

Improving Transparency

Future Format of HSCIC Board meetings

Annabelle McGuire, Secretary to the Board
June 2014

Contents

1	Introduction	3
1.1	The Benefits (not exhaustive)	3
2	Proposed Format	3
2.1	HSCIC Board Meetings - Public Session	3
2.2	HSCIC Board Meetings - Strategy Session	4
2.3	HSCIC Board Meetings - Private Session	4
3	Schedule of Future Board Meetings	5
4	Resources	5
4.1	Cost Estimate	6
5	Actions Required of the Board	6

1 Introduction

As part of an on-going programme of improving transparency, openness and reaching out to patients, service users, the public, stakeholders and partner organisations across the Health and Social Care system and wider public and private sector the HSCIC is proposing a refreshed format and revitalised schedule for its Board meetings.

This was, in part, piloted in June 2014 when an initial Board strategy meeting was held.

1.1 The Benefits (not exhaustive)

- Increasing patient, public and service user involvement
- Reaching a wider external audience, making the HSCIC more accessible
- Advancing visibility of the HSCIC
- Improving two-way communications, and enhancing communication channels
- Two-way sharing of ideas, information and innovations
- Listening to external parties
- Improving the understanding of the issues faced by for example, front line staff
- Facilitating the capture of wider system requirements
- Enabling internal staff in other locations to attend their Board's meetings

2 Proposed Format

2.1 HSCIC Board Meetings - Public Session

The HSCIC Standing Orders, which are set out in the HSCIC Corporate Governance Manual, state that the HSCIC Board will meet at least six times a year in public, to consider performance, in relation to finance, workforce, procurement, programme delivery, and parliamentary accountability, and this will be supported by qualitative information.

It is proposed that six statutory public sessions of the Board will be held per financial year. Members of the public are and will continue to be encouraged and welcome to attend and observe these meetings.

Board papers and associated information are available on the HSCIC web site at this link <http://www.hscic.gov.uk/article/2622/HSCIC-board>

2.1.1 Proposed future format of HSCIC Board Meetings

This model is based largely on the Board model employed by the National Institute for Health and Care Excellence (NICE) <http://www.nice.org.uk/aboutnice/whoweare/board/board.jsp>

Every two months the HSCIC Board will hold its meeting in a different venue; moving from region to region to ensure that all those interested in the organisations work can come along and get involved.

The proposed schedule of events will be as follows:

- **Day one (evening)** – an open dinner will be held with invited guests from for example local health and social care, academic, industry, interest groups, and charitable organisations. Attendance by Board members at the dinner is keenly encouraged, though optional.
- **Day two (morning)** – an open seminar event will be held where presentations from external parties, for example local health and social care, academic and charitable organisations, industry, interest groups, and internal items will be presented. This would also include a question and answer section from members of the public for the HSCIC Chair.
- **Day two (lunch)** – a buffet lunch will be provided for those in attendance.
- **Day two (afternoon)** – a public session of the Board is convened.
- **Day two (afternoon)** – a private session of the Board is convened (as required).

The open seminar event will be themed and address a particular area of significance for example, clinical professionals and the HSCIC, social care, workforce issues and research.

Promotion and marketing of these sessions may be required, for example running an advert in the local paper.

2.2 HSCIC Board Meetings - Strategy Session

These are non-statutory meetings of the Board held in closed session without observers or members of the public to discuss items of developing strategy and emerging policy in detail.

A note will be taken of these meetings which will be a summary record of the main points discussed at the meeting and the decisions made. This note is not intended to provide a verbatim record of the Board's discussion. It is proposed that the agenda and note of the strategy meetings are made available publically on the HSCIC web site.

As required the Assurance and Risk Committee, Information Assurance and Cyber Security Committee or Remuneration Committee will run in the morning and the strategy session will be held in the afternoon.

2.3 HSCIC Board Meetings - Private Session

From time to time, the Board might need to consider commercial or staff in confidence agenda items that cannot be discussed in public. In that event a private session will be held without any observers. Admission of the press and public to the HSCIC Board meetings is as follows. The public and representatives of the press may attend all formal public meetings of the HSCIC Board but will be required to withdraw upon the Board resolving:

'that pursuant to the Public Bodies (Admission to Meetings) Act 1960 that representatives of the press and other members of the public be excluded from the remainder of this meeting having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest' (Section 1 (2) Public Bodies (Admission to Meetings) Act 1960)'.

It is not proposed that the format of the HSCIC Board private sessions is changed.

3 Schedule of Future Board Meetings

Date	Type of Session	Proposed Location
03/09/2014	Public Session (current format)	Leeds - HSCIC
29/10/2014	Board Strategy Session	London (Richmond House) ¹
26/11/2014	Public Session (new format)	Bristol
17/12/2014	Board Strategy Session	Leeds or London (TBD)
28/01/2015	Public Session (new format)	Manchester
25/02/2015	Board Strategy Session	Leeds
31/03/2015	Public Session (new format)	London

In conjunction with the new Board timetable the current schedules for the Assurance and Risk Committee, Information Assurance and Cyber Security Committee and Remuneration Committee will be re-evaluated with the Committee Chairs and relevant Executive Directors.

4 Resources

The additional resources required to organise and administer the Board meetings should not be underestimated.

It is critical that the proposed public Board sessions, and open events which will take place around them, are well organised, meticulously administered and appropriately structured in order to realise the desired benefits.

The additional resources required will need to be assessed. The scale of the work may require additional resources, particularly with expertise in event management on this scale.

Dependent on the outcome of the July Board meeting a working group, with representatives from communications, strategy, business services, office services and the executive office, is scheduled to meet for the first time on 23 July 2014.

¹ Una O'Brien Permanent Secretary at the Department of Health will be attending

4.1 Cost Estimate

There would be an associated increase in Board costs for the six public Board sessions per year. An approximate and generous estimate of the additional funds required is shown in the tables below.

Estimate of current costs:

Hotel Accommodation	£1,500.00
Travel and Subsistence	£2,500.00
Room, Equipment, Refreshments	£250.00
Total	£4,250.00

Estimate of future costs:

Hotel Accommodation	£3,000.00
Travel and Subsistence	£5,000.00
Delegate/Guest costs	£500.00
Room, Equipment, Refreshments	£2,000.00
Communications	£250.00
Total	£10,750.00

5 Actions Required of the Board

1. The Board is requested to comment on, and endorse the proposed format of future Board meetings.
2. The Board is requested to comment on, and endorse the proposed schedule of future Board meetings.