

## Health and Social Care Information Centre

### Minutes of Board Meeting – Wednesday 10 June 2015

#### Part 1 - Public Session

##### Present:

Chair

Non-Executive Director

Non-Executive Director

Non-Executive Director

Non-Executive Director

Kingsley Manning

Sir Ian Andrews

Dr Sarah Blackburn

Sir John Chisholm

Prof. Maria Goddard

Chief Executive Officer

Director of Human Resources and Transformation

Director of Operations and Assurance Services

Director of Finance and Corporate Services

Andy Williams

Rachael Allsop

Rob Shaw

Carl Vincent

##### In attendance:

Chief Technology Officer

National Provider Support Director

Director of Programmes

Director of Customer Relations

Director of Information and Analytics

Caldicott Guardian and Lead Clinician

Peter Counter

Tom Denwood

James Hawkins

Isabel Hunt

Andrew MacLaren

Prof. Martin Severs

Secretary to the Board

Annabelle McGuire

1. **Chair's Introduction and Apologies** (HSCIC 15 02 01)
  - 1.1 The Chair convened a meeting of the HSCIC Board. He welcomed the observers attending the Board meeting.
  - 1.2 Non-Executive Director Sir Nick Partridge had registered his apologies.
2. **Declaration of Interests and Minutes** (HSCIC 15 02 02)
  - 2.1 (a) Register of Interests (paper): HSCIC 15 02 02 (a)  
The Board agreed the Register of Interests was correct.
  - 2.2 (b) Minutes of Board meeting on 29 April 2015 (paper): HSCIC 15 02 02 (b)  
The Board ratified the minutes of the meeting on 29 April 2015 as correct.
  - 2.3 (c) Progress on action points (paper): HSCIC 15 02 02 (c)  
The Board noted the progress on action points resulting from the previous meeting.
  - 2.4 (d) Matters Arising: HSCIC 15 02 02 (d):
    - The Chair raised the matter of the National Back Office (NBO) Tracing Service review, and asked Non-Executive Director Prof. Maria Goddard when the Board would consider the final report. She stated that she would provide an update in the part two private session of the 23 September, and the presentation of the final report would be to the 25 November part one public session. The Board noted the update and reporting timeline.
3. **Transparency and Governance** (HSCIC 15 02 03)
  - 3.1 (a) Improving Public Involvement: HSCIC 15 02 03 (a)
    - i. Board Forward Business Schedule: HSCIC 15 02 03 (a) i  
The Board noted the forward business schedule for 2015-16.
    - ii. Format of Board Meetings Proposal (paper): HSCIC 15 02 03 (a) ii  
The Chair introduced this item. He observed the paper was a record of the discussion that had taken place at the non-statutory Board business meeting on 20 May. The estimate of costs for live streaming the Board he considered were prohibitively high, however investigation was underway looking at other options. The venue for the next Board meeting on 15 July was at the HSCIC offices in Redditch. He informed the Board there would be staff and external presentations during the morning seminar. The Board received and noted the paper.
4. **HSCIC Annual Report and Accounts 2014-15** (HSCIC 15 02 04)
  - 4.1 (a) HSCIC Annual Report and Accounts 2014-15 (paper): HSCIC 15 02 04 (a)  
The Director of Finance and Corporate Services introduced this item. He summarised the current position stating that the work was around two weeks behind schedule, so although the NAO had provided a near final report of their audit they had not finished all of their audit work. The final NAO report will potentially require changes to the current draft of the report, but the ARC did not believe these updates would be of material significance, and the HSCIC would finish the year with an overall clean set of accounts. The Board discussed the reasons for the work taking longer than originally anticipated - and requested a Board paper in September setting out the process to resolve and mitigate the issues.

**Action: Director of Finance and Corporate Services**

The ARC had established that due to the number of updates they wished to assure the changes in order that the Committee agreed the final document. The Committee Chair had asked the Director of Finance and Corporate Services and the Secretary to the Board to put in place a timeline and process to ensure the Annual Report and Accounts 2014-15 were finalised in time to meet the deadline in July.

The Board approved the HSCIC Annual Report and Accounts 2014-15 in principle. The Board resolved that subject to there being no material changes to the Annual Report and Accounts 2014-15 to delegate authority to the CEO to approve following assurance from the ARC the Committee was content the document was finalised. However, if there were material changes the Board would be meet again in early July to approve the Annual Report and Accounts 2014-15. The Chair thanked the ARC and it's Chair for their continued efforts.

## 5 **HSCIC Business Plan 2015-16** (HSCIC 15 02 05)

### 5.1 (a) HSCIC Business Plan 2015-16 (paper): HSCIC 15 02 05 (a)

The Director of Finance and Corporate Services introduced this item. He informed the Board that the document had undergone a significant amount of work. The Board considered the document was considerably improved. He confirmed the sharing of a draft with the Department of Health's Sponsor Team. The Board agreed that on conveyance of material changes to Ministerial priorities, the HSCIC Business Plan 2015-16 would be re-evaluated. The Chair observed that he expected in time to see a closer alignment of the business plan with the corporate risk and issue register.

The Board approved the HSCIC Business Plan 2015-16, subject to changes following Ministerial discussions. The Board approved the publication of the document on the HSCIC web site. The Board thanked the Assistant Director for Strategy and Policy, and other relevant staff for their contribution to the document.

## 6 **Supporting the Health and Social Care System** (HSCIC 15 02 06)

### 6.1 (a) Direction from NHS England for Maternity Services Dataset (paper): HSCIC 15 02 06 (a)

The Director of Information and Analytics presented this item. Notification of the imminent Directions had taken place at the April Board meeting, following which on 12 May a Chair's Action was undertaken to accept the Direction. The Board ratified the Directions being satisfied in respect to the provided assurances.

### 6.2 (b) Direction from NHS England for Mental Health Services Dataset (paper): HSCIC 15 02 06 (b)

The Director of Information and Analytics presented this item. The Board noted the challenging delivery timescales. The Board approved the Directions being satisfied in respect to the provided assurances.

### 6.3 (c) Monitor Collaboration Agreement (paper): HSCIC 15 02 06 (c)

The National Provider Support Director presented this item. He informed the Board of the scheduled Board-to-Board meeting with Monitor on 24 June. The purpose of the agreement was to formalise the relationship between the two organisations. Monitor is dependent on data services – the HSCIC provides many of these services. The agreement reflected the dependencies between the organisations and established a commitment to collaborate and cooperate while respecting each other's responsibilities, statutory foundations and independence. The Monitor Board approved the agreement for publication on 28 May, subject to the HSCIC Board considering the document. He confirmed that agreements were already in place with other system partners, some of which were at a more advanced stage - and established there was no funding involved at this stage.

The Board, being satisfied with the assurances provided, approved the Monitor Collaboration Agreement. The Board requested a review of on-going relationships with the HSCIC's system partners before the end of the year.

**Action: Director of Customer Relations**

## 7. **Any other Business** (HSCIC 15 02 07)

7.1 There were no items of any other business discussed.

## 8. **Background Papers** (HSCIC 15 02 08)

8.1 There were no background papers for information issued on this occasion.

9 9.1 The arranged date of the next public Board meeting was for 15 July – venue Redditch

**Table of Actions:**

<b>Action</b>	<b>Action Owner</b>
HSCIC Annual Report and Accounts 2014-15: The Board discussed the reasons for the work taking longer than originally anticipated - and requested a Board paper in September setting out the process to resolve and mitigate the issues.	<b>Director of Finance and Corporate Services</b>
The Board requested a review of on-going relationships with the HSCIC's system partners before the end of the year.	<b>Director of Customer Relations</b>

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Kingsley Manning, HSCIC Chair

15 July 2015