HSCIC – Draft Board Business Schedule 2014/15

02 April 14	14 May 14	04 June 14	02 July 14	03 Sept 14	29 Oct 14	26 November 14	28 Jan 15	25 Feb 15	25 March 15
Accountability	*Accountability*	*Accountability*	*Accountability*	*Accountability*	*Accountability*	*Accountability*	*Accountability*	*Accountability*	*Accountability*
Register of Interests Minutes of previous meeting (March) – **to ratify** Progress on action points Forward Board business schedule for 2014-15 Recommendation on appointment of CEO – **for approval** Recommendation on appointment of NEDs – **for approval** Recommendation on appointment of vice-Chair – **for approval** Recommendation on appointment of Executive Directors – **for approval** Recommendation on appointment of Caldicott Guardian - **for approval** ALB Non-Executive Director Alignment (HEE) Reports from sub-committees: • Assurance and Risk • Remuneration	Register of Interests Minutes of previous meeting (April) – **to ratify** Progress on action points Forward Board business schedule for 2014-15 Progress on preparation of Annual Report and Accounts for HSCIC	Register of Interests Minutes of previous meeting (May) – **to ratify** Progress on action points Forward Board business schedule for 2014-15 Annual Report and Accounts 2013-14 for HSCIC (ENDPB) – **for approval**	Register of Interests Minutes of previous meeting (June) – **to ratify** Progress on action points Forward Board business schedule for 2014-15 Reports from sub-committees: • Assurance and Risk	Register of Interests Minutes of previous meeting (July) – **to ratify** Progress on action points Forward Board business schedule for 2014-15 Board and sub-Committee Terms of Reference and Corporate Governance manual – **for approval** Reports from sub-committees: • Assurance and Risk	Register of Interests Minutes of previous meeting (Sept) – **to ratify** Progress on action points Forward Board business schedule for 2014-15	Register of Interests Minutes of previous meeting (Oct) – **to ratify** Progress on action points Forward Board business schedule for 2014-15 Arrangements for annual review of Board effectiveness Reports from sub-committees: • Assurance and Risk	Register of Interests Minutes of previous meeting (Nov) – **to ratify** Progress on action points Forward Board business schedule for 2014-15 Reports from sub-committees: • Assurance and Risk	Register of Interests Minutes of previous meeting (Jan) – **to ratify** Progress on action points Forward Board business schedule for 2014-15	Register of Interests Minutes of previous meeting (Feb)– **to ratify** Progress on action points Forward Board business schedule for 2014-15 and 2015-16 Schema Delegation of Authorities - **for review** Outcome of the annual review of Board effectiveness Reports from sub-committees: • Assurance and Risk
Supervising Management	*Supervising Management*	*Supervising Management*	*Supervising Management*	*Supervising Management*	*Supervising Management*	*Supervising Management*	*Supervising Management*	*Supervising Management*	*Supervising Management*
Board performance pack Data and Information Services Data Request Report Forthcoming statistical publications Care.data programme update	Board performance pack Forthcoming statistical publications Care.data programme update	Board performance pack Forthcoming statistical publications Care.data programme update	Board performance pack Data and Information Services Data Request Report Forthcoming statistical publications Care.data programme update	Board performance pack Forthcoming statistical publications Care.data programme update	Board performance pack Forthcoming statistical publications Care.data programme update Annual Review of Information Governance Activity	Board performance pack Data and Information Services Data Request Report Forthcoming statistical publications Care.data programme update	Board performance pack Forthcoming statistical publications Care.data programme update	Board performance pack Forthcoming statistical publications Care.data programme update	Board performance pack Data and Information Services Data Request Report Forthcoming statistical publications Care.data programme update
Strategy Formulation	*Strategy Formulation*	*Strategy Formulation*	*Strategy Formulation*	*Strategy Formulation*	*Strategy Formulation*	*Strategy Formulation*	*Strategy Formulation*	*Strategy Formulation*	*Strategy Formulation*
Transformation Programme Plan	HSCIC Hosting Strategy HSCIC Security Operations Proposal		Transformation Programme Plan		HSCIC Strategy Document – **for review**	Transformation Programme Plan			Transformation Programme Plan
Planning	*Planning*	*Planning*	*Planning*	*Planning*	*Planning*	*Planning*	*Planning*	*Planning*	*Planning*
		Corporate Risks and Issues	NHS Mail 2 Business Case – **for approval**		Corporate Risks and Issues Approach to Business Planning for 2015-16 Mid-year review of Business Plan for 2014-15	Business Planning for 2015-16 update Annual review of Information Governance activity	Update on Business Planning for 2015-16	Corporate Risks and Issues Draft Business Plan for 2015-16	Approval of Business Plan for 2015-16

April 14	May 14	June 14	July 14	September 14	October 14	November 14	January 15	February 15	March 15
Key Meetings	*Key Meetings*	*Key Meetings*	*Key Meetings*	*Key Meetings*	*Key Meetings*	*Key Meetings*	*Key Meetings*	*Key Meetings*	*Key Meetings*
First Board Induction Day - TBC Transformation Programme Board – 23 April	Second Board Induction Day - TBC Leadership Forum – 01 May Assurance and Risk Committee – 07 and 21 May Transformation Programme Board – 28 May	Third Board Induction Day - TBC Leadership Forum – 05 June Assurance and Risk Committee – 04 June Transformation Programme Board – 25 June		Assurance and Risk Committee – 10 Sept		Assurance and Risk Committee – 12 Nov	Assurance and Risk Committee – 14 Jan		Assurance and Risk Committee – 11 March