

**Health and Social Care Information Centre (ENDPB)**

**Board Meeting – Public Session**

Title of Paper:	Update on action points from previous meetings
Board meeting date:	18 September 2013
Agenda Item Number:	HSCIC 13 08 02 (c)
Paper presented by:	Chair
Paper prepared by:	Board Secretary
Paper approved by (Sponsor Director)	
Purpose of the paper:	To share an update on action points from previous meetings for information
Actions required by the Board:	To note for information

Agenda Item: HSCIC IC 13 08 02 (c):

**Summary of progress against Board meeting actions**

✓ = done, c/f = on-going

Status	Meeting	Summary of Action	Commentary
✓	12/06/13	The Director of Finance and Corporate Services to ensure the financial report and accounts for 2012-13 is updated to incorporate the agreed amendments and resolution of outstanding issues as discussed at the Assurance & Risk Committee on 12 June 2013.	Completed
✓	19/06/13	Director of Information and Data Services/Director of Finance and Corporate Services to produce a report for the Board in September on the outcome of the review into the various types and levels of current agreements in place and also the action needed to implement a more consistent approach to contracts and other agreements.	On agenda
c/f	19/06/13	Executive team to collectively ensure the content of the Board Performance Pack reflects the following key points: <ul style="list-style-type: none"> <li>• focus on exception reporting and to highlight to the Board upfront the key areas of concern and action being taken to mitigate these;</li> <li>• enhance the section on financial information;</li> <li>• provide information on range of HR related issues;</li> <li>• develop robust customer satisfaction measures.</li> </ul>	On agenda
c/f	19/06/13	Board Secretary to keep the Board forward business schedule for 2013/14 under review and updated to reflect Board agendas and agreed actions.	On-going

c/f	29/08/13	Director of Information and Data Services to provide greater clarity on the impact on care.data 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.	Work is on-going in this area and a meeting with Tim Kelsey is scheduled to take place on Thursday 12 September 2013. Max Jones will provide verbal update at the Board meeting.
✓	29/08/13	Director of Information and Data Services to engage with NHS England to ensure agreement that any care.data communications with the public should be in the HSCIC's name, with necessary input from NHS England.	Detailed discussions are currently taking place to this effect. Action Closed.
c/f	29/08/13	The Director for Information Assurance to confirm with the Information Commissioner's Office (ICO) that they are supportive that the HSCIC would only agree to the Direction for the GP Extract and Linkage to HES – in support of care.data, on the understanding that the HSCIC would be the Data Controller.	On-going
✓	29/08/13	Board Secretary to ensure a review of the risks concerning the Direction for the GP Extract and Linkage to HES – in support of care.data, should be included on the agenda for the meeting of the Assurance & Risk Committee on 11 September 2013.	On agenda for the Assurance and Risk committee on 11 September 2013
c/f	29/08/13	Director of Data and Information Services to present to the Board at its meeting on 18 September 2013 an assessment of the organisation's readiness to carry out the extract from approximately 7,000 GP practices.	Work is on-going in this area. On agenda.
c/f	29/08/13	Board Secretary to ensure 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.	To be scheduled, date to be confirmed
✓	29/08/13	Board Secretary to include on the Board's forward business schedule that the Delegated Authorities are to be reviewed again by the Board in six months' time as part of the overall business planning process.	On agenda, and added to forward business schedule for March 2014