



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 March 2014
Agenda Item Number:	HSCIC 13 14 02 (c)
Paper presented by:	Chair
Paper prepared by:	Secretary to the Board
Paper approved by (Sponsor Director)	Action updates approved 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
✓	The Board ratified the minutes of the meeting on 15 January 2014 as correct, with one amendment to add the Director of Data and Information Services was asked about the epSOS project and if this presented any risks in cross-border flows of patient confidential data.	Completed	Secretary to the Board	Yes
c/f	Assurance and Risk Committee. The Committee Chair would speak to Colin Wilcox from the NAO to discuss the Group Accounting policy given the wider implications for Audit Committees across other ALB organisations. An update on the matter would be provided at the March Board.	Verbal update on the agenda	Assurance and Risk Committee Chair	Yes
✓	Microsoft ceasing support for Windows XP. The Board requested a letter be drafted for the attention of Karen Wheeler, Senior Department Sponsor, in her role as the system Information Asset Owner to set out the risks and what could be done to in respect to strategies for mitigating the issue.	RS advised that the DH approach to a Microsoft extension negates the need for a letter to Karen Wheeler.	Director of Operations and Technical Services	Yes
✓	Business/Performance Reporting, Microsoft ceasing support for Windows XP. The Board requested the CEO raise the Microsoft Windows XP issue in his next two weekly meeting with Karen Wheeler, Senior Department Sponsor.	Completed	CEO	Yes
✓	The Director of Finance and Corporate Services informed the Board there had been a recent dedicated risk management workshop held on the 23 January 2014 with the Executive Management Team, and there would be a revised corporate risk register presented at the next Board as an output of this work.	On the agenda	Director of Finance and Corporate Services	Yes

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✓	Care.data programme. The Chair asked about the wider agenda of a strategic platform for the organisation, and requested that the issue come to the March Board reconsidered from a strategic perspective.	On the agenda	Director of Data and Information Services	Yes
✓	Health Survey for England 2016-19. The Director of Data and Information Services was asked to convey the Board's views to the Steering Group. It was recommended that a full review of all HSCIC surveys looking at how they might be done differently was carried out. The Board requested that views on the HSE were sought from the HSCIC Statistical Head of Profession. The Board also asked that an evaluation was undertaken on the benefits of annual against bi-annual collection of the HSE data. The Board deferred the decision on the HSE re-procurement until further clarification and information was available.	On the agenda	Director of Data and Information	Yes
✓	Draft Business Plan for 2014-15. The Board made a number of comments on this iteration, which would be taken away for incorporation by the Executive team. The Non-Executive Directors agreed to receive further iterations in February for review prior to the March Board. A final version would come back to the March Board for approval, subject to confirmation of the DH funding for 2014/15.	On the agenda	Director of Finance and Corporate Services	Yes
c/f	HSCIC Statistical Publications Strategy – timetable and principles. The Board observed it would potentially be beneficial to have external support for HSCIC publication's in the form of a peer review process. The Director of Data and Information Services stated he would discuss with the HSCIC Statistical Head of Profession and feedback to the Board in due course.	Verbal update to be provided under matters arising	Director of Data and Information	An update is required at the Board

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✓	Board Forward Business Schedule. The Board approved the new approach; this would be implemented at the March Board.	Completed	Secretary to the Board	Yes