommendations on appointment of Executive Directors to Board – <b>for approval</b> Corporate Governance Manual - <b>to agree in principle</b>	Register of Interests Minutes of meeting on 3 April – <b>to ratify</b> Progress on action points Recommendation on appointment of deputy Chair – <b>for approval</b> Recommendation on appointment of Caldicott Guardian and SIRO - <b>for approval</b> Forward Board business schedule for 2013-14	Register of Interests Minutes of meeting on 26 April – <b>to ratify</b> Progress on action points Progress on preparation of annual report and accounts for HSCIC (SpHA) Forward Board business schedule for 2013-14	Register of Interests Annual Report and accounts 2012-13 for HSCIC (SpHA) – <b>for approval</b>	Register of Interests Minutes of meeting on 30 May – <b>to ratify</b> Progress on action points Forward Board business schedule for 2013-14	Register of Interests Appointment of Carl Vincent as Executive Director of Finance and Corporate Services - (with full voting rights on Board) Schema Delegation of Authorities - <b>for approval</b>	Register of Interests Minutes of meeting on 12 June, 19 June, 24 July and 29 Aug – <b>to ratify</b> Progress on action points Framework agreement with DH – <b>status update</b> Forward Board business schedule for 2013-14 Reports from sub-committees: • Assurance and Risk Committee • Remuneration Committee	Register of Interests Minutes of meeting on 18 Sept – <b>to ratify</b> Progress on action points Forward Board business schedule for 2013-14	Register of Interests Minutes of meeting on 23 Oct – <b>to ratify</b> Progress on action points Forward Board business schedule for 2013-14 Corporate Governance Manual – <b>for approval</b> Framework agreement with DH – <b>for approval</b> Reports from sub-committees: • Assurance and Risk Committee	Register of Interests Minutes of meeting on 04 Dec – <b>to ratify</b> Progress on action points Forward Board business schedule for 2013-14 and 2014-15 Corporate Governance Manual – <b>for approval</b> Framework agreement with DH – <b>for approval</b> Recommendation on appointment of SIRO - <b>for approval</b>	Register of Interests Minutes of meeting on 15 Jan – <b>to ratify</b> Progress on action points Forward Board business schedule for 2013-14 and 2014-15 Corporate Risks and Issues	Register of Interests Minutes of meeting on 05 Feb – <b>to ratify</b> Progress on action points Forward Board business schedule for 2013-14 and 2014-15 Schema Delegation of Authorities - <b>for review</b> Outcome of the annual review of Board effectiveness Appointment of NEDs - announcement
<b>Strategic/Policy Items</b>	<b>Strategic/Policy Items</b>	<b>Strategic/Policy Items</b>	<b>Strategic/Policy Items</b>	<b>Strategic/Policy Items</b>	<b>Strategic/Policy Items</b>	<b>Strategic/Policy Items</b>	<b>Strategic/Policy Items</b>	<b>Strategic/Policy Items</b>	<b>Strategic/Policy Items</b>	<b>Strategic/Policy Items</b>	<b>Strategic/Policy Items</b>
Business Plan 2013-14 – <b>for approval</b>	Strategic direction and engagement approach Update on response to Francis recommendations	Approach to patient and public engagement			Direction for the GP Extract and linkage to HES – in support of care.data – <b>for approval</b> Code of Practice for Confidential Information - <b>for approval</b>	Forms of Business - approach to SLAs / MoUs / Contracts	Approach to Business Planning for 2014-15 HSCIC Strategy Document – <b>for approval</b> Mid-year review of Business Plan for 2013-14	Annual review of Information Governance activity Transformation Programme Plan HSCIC Strategy Document – results of consultation Workforce response to the HSCIC Strategy	Draft Business Plan for 2014-15 NHS Direct Data Controller – ICO Response Care Bill 2013/14 – briefing paper International MoU	Update on Business Plan for 2014-15 NHS Direct HSCIC Statistical Publications Strategy – timetable and principles IGAR findings and recommendations – for approval	Approval of Business Plan for 2014-15 Organisation Workforce Strategy – to include the workforce response to HSCIC Strategy Care Bill update
<b>Business/Performance Reporting</b>	<b>Business/Performance Reporting</b>	<b>Business/Performance Reporting</b>	<b>Business/Performance Reporting</b>	<b>Business/Performance Reporting</b>	<b>Business/Performance Reporting</b>	<b>Business/Performance Reporting</b>	<b>Business/Performance Reporting</b>	<b>Business/Performance Reporting</b>	<b>Business/Performance Reporting</b>	<b>Business/Performance Reporting</b>	<b>Business/Performance Reporting</b>
	CEO report on business activity Development of Board performance pack Forthcoming statistical publications	CEO report on business activity Contract approval processes/approach to development of SLAs/MoUs with customers Board performance pack Forthcoming statistical publications		CEO report on business activity Summary of implications of NAO review of final benefits statement for former NPfIT programmes Board performance pack as at May Forthcoming statistical publications		CEO report on business activity Board performance pack Forthcoming statistical publications	Board performance pack LSP Directorate Restructure Accredited Safe Haven Arrangements Forthcoming statistical publications	Board performance pack Care.data programme update Accredited Safe Haven Arrangements Forthcoming statistical publications	Board performance pack Care.data programme update Data Services for Commissioners Forthcoming statistical publications	Board performance pack Care.data programme update Health Survey for England 2016-19 Forthcoming statistical publications	Board performance pack Financial Management/Systems Proposal Information Governance Incidents (link with IGAR) Care.data programme update Forthcoming statistical publications
	<b>April 13</b>	<b>May 13</b>	<b>June 13</b>	<b>July 13</b>	<b>Aug 13</b>	<b>Sept 13</b>	<b>Oct 13</b>	<b>December 13</b>	<b>January 14</b>	<b>Feb 14</b>	<b>March 14</b>
	25 April – Leadership Forum 26 April – Initial Board induction session	15 May – Assurance and Risk Committee 29 May – Assurance and Risk Committee (tele-conference) 30 May – Remuneration Committee	12 June – Assurance and Risk 13 June – Leadership Forum 19 June – Board strategic workshop 21 June - Transformation Programme Board	17 July - Assurance and Risk 18 July – Leadership Forum 24 July - Board strategic workshop 24 July – Remuneration Committee 31 July - Transformation Programme Board		05 Sept – Leadership Forum 06 Sept – Remuneration Committee (postponed) 11 Sept – Assurance and Risk Committee 12 Sept - Transformation Programme Board	13 November - Transformation Programme Board 13 November – Assurance and Risk Committee 14 November - Leadership Forum	19 November – Remuneration Committee 11 December – Leadership Forum 19 December - Transformation Programme Board	22 January - Transformation Programme Board TBC - Remuneration Committee	12 February - Leadership Forum 19 February - Transformation Programme Board	12 March – Assurance and Risk Committee 26 March - Leadership Forum 27 March - Transformation Programme Board TBC - Remuneration Committee