

**Health and Social Care Information Centre
Minutes of Board Meeting – Wednesday 04 June 2014**

Public Session

Present:

Chair Kingsley Manning

Non-Executive Directors: Sir Ian Andrews
Sir John Chisholm
Jan Ormondroyd
Sir Nick Partridge

CEO Andy Williams

Executive Directors:

Director of Human Resources Rachael Allsop
Director of Information and Analytics Max Jones
Director of Operations and Assurance Services Rob Shaw
Director of Finance and Corporate Services Carl Vincent

In attendance¹:

National Director of LSP Delivery Tom Denwood
Secretary to the Board Annabelle McGuire

¹ The Secretary to the Board maintains a separate record of members of the public and those representing stakeholder organisations attending the public session of the Board as observers.

- 1 **Chair's Introduction and Apologies** (HSCIC 14 03 01)
- 1.1 The Chair convened a meeting of the HSCIC Board. He welcomed the observers from stakeholder organisations.
- 1.2 Apologies were received from Professor Maria Goddard Non-Executive Director, Professor Martin Severs Caldicott Guardian and Lead Clinician and James Hawkins Director of Programmes.
- 2 **Declaration of Interests and Minutes** (HSCIC 14 03 02)
- 2.1 (a) Register of Interests (paper): HSCIC 14 03 02 (a)
The register of interests was confirmed as correct.
- 2.2 (b) Minutes of Board meeting on 14 May 2014 (paper): HSCIC 14 03 02 (b)
The Board ratified the minutes of the meeting on 14 May 2014 as correct.
- 2.3 (c) Progress on action points (paper): HSCIC 14 03 02 (c)
The Board noted the progress on action points arising from the previous meeting.
- The Director of Information and Analytics stated he would be bringing the data quality paper to the July Board.
- Action: Director of Information and Analytics**
- 2.4 (d) Matters Arising: HSCIC 14 03 02 (d)
- The Board noted that work was on-going in respect to finalising the Annual Report and Accounts 2013-14, these documents would be approved by the Board in the public session on 17 June 2014.
- Action: Director of Finance and Corporate Services**
- 3 3.1 (a) Data Releases from the former NHS Information Centre PwC Report (verbal) HSCIC 14 03 03 (a)
- Sir Nick Partridge, Non-Executive Director, presented this item, he provided a brief introduction and informed the Board he was writing an overview report which would contain a number of recommendations.
- The Board resolved that a sub-committee of the Board comprising all the Non-Executive Directors would be empowered to review and agree to publish the PwC report, along with Sir Nick Partridge's overview report and a management response to the recommendations in the aforementioned reports. The sub-committee of the Board would meet in the latter half of week commencing 09 June 2014. The decision to publish would be ratified at the public session of the Board on 17 June 2014.
- 4 **Governance/Accountability** (HSCIC 14 03 04)
- 4.1 (a) Board Forward Business Schedule 2014-15 (paper): HSCIC 14 03 04 (a)
The Board noted the forward business schedule. The Chair informed the Board he would be discussing the future format and location of the Board meetings with the CEO and the Secretary to the Board, further information would follow once a proposal had been prepared.
- Action: Secretary to the Board**
- 5 **Any other Business** (HSCIC 14 03 05)
- 5.1 There were no items of any other business discussed.
- 5.2 The date of the next Board meeting was arranged to be 17 June 2014.

Table of Actions:

Action	Action Owner
The Director of Information and Analytics stated he would be bringing the data quality paper to the July Board.	The Director of Information and Analytics
The Board noted that work was on-going in respect to finalising the Annual Report and Accounts 2013-14, these documents would be approved by the Board in the public session on 17 June 2014.	Director of Finance and Corporate Services
The Chair informed the Board he would be discussing the future format and location of the Board meetings with the CEO and the Secretary to the Board, further information would follow once a proposal had been prepared.	Secretary to the Board