

HSCIC – Draft Board Business Schedule 2013/14

3 April 13	26 April 13	30 May 13	12 June 13	19 June 13	29 August 13	18 Sept 13	23 Oct 13	20 Nov 13	18 Dec 13	22 Jan 14	19 Feb 14	19 March 14
Governance & Accountability	Governance & Accountability	Governance & Accountability	Governance & Accountability	Governance & Accountability	Governance & Accountability	Governance & Accountability	Governance & Accountability	Governance & Accountability	Governance & Accountability	Governance & Accountability	Governance & Accountability	Governance & Accountability
Declaration of Interests Recommendations on appointment of Executive Directors to Board – for approval Corporate Governance Manual - to agree in principle	Declaration of Interests Minutes of meeting on 3 April – to ratify Progress on action points Recommendation on appointment of deputy Chair – for approval Recommendation on appointment of Caldicott Guardian and SIRO - for approval Forward Board business schedule for 2013-14	Declaration of Interests Minutes of meeting on 26 April – to ratify Progress on action points Progress on preparation of annual report and accounts for HSCIC (SpHA) Forward Board business schedule for 2013-14	Declaration of Interests Annual Report and accounts 2012-13 for HSCIC (SpHA) – for approval	Declaration of Interests Minutes of meeting on 30 May – to ratify Progress on action points Forward Board business schedule for 2013-14	Declaration of Interests Appointment of Carl Vincent as Executive Director of Finance and Corporate Services - (with full voting rights on Board) Schema Delegation of Authorities - for approval	Declaration of Interests Minutes of meeting on 12 June, 19 June, 24 July and 29 Aug – to ratify Progress on action points Framework agreement with DH – for approval Forward Board business schedule for 2013-14 Reports from sub-committees • A&RC • REMco	Declaration of Interests Minutes of meeting on 18 Sept – to ratify Progress on action points Forward Board business schedule for 2013-14 Corporate Governance Manual – for approval	Declaration of Interests Minutes of meeting on 23 Oct – to ratify Progress on action points Forward Board business schedule for 2013-14 Reports from sub-committees • A&RC • REMco	Declaration of Interests Minutes of meeting on 20 Nov – to ratify Progress on action points Arrangements for annual review of Board effectiveness Forward Board business schedule for 2013-14	Declaration of Interests Minutes of meeting on 18 Dec – to ratify Progress on action points Forward Board business schedule for 2014-15 Reports from sub-committees • A&RC • REMco	Declaration of Interests Minutes of meeting on 22 Jan – to ratify Progress on action points Outcome of annual review of Board effectiveness Forward Board business schedule for 2014-15	Declaration of Interests Minutes of meeting on 19 Feb – to ratify Progress on action points Forward Board business schedule for 2014-15 Schema Delegation of Authorities - for review Reports from sub-committees • A&RC • REMco
Strategic/Policy Items	Strategic/Policy Items	Strategic/Policy Items	Strategic/Policy Items	Strategic/Policy Items	Strategic/Policy Items	Strategic/Policy Items	Strategic/Policy Items	Strategic/Policy Items	Strategic/Policy Items	Strategic/Policy Items	Strategic/Policy Items	Strategic/Policy Items
Business Plan 2013-14 – for approval	Strategic direction and engagement approach Update on response to Francis recommendations	Approach to patient and public engagement			Direction for the GP Extract and linkage to HES – in support of care.data – for approval Code of Practice for Confidential Information - for approval	Approach to SLAs / MoUs / Contracts	HSCIC Strategic Direction Mid-year review of Business Plan for 2013-14 Approach to Business Planning for 2014-15 Transformation Programme Plan	Annual review of information governance activity	Draft Business Plan for 2014-15	Update on Business Plan for 2014-15	Update on Business Plan for 2014-15	Approval of Business Plan for 2014-15
Business/Performance Reporting	Business/Performance Reporting	Business/Performance Reporting	Business/Performance Reporting	Business/Performance Reporting	Business/Performance Reporting	Business/Performance Reporting	Business/Performance Reporting	Business/Performance Reporting	Business/Performance Reporting	Business/Performance Reporting	Business/Performance Reporting	Business/Performance Reporting
	CEO report on business activity Development of Board performance pack Forthcoming statistical publications	CEO report on business activity Contract approval processes/approach to development of SLAs/MoUs with customers Board performance pack Forthcoming statistical publications		CEO report on business activity Summary of implications of NAO review of final benefits statement for former NPfIT programmes Board performance pack as at May Forthcoming statistical publications		CEO report on business activity Board performance pack Corporate Risks and Issues Forthcoming statistical publications	CEO report on business activity Board performance pack Corporate Risks and Issues Forthcoming statistical publications	CEO report on business activity Board performance pack Corporate Risks and Issues Forthcoming statistical publications	CEO report on business activity Board performance pack Corporate Risks and Issues Forthcoming statistical publications	CEO report on business activity Board performance pack Corporate Risks and Issues Forthcoming statistical publications	CEO report on business activity Board performance pack Corporate Risks and Issues Forthcoming statistical publications	CEO report on business activity Board performance pack Corporate Risks and Issues Forthcoming statistical publications
Board sub-committees and workshops												

	April 13	May 13	June 13	July 13	Aug 13	Sept 13	Oct 13	November 13	December 13	January 14	Feb 14	March 14
	26 April – Initial Board induction session	15 May – Assurance & Risk 29 May – Assurance & Risk (tele-conference) 30 May – Remuneration Committee	12 June – Assurance & Risk 19 June – Board strategic workshop	17 July Assurance & Risk 24 July - Board strategic workshop 24 July – Remuneration Committee		11 Sept – Assurance & Risk 6 Sept – Remuneration Committee (postponed)		13 Nov – Assurance & Risk	4 Dec – Board workshop (provisional)	15 Jan – Assurance & Risk		12 Mar – Assurance & Risk