

**Health and Social Care Information Centre (ENDPB)**  
**Minutes of Board Meeting – Wednesday 12 June 2013**

**Public Session**

<b>Present</b>	Deputy Chair	Tony Allen
	Non-Executive Directors:	Lucinda Bolton Sir Nick Partridge
	CEO	Alan Perkins
	Executive Directors:	
	Director of HR and Transformation	Rachael Allsop
	Director of Finance and Corporate Services	Trevor Doherty
	Director of Programme and Service Delivery	Max Jones
	In attendance:	
	Director Solution Design, Standards & Assurance	Clare Sanderson
	Board Secretary	Ruth Miller

**Chair's Introduction and Announcements (HSCIC 13 04 01)**

1.1 Tony Allen convened the fourth meeting of the Board of the Health and Social Care Information Centre (ENDPB). Kingsley Manning, the new Chair of the HSCIC, had asked him to chair the meeting on his behalf due to a prior commitment.

Apologies had also been received from Sir Ian Andrews, Mike Pearson, Dr Mark Davies, Tom Denwood, Andrew Haw and John Varlow.

1.2 The purpose of the meeting was to consider a recommendation from the Assurance and Risk Committee on approval of the annual report and accounts for the previous HSCIC Special Health Authority (SpHA) for 2012-13.

**2. Declarations of Interest**

2.1 Declaration of Interests: There were no declarations of interest not already recorded in the current Board Register of Interests.

**3. HSCIC (SpHA) - Annual report and Accounts 2012-13**

3.1 Annual Report and statutory accounts for 2012-13 (HSCIC 13 04 03(a)): The Director of Finance and Corporate Services summarised the approach to preparation of the annual report and accounts for 2012-13. Some minor changes had been agreed to the circulated version (Paper HSCIC 13 04 03(a)) as a result of the meeting of the Assurance and Risk Committee meeting on 12 June – none of the changes were judged to be material. There were also some remaining issues to agree with the external auditors – this was subject to a final review but it was not expected that anything would arise to impact on the Comptroller & Auditor General certifying the financial statements with an unqualified audit opinion, without modification. The management commentary and accounts had been scrutinised and discussed in detail by the Assurance and Risk Committee (chaired by Tony Allen) and comments taken on board.

3.2 Tony Allen reported that the committee had also reviewed and taken account of the:

- annual assurance opinion from the Head of Internal Audit – the assurance statement had concluded that “significant assurance” could be given on the design adequacy and effectiveness of

- the system of internal control
- level of external audit scrutiny
- draft audit completion report, draft letter of representation and proposed audit certificate
- Annual Governance Statement to be signed by the CEO

and concluded that, subject to incorporation of the changes mentioned at para 3.1, it would be appropriate to recommend approval of the annual report and accounts to the Board.

**The Board approved the financial report and accounts for 2012-13** subject to incorporation of the agreed amendments and resolution of outstanding issues as discussed at the Assurance & Risk Committee on 12 June. It was agreed to delegate authority to Tony Allen to approve the final version on behalf of the Board.

- 3.3 Tony Allen referred to the Annual Report from the Audit & Risk Committee to the Board (Paper HSCIC 13 04 03(b)) that summarised the committee's activities during 2012-13 and presented the committee's view on the comprehensiveness of assurances in meeting the Board and Accounting Officer's needs. The Board noted the report and that a couple of changes had been agreed at the Assurance and Risk Committee meeting on 12 June – namely to augment para 8 to refer to Committee's discussions on the DH shared services programme relating to internal audit and to confirm that the Committee was satisfied with the adequacy of external audit services to the HSCIC(SpHA).
- 3.4 The Board recorded thanks to the Director of Finance & Corporate Services, the Head of Finance and all those involved in the preparation of the Annual Report and Accounts for their hard work to very tight deadlines.

#### 4. **Date of next meeting**

- 4.1 The next Board meeting was on 19 June.
- 4.2 There being no further business the Chair closed the meeting.