# Health and Social Care Information Centre


# Minutes of Board Meeting – Wednesday 29 April 2015


# Part 1 - Public Session


## Present:

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| Chair | Kingsley Manning |
| Non-Executive Director | Sir Nick Partridge (Vice-Chair) |
| Non-Executive Director | Sir Ian Andrews |
| Non-Executive Director | Prof. Maria Goddard |
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| CEO | Andy Williams |
| Director of Human Resources and Transformation | Rachael Allsop |
| Director of Operations and Assurance Services | Rob Shaw |
| Director of Finance and Corporate Services | Carl Vincent |

## In attendance:

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| Chief Technology Officer | Peter Counter |
| National Provider Support Director | Tom Denwood |
| Director of Programmes | James Hawkins |
| Director of Customer Relations | Isabel Hunt |
| Director of Information and Analytics | Andrew MacLaren |
| Caldicott Guardian and Lead Clinician | Prof. Martin Severs |
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| Secretary to the Board | Annabelle McGuire |

1.      **Chair's Introduction and Apologies** (HSCIC 15 01 01)

  1.1   The Chair convened a meeting of the HSCIC Board. The Chair welcomed Andrew MacLaren, the newly appointed Director of Information and Analytics to his first Board meeting. He thanked Carl Vincent, Director of Finance and Corporate Services for covering the role in the interim period.

        He welcomed the observers attending the Board meeting. The Board introduced themselves for the benefit of the observers.

  1.2   Non-Executive Director's Sir John Chisholm and Sarah Blackburn had registered their apologies.

2.      **Declaration of Interests and Minutes** (HSCIC 15 01 02)

  2.1   (a) Register of Interests (paper): HSCIC 15 01 02 (a)
        The Board agreed the Register of Interests was correct.

  2.2   (b) Minutes of Board meeting on 31 March 2015 (paper): HSCIC 15 01 02 (b)
        The Board ratified the minutes of the meeting on 31 March 2015 as correct.

  2.3   (c) Progress on action points (paper): HSCIC 15 01 02 (c)
        The Board noted the progress on action points resulting from the previous meeting.

  2.4   (d) Matters Arising: HSCIC 15 01 02 (d):
        There were no matters arising discussed.

3.      **Transparency and Governance** (HSCIC 15 01 03)

  3.1   (a) Committee Reports: HSCIC 15 01 03 (a)
        i. Assurance and Risk Committee (ARC): 22 April 2015 (oral) HSCIC 15 01 03 (a) i
        In the absence of the ARC Chair, Sir Ian Andrews provided the update. The ARC met on 22 April. The Committee reviewed progress on the HSCIC Annual Report and Accounts, which was satisfactory. The Committee received an update on the improvement plan for risk management, which demonstrated positive progress.

        The Committee received presentations on two of the Strategic Risks:
        • Safely collect, analyse, publish and disseminate high quality and timely data and information, which meets customer expectations.
        • Secure a positive, responsive and trustworthy reputation and maintain effective relationships with stakeholders. The Committee asked the Director of Customer Relations to add a further risk within this area relating to the media.

        There had been some progress made on aligning the assurance map with strategic risks. However, more work was required before this could support the internal audit plan and meet the assurance needs of the Board. A report on progress of Financial Reporting was received, and a paper on the fixed assets in the GP Extraction Service system.

        There with eleven internal audit reports presented, which meant completion of the internal audit plan for 2014-15 except for one report currently in draft. The ARC congratulated management and the internal auditors for their dedicated efforts in this respect. Four of the reports offered only limited assurance, the rest were moderate.

        The ARC approved the internal audit plan for 2015-16, noting that review and update was required throughout the year. The Committee welcomed the review of Cyber Security, although requested that the staff assigned to it be specialist not generalist auditors. The Committee requested that the internal auditors and management co-operate to meet a schedule of internal audit reports throughout the year, with auditees attending the ARC to discuss issues arising; and that internal audit implement tracking of recommendations and follow up of management actions.

        He reported on the cancellation of the Information Assurance and Cyber Security Committee scheduled for 22 April, as there had not been sufficient business to bring before the Committee.

The Board received the update and there were no questions raised.

3.2 (b) Preparation of 2014-15 HSCIC Annual Report and Accounts Progress Update (paper): HSCIC 15 01 03 (b)
The Director of Finance and Corporate Services presented this item. The purpose was to confirm the overall content to be included in the 2014-15 annual report and accounts documentation, and set out the production schedule. Discussion had taken place at the Assurance and Risk Committee on 22 April and an approach agreed. He stated that in the previous year, the HSCIC had inherited a challenging position on fixed assets - the position had improved in 2014-15 however reaching a successful end-point remained a high priority. The Board discussed the issuance of this documentation alongside the HSCIC Strategy and Business Plan 2015-16 once the pre-election purdah period was over. The Board noted and received the update.

3.5 (e) Board Forward Business Schedule 2015-16 (paper): HSCIC 15 01 03 (e)
The Board noted the forward business schedule.

4. **Business and Performance Reporting** (HSCIC 15 01 04)

4.1 (a) Board Performance Pack (paper): HSCIC 15 01 04 (a)
The CEO presented this item. The purpose was to provide the Board with a summary of performance in February 2015.
He highlighted the following key performance indicators:
- Programme Achievement – noting the external Gateway reviews that had been undertaken
- IT Service Performance – observing overall a good position had been maintained
- Organisational Health – noting the modest progress on the professional groups
- Data Quality – observing the process of continual development of this indicator, this would be in the performance pack in July

**Action: Director of Information and Analytics**

- Financial Management – noting the position and that there would be a tighter financial environment in 2015-16
- Reputation - observing the redevelopment of this indicator, this would be in the performance pack in July

**Action: Director of Customer Relations**

The Board discussed programme management capability and capacity. The Director of Provider Support gave an update on the established programme management professional group and associated initiatives. The Chair highlighted that there should be a link between the performance pack, the business plan and the risk register. The Board noted and received the performance pack.

5 **Supporting the Health and Social Care System** (HSCIC 15 01 05)

5.1 (a) The Health and Social Care Information Centre (Immigration Health Charge) Directions (paper): HSCIC 15 01 05 (a)
The Chair opened the discussion and explained that approval via Chair's Action, alongside two other non-executive directors, had been required as there was a need to go live on 6 April, this fell between the March and April Board meetings - time pressures on the Department of Health and Ministers had necessitated the need for Chair's Action. The Department of Health had confirmed that as this Direction was in support of a number of publicised changes covered by the Immigration Act 2014, it was uncontentious and had no material impact. The Chair highlighted that Directions are significant and therefore it was crucial to employ a maximum transparency approach throughout implementation, he was therefore hesitant to take Chair's Action unless it proved essential.

The Director of Operations and Assurance Services explained that the Visitor and Migrant Cost Recovery Programme seeks to improve NHS charging for overseas visitors or migrants (NHS Act 2006) and support the introduction of the Immigration Health Charge (IHC or 'surcharge') from April 2015 (Immigration Act 2014 and the Immigration (Health Charge) Order 2015).

The Direction was required to address the need for the rollout of a solution that will allow Home Office to provide a data-feed to upload to NHS systems. This would allow specified roles to confirm eligibility for cost free NHS care. The data-feed from the Home Office would provide only basic demographic information and eligibility for cost free NHS care to identify those exempt from NHS charging by virtue of their exempt status or payment of the surcharge. He confirmed that the HSCIC will not share clinical or patient data with the Home Office as part of the transfer, and there is no requirement arising from this Direction for NHS organisations to share identifiable data with the Home Office. He confirmed the receipt of the first batch of data from the Home Office. The Board ratified the Chair's Action completing the approval of the Direction. The Board requested an update in six months' time.

**Action: Director of Operations and Assurance Services**

5.2 <u>(b) NHS England Direction: Children and Young People Health Services Dataset (paper): HSCIC 15 01 05 (b)</u>
The Director of Finance and Corporate Services presented this item, in his interim role as Director of Information and Analytics. The purpose was to present the final draft of the Direction to the Board to enable consideration of the Board's views as part of the formal consultation process prior to the signing of the Direction by NHS England. The Board approved the Direction.

5.2 (b i) The Caldicott Guardian and Lead Clinician brought a related matter to the attention of the Board. This was in respect to the Maternity and Children's Data Set (MCDS). He summarised the background and context, and advised that there was a high probability that Chair's Action may become necessary as the schedule indicated that the first collection would be in June 2015. The Chair thanked him for the notification and said he awaited the submission prior to a decision. The Chair highlighted that this was not particularly good practice.

5.3 <u>(c) Streamlining the Independent Information Governance Advice to HSCIC (paper):</u> HSCIC 15 01 05 (c)
The Caldicott Guardian and Lead Clinician presented this item, which was a further update on the paper presented at the March Board. The purpose was to inform the Board regarding developments on the integration of the GP Extraction Service Independent Advisory Group (GPES IAG) into the Standardisation Committee for Care Information (SCCI) and the HSCIC. In addition, to update the Board on further developments of the HSCIC Data Access Advisory Group (DAAG) and its change of name. The proposed name for the new group was the Independent Group Advising (on) Release of Data (IGARD). He stated that IGARD would be an advisory and not a policy-setting group. Advice had been sought from the National Data Guardian through her Independent Information Governance Oversight Panel (IIGOP). He mentioned receipt of a recent letter from medConfidential raising a number of points for consideration, the Board noted this letter did not form part of the Board papers. The Board welcomed and supported the outlined changes. The Board agreed with and supported the public consultation. The Board requested a further update in due course.

**Action: Caldicott Guardian and Lead Clinician**

6 **Strategic and Policy Items** (HSCIC 15 01 06)

6.1 <u>(a) Provision of Service Agreement (PoSA) between NHS England and HSCIC (paper)</u>: HSCIC 15 01 06 (a)
The Board discussed the two Provision of Service Agreement (PoSA) items together. The Director of Programmes presented the items. The purpose was to inform the Board about the two PoSA's established between the HSCIC and the Department of Health and NHS England.

The Board discussed and agreed that if there were no material differences and they fell within the appropriate delegated authority levels that the CEO was authorised to sign future PoSA's.

The Board approved the Provision of Service Agreement between NHS England and HSCIC.

6.2 <u>(b) Provision of Service Agreement (PoSA) between the Department of Health and the HSCIC (paper)</u>: HSCIC 15 01 06 (b)
The Board approved the Provision of Service Agreement between NHS England and HSCIC.

7. **Any other Business** (HSCIC 15 01 07)

7.1 There were no items of any other business.

8. **Background Papers**

8.1 (a) Forthcoming Statistical Publications (paper): HSCIC 15 01 08 (a)
The Board noted the Forthcoming Statistical Publications paper for information.

8.2 (b) Programme Definitions (paper): HSCIC 15 01 08 (b)
The Board noted the Programme Definitions paper for reference.

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9.1 The arranged date of the next public Board meeting was for 10 June 2015 - Leeds

**Table of Actions:**

| Action | Action Owner |
|---|---|
| Board Performance Pack: Data Quality – observing the process of continual development of this indicator, this would be in the performance pack in July | **Director of Information and Analytics** |
| Board Performance Pack: Reputation - observing the redevelopment of this indicator, this would be in the performance pack in July | **Director of Customer Relations** |
| The Health and Social Care Information Centre (Immigration Health Charge) Directions: The Board requested an update in six months' time. | **Director of Operations and Assurance Services** |
| Streamlining the Independent Information Governance Advice to HSCIC: The Board requested a further update in due course. | **Caldicott Guardian and Lead Clinician** |

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Kingsley Manning, HSCIC Chair          10 June 2015