

**Health and Social Care Information Centre (ENDPB)**  
**Minutes of Board Meeting – Thursday 29 August 2013**

**Public Session**

<b>Present</b>	Chair	Kingsley Manning
	Non-Executive Directors:	Tony Allen (Deputy Chair) Lucinda Bolton Sir Nick Partridge Mike Pearson (by phone) Sir Ian Andrews
	Executive Directors:	
	Director of Finance and Corporate Services	Carl Vincent (appointed during meeting)
	Director of Information and Data Services	Max Jones
	In attendance:	
	Director of LSP Delivery	Tom Denwood
	Director of Programme Delivery	James Hawkins
	Director of Information Assurance	Clare Sanderson
	Director of Operations and Technical Services	Rob Shaw
	Head of Corporate Assurance (Board Secretary)	David Wilmshurst
	Observers:	
	Head of Media and Public Affairs	Eileen Phillips
	Programme Manager	Eva Simmonds

1. **Chair's Introduction and Announcements (HSCIC 13 07 01)**

- 1.1 The Chair convened a meeting of the HSCIC (ENDPB) Board. Apologies were received from Alan Perkins (CEO), Rachael Allsop (Director of HR and Transformation) and Dr Mark Davies (Director of Clinical and Public Assurance).
- 1.2 The Chair thanked Board members for attending, particularly as the meeting had been not been on the original schedule of Board meetings.

2. **Declarations of Interest (HSCIC 13 07 02)**

- 2.1 Declarations of interest: Lucinda Bolton declared an interest as a member of the Review Body on Doctors' and Dentists' Remuneration given the reference to NHS workforce statistics in the CEO update. Sir Ian Andrews declared an interest as a non-executive director of Abis Partnership Limited. There were no other declarations of interest not already recorded in the current Board register of interests.
- 2.2 The Chair requested that going forward copies of directors' declarations of interest be provided with the board papers.

**Action: Board Secretary**

3. **Appointment of Carl Vincent as Executive Director of Finance and Corporate Services (with full voting rights on Board) (HSCIC 13 07 03)**

- 3.1 The Board ratified the Chair's action in appointing Carl Vincent as Executive Director of Finance and Corporate Services, with full voting rights on the Board, due to Trevor Doherty's retirement.

4. **Direction for the GP Extract and Linkage to HES – in support of care.data (HSCIC 13 07 04)**

- 4.1 The Director of Information and Data Services referred to the circulated paper explaining the requirements, risks and costs to establish the system required by the Direction.

It was highlighted that Board approval was required for the Direction rather than of Care.Data itself. It was clear, though, that the Direction gave the Health & Social Care Information Centre (HSCIC) the right to compel organisations to provide data and to collect patient confidential data.

The Board were very supportive of the work being undertaken regarding the Direction, but had concerns in the following areas:

- The impact on resources and costs, in particular regarding the proposed national mailshot, both in terms of the cost of the mailshot itself, but also resultant costs responding to queries from members of the public. Agreement would have to be reached in advance on the funding sources of these costs. The Board asked for greater clarity to be provided for its meeting on 18 September 2013

**Action: Director of Information and Data Services**

- Any communications with the public should be in the HSCIC's name, with necessary input from NHS England. This needed to be agreed with NHS England and the resultant responsibilities agreed.

**Action: Director of Information and Data Services**

- The Board determined that the HSCIC would only agree to the Direction on the understanding that the HSCIC would be the Data Controller. The Information Commissioner's Office (ICO) was believed to be supportive of this stance, but this should be confirmed with the ICO

**Action: Director of Information Assurance**

- A review of the risks concerning the Direction should be included in the agenda for the meeting of the Assurance & Risk Committee on 11 September 2013

**Action: Board Secretary**

- The operational capability of the organisation to carry out the extract from approximately 7,000 GP practices. The Board noted the planned pilot and that lessons learned from it would be taken into account in the final rollout. An assessment of the organisation's readiness should be presented to the Board at its meeting on 18 September 2013

**Action: Director of Information and Data Services**

The Board agreed that the treatment of Directions in general between NHS England or the Department of Health and the HSCIC should be discussed at a future Board meeting.

**Action: Board Secretary**

## 5. **Code of Practice for Confidential Information (HSCIC 13 07 05)**

- 5.1 The Director of Information Assurance referred to the circulated paper, explaining that key stakeholders were content with the Code. The Board thought that the Code was now much clearer than previous versions, bringing the key requirements into a single document. The need to ensure that the Code was effectively communicated to front-line Social Care staff was discussed and it was agreed that this would be a long and on-going process of education. The Board approved the Code of Practice for Confidential Information and congratulated and thanked the Director of Information Assurance and Christina Munns for producing a document that was much clearer than previous attempts to produce similar documents.

## 6.

### 6.1 **HSCIC Levels of Delegated Authority (HSCIC 13 07 06)**

The Director of Finance and Corporate Services explained that the main change in the circulated proposed delegated authorities was that the Chief Executive Officer's authority to approve administrative and programme revenue expenditure was being increased from £0.5m to £2m, but that rigorous checks and balances were in place to provide assurance in these cases. The Chair pointed out that it was more important that the Board should address the commitment to spend rather than the approval of invoices.

The Board approved the proposed Delegated Authorities with the proviso that a footnote was added to say that all new commitments that were materially novel, contentious or high risk should be submitted for Board approval. The authorities would be reviewed again by the Board in six months time as part of the overall business planning process and should be included in the Board's forward business schedule.

**Action: Board Secretary**

## 7.

### 7.1 **Privacy Impact Assessment (HSCIC 13 07 07)**

The Director of Information Assurance summarised the circulated paper, adding that there had been wide stakeholder engagement in its production. In discussion it was agreed that the ordering of the Conclusion to the paper needed to be reviewed, but subject to this the Board approved the Assessment.

## 8.

### 8.1 **Board resolution of private session**

The HSCIC Board passed a resolution that pursuant to the Public Bodies (admissions to Meetings) Act 1960 representatives of the press and other members of the public be excluded from the remainder of the meeting having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest (Section 1(2) Public (Admission to Meetings) Act 1960).

- 8.2 The date of the next public meeting is 18 September.