

**Health and Social Care Information Centre**  
**Minutes of Board Meeting – Wednesday 17 June 2014**

**Public Session**

**Present:**

Chair	Kingsley Manning
Non-Executive Directors:	Sir Ian Andrews Sir John Chisholm Prof. Maria Goddard Jan Ormondroyd Sir Nick Partridge
CEO	Andy Williams
Executive Directors:	
Director of Human Resources	Rachael Allsop
Director of Finance and Corporate Services	Carl Vincent

**In attendance<sup>1</sup>:**

Chief Technology Officer	Peter Counter
National Director of LSP <sup>2</sup> Delivery	Tom Denwood
Director of Programmes	James Hawkins
Caldicott Guardian and Lean Clinician	Prof. Martin Severs
Secretary to the Board	Annabelle McGuire

---

<sup>1</sup> 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.

<sup>2</sup> Local Service Provider

1. **Chair's Introduction and Apologies** (HSCIC 14 04 01)
  - 1.1 The Chair convened a meeting of the HSCIC Board. He welcomed the observers from stakeholder organisations. The Chair also welcomed Peter Counter CTO<sup>3</sup> to his first Board meeting.
  - 1.2 Apologies were received from Rob Shaw Director of Operations and Assurance Services, and Max Jones Director of Information and Analytics.
2. **Declaration of Interests and Minutes** (HSCIC 14 04 02)
  - 2.1 (a) Register of Interests (paper): HSCIC 14 04 02 (a)

The register of interests was confirmed as correct. It was noted that Peter Counter CTO, would be required to submit a form to update the register of interests prior to the next Board meeting being held.

**Action: Secretary to the Board**
  - 2.2 (b) Minutes of Board meeting on 04 June 2014 (paper): HSCIC 14 04 02 (b)

The Board ratified the minutes of the meeting on 04 June 2014 as correct.
  - 2.3 (c) Progress on action points (paper): HSCIC 14 04 02 (c)

The Board noted the progress on action points arising from the previous meeting.
  - 2.4 (d) Matters Arising: HSCIC 14 04 02 (d):
    - There were no matters arising discussed.
3. **Governance/Accountability** (HSCIC 14 04 03)
  - 3.1 (a) Board Forward Business Schedule 2014-15 (paper): HSCIC 14 04 03 (a)

The Board noted the forward business schedule. The Chair informed the Board there would be a paper tabled at the July Board to elaborate a proposal for the future format and location of the Board meetings.

**Action: Chair**
4. **Annual Report 2013-14** (HSCIC 14 04 04)
  - 4.1 (a) Annual Report and Statutory Accounts for 2013-14 (paper): HSCIC 14 04 04 (a)

The Director of Finance and Corporate Services presented this item. He informed the Board that an Assurance and Risk Committee had been held that morning to discuss the Annual Report and Statutory Accounts 2013-14, with the objective of recommending these to the Board for approval. He asked the Board to note that the HSCIC was now very close to finalising the process with the NAO<sup>4</sup> and he was confident of finishing with a clean set of accounts. He set out the timetable and agreed approach that would meet the deadline for the NAO to sign-off the accounts by Monday 30 June.

Sir Ian Andrews, interim Chair of the Assurance and Risk Committee, reported that the Committee had considered the near final draft of the Annual Report and Statutory Accounts for 2013-14 earlier that morning. The process had taken longer than originally planned, principally because of the need to resolve issues over the adequacy of the accounting information, particularly with respect to fixed assets inherited from predecessor organisations and from DH. A great deal of work involving the HSCIC finance team and the NAO had resulted in a draft document which, subject to a number of further agreed changes, none of which was material, the Committee was able to commend to the Board and to the Accounting Officer.

The Committee also observed that the draft Foreword might need to be revisited to ensure that it reflected the spirit and content of the final version of the Annual Report and the Governance Statement. He also intended to write to Mike Wheeler, the Chair of the DH

---

<sup>3</sup> Chief Technology Officer

<sup>4</sup> National Audit Office

Assurance and Risk Committee, to register the issues that the HSCIC inherited which, although not material at the level of the department, were for HSCIC. A copy of the letter would be provided for the July Board meeting.

**Action: Assurance and Risk Committee Chair**

The Board resolved to accept the recommendation from the Assurance and Risk Committee and approved the Annual Report and Accounts 2013-14, subject to the noted updates.

The Board extended their appreciation and thanks to the HSCIC teams, and to the NAO, for the very significant effort that had been required to complete the Annual Report and Statutory Accounts for 2013-14.

5. 5.1 (a) Data Releases from the former NHS Information Centre PwC Report (verbal): HSCIC 14 04 05 (a)

The Chair opened the discussion and requested that the Secretary to the Board state the resolution made at the Board sub-committee held on 12 June 2014 which was as follows:

*The sub-committee of the Board approved the adoption of the reports, which would be embargoed until 13:00 hours on 17 June 2014, at which time they would be published on the HSCIC web site.*

Sir Nick Partridge provided an overview, and extended his appreciation and thanks to everyone involved for the significant work and effort expended prior to the issuance of the report. A number of key stakeholders and individuals had been informed of the release ahead of the official publication. He informed the Board that the secretary of the Health Select Committee had received pre-release copies of the report at 16:00 hours on 16 June. He stated that he would be attending the all hands conference call in Leeds on Thursday 19 June where this was the main topic of the internal staff communications update. It was unclear how the media would respond, however it was hoped this would be a balanced and fair reflection of the report. Work would continue with key stakeholders and customers to keep them updated and fully informed. He noted that the HSCIC and executive management team were determined and resolute in making the changes that were required. There was also increasing confidence that the two instances where data had been released but the recipients were unknown had now been traced and identified.

The CEO updated the Board on the conversations that had taken place with key stakeholders, who he stated were overall appreciative of the pre-briefings that had been provided. The main areas of focus in the conversations so far had been around the legality of the data sharing, the insurance companies who had received data, and the independence of the review. The CEO also informed the Board that the data shared with the insurance companies was shared legally and for legitimate purposes. He confirmed that letters had been sent to the three insurance companies in question the previous week.

The Chair on behalf of the Board thanked Sir Nick Partridge for his diligent work, and thanked the HSCIC teams who had also expended great efforts under enormous pressure to support the work to time and quality. The Board stated they were extremely impressed with the openness and co-operative way the HSCIC teams had worked on the review.

The Board agreed to adopt the report and Sir Nick Partridge's recommendations and approved the publication at 13:00 hours on 17 June 2014 on the HSCIC web site.

The Board requested that Sir Nick Partridge's recommendations were monitored, and progress tabled as a paper at each of the subsequent HSCIC public Board meetings from September onwards.

**Action: Director of Information and Analytics**

The Board noted that the new processes were now in place for handling data releases, which had restarted. There was however a backlog to work through. However, a plan was in place that would ensure returning to normal levels. It was noted that the Director of Information and Analytics was bringing a paper to the July Board to detail the current situation.

## Action: The Director of Information and Analytics

The Director of Information and Analytics would also be producing a weekly communications update, which would be issued to interested and appropriate parties. The Board noted that the HSCIC was to hold a stakeholder event in mid to late July to provide detailed information on the PwC review report. This had been welcomed by stakeholders and customers.

### 6. Any other Business (HSCIC 14 04 06)

6.1 The following items of any other business were discussed.

- The Chair informed the Board that the HSCIC had met with the ICO<sup>5</sup> Christopher Graham, on 11 June. This had been a positive and helpful meeting.

6.2 The date of the next Board meeting was arranged to be 02 July 2014.

### Table of Actions:

Action	Action Owner
The register of interests was confirmed as correct. It was noted that Peter Counter CTO, would be required to submit a form to update the register of interests prior to the next Board meeting being held.	Secretary to the Board
The Chair informed the Board there would be a paper tabled at the July Board to elaborate a proposal for the future format and location of the Board meetings.	Chair
He also intended to write to Mike Wheeler, the Chair of the DH Assurance and Risk Committee, to register the issues that the HSCIC inherited which, although not material at the level of the department, were for HSCIC. A copy of the letter would be provided for the July Board meeting.	Assurance and Risk Committee Chair
The Board requested that Sir Nick Partridge's recommendations were monitored, and progress tabled as a paper at each of the subsequent HSCIC public Board meetings from September onwards.	Director of Information and Analytics
The Board noted that the new processes were now in place for handling data releases, which had restarted. There was however a backlog to work through. However, a plan was in place that would ensure returning to normal levels. It was noted that the Director of Information and Analytics was bringing a paper to the July Board to detail the current situation.	Director of Information and Analytics

<sup>5</sup> Information Commissioners Office