

Health and Social Care Information Centre

Minutes of Board Meeting – Wednesday 08 June 2016

Part 1 - Public Session

Present:

Non-Executive Director (Chair)	Noel Gordon
Non-Executive Director (Vice-Chair)	Sir Nick Partridge
Non-Executive Director (Senior Independent Director)	Sir Ian Andrews
Non-Executive Director	Dr Sarah Blackburn
Non-Executive Director	Sir John Chisholm
Non-Executive Director	Prof. Maria Goddard
Chief Executive Officer	Andy Williams
Director of Workforce	Rachael Allsop
Chief Operating Officer	Rob Shaw
Director of Finance and Corporate Services	Carl Vincent

In attendance:

Director of Digital Transformation	Beverley Bryant
National Provider Support and Integration Director	Tom Denwood
Director Of Programmes	James Hawkins
Interim Director of Information and Analytics, Medical Director and Caldicott Guardian	Prof. Martin Severs
Secretary to the Board and Head of Corporate Governance	Annabelle McGuire

1. **Chair's Introduction and Apologies** HSCIC 16 02 01 (P1)

- 1.1 The Chair convened a meeting of the HSCIC Board; he noted it was his first meeting as Chair.

The Chair welcomed Beverley Bryant, Director of Digital Transformation to her first Board meeting.

The Chair paid tribute to and thanked on behalf of the Board the previous Chair, Kingsley Manning for his extraordinary contribution and efforts in establishing and leading the HSCIC, he hoped to build upon these foundations.

- 1.2 The Chair confirmed that no apologies had been registered for the meeting.

2. **Declaration of Interests and Minutes** HSCIC 16 02 02 (P1)

- 2.1 (a) Register of Interest (paper): HSCIC 16 02 02 (a) (P1)

The Board agreed the register of interests was correct.

Sir Ian Andrews (non-executive director) notified a minor change in his overall Board declaration of interests, for reflection in the Register of Interests at the next meeting.

Sir Nick Partridge (non-executive director) notified a minor change in his overall Board declaration of interests, for reflection in the Register of Interests at the next meeting.

- 2.2 (b) Minutes of Board Meeting on 04 May 2016 (paper): HSCIC 16 02 02 (b) (P1)

As the Chair had not been present at the previous meeting Sir Nick Partridge (Non-Executive Director and Vice Chair) confirmed the minutes of the previous meeting were correct. The Board ratified the minutes of the meeting on 04 May 2016.

- 2.3 (c) Matters Arising (oral): HSCIC 16 02 02 (c) (P1)

There were no matters arising discussed.

- 2.4 (d) Progress on Action Points (paper): HSCIC 16 02 02 (d) (P1)

The Board noted the progress on action points resulting from the previous meetings. The Chair confirmed the monitoring of actions to completion.

3. **Business and Performance Reporting** HSCIC 16 02 03 (P1)

- 3.1 (a) Board Performance Pack (paper): HSCIC 16 02 03 (a) (P1)

The Chief Executive Officer presented this item. The purpose was to provide the Board with a summary of performance in April 2016. He highlighted by exception items for the Board's awareness.

He drew the Board's attention to the Programme Achievement key performance indicator, and to benefits reporting which was in development. He said that Service Performance had a red status, noting that this was a sensitive indicator and that this was due to GP Extraction Service performance issues. The Chief Operating Officer provided a response saying he felt this was an exceptional event, and explained the mitigating actions taken.

The CEO was pleased to report the good use of the training budget. He observed that recruitment had slowed, which he believed was temporary and due to transformational activities. The Director of Workforce and Transformation noted that it was a mixed picture in respect to staff engagement and morale, which was expected. She spoke about a number of workforce initiatives for increasing capacity and capability.

The CEO spoke about the development of the Data Quality indicator highlighting the progress made to demonstrating a more accurate representation. He noted the publication of the Data Quality Maturity Index, scheduled for quarterly updates. Work would continue on the development of the Data Quality indicator. The Board requested a re-examination of the measures used in the indicator

Action: Interim Director of Information and Analytics

The Board received the Board Performance Pack and noted the update.

3.2 (b) Annual Report and Statutory Accounts 2015-16 (paper): HSCIC 16 02 03 (b) (P1)

The Director of Finance and Corporate Services introduced this item. The purpose was to approve the Annual Report and Statutory Accounts 2015-16. He observed that the National Audit Office (NAO) audit had gone well this year, noting as expected there were some areas for improvement. The NAO report had not quite completed their work on their audit, but they were confident that no material issues would arise.

Non-Executive Director and ARC Committee Chair Dr Sarah Blackburn reported that the ARC had met in the morning and were recommending the Board approve the Annual Report and Statutory Accounts 2015-16.

The Board approved the Annual Reports and Statutory Accounts 2015-16 as a true, fair and accurate report, noting the dynamic environment in which the organisation was operating. The Board authorised the approval of minor non-material changes to the report prior to setting before Parliament to the CEO Andy Williams.

The signing and laying before Parliament of the Annual Report and Statutory Accounts 2015-16 was expected in early July 2016.

The Board thanked the Director of Finance and Corporate Services and the finance and audit teams for their considerable efforts.

4 **Transparency and Governance** HSCIC 16 02 04 (P1)

4.1 **Committee reports:**

(i) (a) Assurance and Risk Committee (ARC): 08 June 2016 (paper): HSCIC 16 02 04 (a) (P1)

The Committee Chair presented this item. The purpose was to provide the Board with a summary of organisational risk management, control, and assurance. She said that the Committee considers the HSCIC overall has a reasonably sound system to ensure the organisation remains within the risk appetite approved by the Board, she observed there remains scope for some improvements.

Non-Executive Director Sir Ian Andrews said that the cyber threat status would consistently be amber/red due to the unknown nature of threats that may arise.

Non-Executive Director Sir Nick Partridge observed that there had been a noticeable increase in focus in respect to risk management activity, which provided a higher level of assurance than in previous years.

The Chair thanked the Committee Chair for her ongoing exemplary work and for the extraordinary amount of effort undertaken by the Committee in 2015-16. The Board received and noted the update.

(ii) (a) Information Assurance and Cyber Security Committee (IACSC): 03 May (oral): HSCIC 16 02 04 (a) (P1)

The Committee Chair presented this item. The purpose was to provide the Board with an update from the Committee, which had met on 03 May 2016. He noted that it was rare for an organisation to have an Information Assurance and Cyber Security Committee. However, the vulnerability of organisations, the system, and a growing recognition that these were national security issues had led to the constitution of the Committee. He observed that there had been excellent representation from across government departments.

The Committee had considered the recommendations from the Information Security Standards Review, an update from the Information Security Risk Board chaired by the Department of Health, the development of the national cyber security programme CARECert, and progress on the internal cyber security programme, which included funding issues.

The Committee had also considered the proposals for a National Cyber Security Centre, observing that there was a good level of confidence across Whitehall in respect to progress.

He emphasised that raising the level of awareness of cyber security issues was of paramount importance. The Committee Chair observed that there was much work to do, and perhaps there would never be enough done. The focus was minimising risk and most importantly recovering from an incident. The Board noted the update.

4.2 (b) Board Forward Business Schedule 2016-17 (paper): HSCIC 16 02 04 (b) (P1)

The Committee Chair presented this item. The Chair said he would review future Board meeting schedules, format and structure of agendas, including the topics the Board should consider. The Chair invited Board members to notify the Board secretariat of items they wanted to add to future agendas. The Chair agreed to table his proposal for future Board arrangements in July so that any changes could be implemented from September onwards.

5 **Any Other Business (subject to prior agreement with chair): HSCIC 16 02 05**

There were no items of any other business discussed.

6 **Background Papers (for information) HSCIC 16 02 06 (P1)**

6.1 (a) Information Governance Strategy(Paper): HSCIC 16 02 06 (a) (P1)

The Board noted this paper for information.

6.2 (b) NHS England Diagnostic Imaging Dataset Directions (paper): HSCIC 16 02 06 (b) (P1)

The Board being satisfied with the assurances provided accepted the Direction.

6.3 (c) Data Access Sharing Requests Update (paper): HSCIC 16 02 07 (c) (P1)

The Board noted this paper for information.

6.4 (d) Forthcoming Statistical Publications (paper): HSCIC 16 02 07 (d) (P1)

The Board noted this paper for information.

6.5 (e) Programme Definitions (paper): HSCIC 16 02 07 (e) (P1)

The Board noted this paper for information.

7 **Date of Next Meeting**

7.1 The next statutory Board meeting will take place on Wednesday 07 September 2016.

The Board resolved 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).

Table of Actions:

Action	Action Owner
Work would continue on the development of the Data Quality indicator. The Board requested a re-examination of the measures used in the indicator.	Interim Director of Information and Analytics

Agreed as an accurate record of the meeting	
Date:	
Signature:	
Name:	
Title:	HSCIC Chair