

**APPENDIX B**

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

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