



Health and Social Care Information Centre

Board Meeting

Public Session

Title of Paper:	Update on action points from the previous meeting
Board meeting date:	15 January 2014
Agenda Item Number:	HSCIC 13 12 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
✓	The Board ratified the minutes of the meeting on 23 October as correct, with an amendment to be made to reflect further work would be undertaken on the presentation of the financial information in the Board Performance Pack.	Completed	Secretary to the Board
c/f	The development of the Corporate Risk Register - during discussion, the Chair of the Board requested the Corporate Risk Register be tabled at the February Board. This would include the process and principles as well as corporate risks. The Board requested the paper covered the organisations risk appetite and consideration be given to systemic risks, those which crossed the boundaries of the organisation.	Included on the forward business schedule for the February Board	Director of Finance and Corporate Services
✓	Progress against risk in respect to Data Services for Commissioners - during discussion the Board had some concerns regarding the current situation and the future of the service, a paper was requested for the January Board to encompass developments.	On the agenda	Director of Data and Information Services
✓	The HSCIC top-level structure - the Board requested the structure and outline appointments process be tabled at the January Board.	On the agenda	Director of HR and Transformation
✓	The Director of Programme Delivery agreed to bring a paper to the January or February Board to provide a status update on the N3 replacement project.	On the agenda – private session	Director of Programme Delivery

✓	The Director of Operations and Technical Services provided an update on service performance. He agreed to inform the Non-Executive Directors when there was an episode of significant service downtime.	Process established to action this as required	Director of Operations and Technical Services
c/f	The Chair requested an update at the January or February Board regarding the long-term view of managing the organisations workforce.	With the agreement of the CEO this is included on the forward business schedule for the March Board	Director of HR and Transformation
c/f	The Chair requested a proposal for improving financial reporting performance and systems be tabled at the March Board.	Included on the forward business schedule for the March Board	Director of Finance and Corporate Services
c/f	The Board requested a publications timetable and strategy be tabled at the February or March Board.	Included on the forward business schedule for the February Board	Director of Data and Information Services
c/f	The Board requested a quarterly review of the Transformation Programme Plan, the next one at the April Board.	Included quarterly on the Board forward business schedule, next update at the April 2014 Board	Director of HR and Transformation
✓	The HSCIC would write to the ICO to request clarification, and get further advice from the HSCIC lawyers, this would include proposals for an MOU between NHS England and the HSCIC, which would set out the relative responsibilities under this arrangement. An update would be provided at the January Board.	On the agenda	(Director of Information Assurance) Director of Operations and Technical Services
c/f	The Chair took an action to write to Mark Davies, Department of Health Sponsor Unit, regarding the HSCICs role in supporting the health and social care system from an information governance perspective.	Letter sent on 10/12/13, update to be provided at the Board meeting	Chair
c/f	Care.data - the Board noted that there would be a programme update at every Board meeting.	Listed monthly on the Board forward business schedule	Director of Data and Information Services

c/f	Care.data - the Chair noted the Board had some concerns in respect to the governance arrangements for programme. The Chair took an action to write to the Department of Health Sponsor, he would copy this letter to Malcolm Grant, the Chair of NHS England's Board.	Update to be provided at the Board meeting	Chair
✓	The Board requested that there was a revision of the paper produced which included the overall purpose of an ASH, implications for the HSCIC, alternative suggestions for management, risks associated with passing on patient identifiable information and the impact of being an accreditor or regularity body for ASHs. The Board authorised the Chair and the CEO to approve the paper.	Completed	Director of Information Assurance
✓	The strategy would be updated to reflect the comments and feedback received. The Board authorised the Chair and the CEO to approve the revised Strategy.	Completed	Director for Clinical and Public Assurance
c/f	The Board requested the workforce response be consolidated into an encompassing paper for the February Board.	With the agreement of the CEO this is included on the forward business schedule for the March Board	Director of HR and Transformation