

Health and Social Care Information Centre

Minutes of Board Meeting – Wednesday 30 March 2016

Part 1 - Public Session

Present:

Non-Executive Director (Chair)
Non-Executive Director
Non-Executive Director
Non-Executive Director
Non-Executive Director

Kingsley Manning
Sir Nick Partridge
Sir John Chisholm
Prof. Maria Goddard
Dr Sarah Blackburn

Director of Human Resources and Transformation
Director of Finance and Corporate Services
Director of Operations and Assurance Services

Rachael Allsop
Carl Vincent
Rob Shaw

In attendance:

Chief Technology Officer
Director of Customer Relations
Director of Strategy and Policy

Peter Counter
Isabel Hunt
Linda Whalley

Secretary to the Board

Annabelle McGuire

1. **Chair's Introduction and Apologies** HSCIC 16 07 01

1.1 The Chair convened a meeting of the HSCIC Board.

1.2 Andy Williams CEO, Sir Ian Andrews Non-Executive Director, Tom Denwood, National Provider Support and Integration Director, James Hawkins Director of Programmes, and Martin Severs Clinical Lead and interim Director of Information and Analytics (Caldicott Guardian) had registered their apologies.

2. **Declaration of Interests and Minutes** HSCIC 16 07 02

2.1 (a) Board Register of Interest (paper): HSCIC 16 07 02 (a) (P1)

The Board agreed the register of interests was correct.

2.2 (b) Minutes of Board Meeting on 30 March 2016 (paper): HSCIC 16 07 02 (b) (P1)

The Board ratified the minutes of the meeting on 27 January 2016 as correct.

2.3 (c) Matters Arising (oral): HSCIC 16 07 02 (c) (P1)

There were no matters arising discussed.

2.4 (d) Progress on Action Points (paper): HSCIC 16 07 02 (d) (P1)

The Board noted the progress on action points resulting from the previous meetings.

3. **Business and Performance Reporting** HSCIC 16 07 03

3.1 (a) Board Performance Pack (paper): HSCIC 16 07 03 (a) (P1)

In the absence of the CEO, the Director of Finance and Corporate Services introduced this item. The purpose was to provide the Board with a summary of performance in February 2016. He highlighted the main aspects for the Board's attention. The Director of Operations and Assurance Services provided an update on IT Service Performance, which included a Lorenzo status report.

The Director of Human Resources and Transformation spoke about Organisational Health and explained that the amber status was due to a purposeful slowdown in recruitment. The Director of Finance and Corporate Services updated the Board in respect to the Financial indicators and said that the level of underspend had increased during the year, this was predominantly explained by lower actual recruitment than that forecasted. The Board received and noted the contents of the Board Performance Pack.

3.2 (b) Data Quality Update (paper): HSCIC 16 07 03 (b) (P1)

In the absence of the Lead Clinician and interim Director of Information and Analytics (Caldicott Guardian), the Director of Policy and Strategy presented this item. The purpose was to provide the Board with an update on progress and to describe the next steps in the advancement of this indicator. She said that development remained ongoing.

The Chair said this was the second time of presentation to the Board, and there was keen Board interest in progress. The Chair would speak to the Lead Clinician and interim Director of Information and Analytics (Caldicott Guardian) as the work potentially required some adjustment to quicken progress.

**Action: Lead Clinician and interim Director of Information and Analytics
(Caldicott Guardian)**

3.3 (c) HSCIC Business Plan 2016-17 (paper): HSCIC 16 07 03 (c) (P1)

The Director of Finance and Corporate Services presented this item. The purpose was to present to the Board the final draft of the HSCIC's corporate business plan for 2016-17. With the agreement of the Department of Health, given the financial and governance uncertainties affecting the planning process, the final version of the business plan would come to a subsequent Board meeting for full approval. The aim would be to bring it back to the Board meeting in June.

Action: Director of Finance and Corporate Services

On this basis, the Board approved the interim Business Plan 2016-17.

3.4 (d) Transformation Programme Report 2015-16 (paper): HSCIC 16 07 03 (d) (P1)

The Director of Human Resources and Transformation presented this item. The purpose was to provide the Board with an update on progress made during 2015-16, and to provide an overview of the approach for 2016-17. The Board received and noted the Transformation Programme update.

3.5 (e) Equality and Diversity Update (paper): HSCIC 16 07 03 (c) (P1)

The Director of Customer Relations presented this item. The purpose was to share the six diversity objectives that the HSCIC intends to publish in April 2016, and subsequently report against, with an explanation for why we are publishing these objectives. In addition, the aim was to provide the Board with an update on emergent staff activity in support of diversity and inclusion. She said that progress was slow however, it was moving in the right direction. The Board debated the matters and added their support to the importance of the work.

The Board requested a workforce breakdown in respect to protected characteristics, to include applicants for posts.

Action: Director of Human Resources and Transformation

The Board requested a further equality and diversity update report in September or November.

Action: Director of Customer Relations

The Board received and noted the equality and diversity update, observing that there was still a lot of work to do which required focussed effort.

4. **Supporting the Health and Social Care System** HSCIC 16 07 04

4.1 (a) eMED3 Direction Fit Note Aggregated Issues Report (paper): HSCIC 16 07 04 (a) (P1)

In the absence of the Director of Programmes, the Director of Finance and Corporate Services presented this item. The purpose was to provide the Board with an update on progress towards delivery of the eMED3 Fit Note data extract for the Department of Work and Pensions. The Board received and noted the update.

At the request of the Board, a supplier would receive correspondence from the Chair to outline areas that need addressing.

Action: Director of Programmes

4.2 (b) Streamlining the Independent Information Governance Advice Update (oral): HSCIC 16 07 04 (b) (P1)

In the absence of the Lead Clinician and interim Director of Information and Analytics (Caldicott Guardian), the Director of Operations and Assurance Services presented this item.

The purpose was to provide the Board with an update on progress in establishing the Independent Group advising on the Release of Data (IGARD).

He confirmed the appointment of an interim Chair. The Board felt that an advert for the permanent position would be advisable. The Board requested to see the short list of candidates, and that a recommendation was made to the Board in respect to the identified appointable person. The Board observed that the IGARD's Chair position should be independent, and there should be further consideration of remuneration. In line with the National Data Guardians review, consideration to be undertaken of IGARDs reporting structure and a proposal brought to the Board.

**Action: Lead Clinician and interim Director of Information and Analytics
(Caldicott Guardian)**

The Board received and noted the update.

4.3 (c) Department of Health Directions Patient Objections Management System (paper): HSCIC 16 07 04 (c) (P1)

The Chair introduced this item. The purpose was to provide the Board with an update on recent developments. He reported on a delay to the previously agreed Chair's Action as a revised Direction was undergoing consideration by the Department of Health. The Board noted the update.

5 **Transparency and Governance** HSCIC 16 07 05

5.1 (a) Committee Reports: HSCIC 16 07 05 (a) (P1)

5.1i Assurance and Risk Committee: 15 March 2016 (oral): HSCIC 16 07 05 (i) (P1)

The Chair for the Assurance and Risk Committee Dr Sarah Blackburn presented this Item. The Committee had met on 15 March 2016.

The Committee had considered two strategic risk deep dives one in particular in respect to clinical governance, which she noted was a new area for the HSCIC. There was an update on the HSCIC's statutory and legal obligations. The Committee received risk management, assurance and internal audit updates, observing the internal audit service was much improved. Next year's internal audit plan now had a strategic focus.

The Committee had received an update from the National Audit Office (NAO) in respect to the year-end accounts. This work was proceeding well and she noted the good progress made against the fixed asset issue. The Committee had considered the updates to the Corporate Governance Manual and the Scheme of Delegated Authorities. There was a presentation on the HSCIC's whistleblowing arrangements. The Board noted the ARC update.

5.1ii ii. Remuneration Committee: 29 March 2016 (oral) HSCIC 16 07 05 (iii) (P1)

The Chair of the Remuneration Committee Kingsley Manning presented this item. The Committee met on 29 March 2016. The Committee had considered the outcome of the HSCIC's mutually agreed resignation scheme, and had requested a workforce strategy for the May Board.

The Committee had considered papers on recruitment and retention premia and additional responsibility allowances. The Committee discussed the development of a very senior manager pay framework, which was ongoing. The Board noted the Remuneration Committee update.

5.2 (b) Corporate Governance Manual 2016-17 (paper): HSCIC 16 07 05 (b) (P1)

The Director of Finance and Corporate Services presented this item. The purpose was to present the changes to the HSCIC's Corporate Governance Manual following a full review, and to seek the Board's approval of the Corporate Governance Manual 2016-17. The Assurance and Risk Committee considered the document on 15 March 2016.

The Board approved the Corporate Governance Manual 2016-17.

5.3 (c) Scheme of Delegated of Authorities (Financial) 2016-17 (paper): HSCIC 16 07 05 (C) (P1)

The Director of Finance and Corporate Services presented this item. The purpose was to provide the Board with a reviewed and updated schedule of delegated financial authorities. The Assurance and Risk Committee considered the document on 15 March 2016. The request was for the Board to approve the updated schedule of delegated financial authorities.

The Board approved the Scheme of Delegated Authorities 2016-17.

5.4 (d) Board Forward Business Schedule 2016-17 (paper): HSCIC 16 07 05 (d) (P1)

The Board noted the forward business schedule in respect to 2016-17.

6 **Any Other Business (subject to prior agreement with chair): HSCIC 16 07 06 (P1)**

- Non-Executive Director Prof Maria Goddard provided an update on the National Back Office (NBO) Tracing Service review. She noted the need to seek further legal advice on key issues, which was taking more time than originally anticipated. She thanked the NBO staff for their hard work and effort with respect to the review and for their patience in awaiting the publication of the report.
- The Chair informed the Board that Sir Nick Partridge and Sir Ian Andrews terms as Non-Executive Directors have been extended for nine months until the end of the calendar year. The Board noted that other decisions in respect to Board membership to be progressed on the appointment of the Chair's successor.
- The Board noted the Chair's resignation effective as of 31 May 2016.
- The Board noted Peter Counter Chief Technology Officer was to join Genomics England, and was leaving the HSCIC as of 30 April 2016. The Board thanked Peter for his hard work and contributions.
- The Board formally noted Rob Shaw's (Director of Operations and Assurance Services) role as Chief Operating Officer from 01 April 2016.
- The Board formally noted Rachael Allsop's (Director of Human Resources and Transformation) role as Director of Workforce from 01 April 2016.
- The Board formally noted the appointment of Martin Severs as Medical Director (Lead Clinician) and Caldicott Guardian from 11 April 2016
- The Board noted the ongoing recruitment for the Chief Data Officer.

7 **Background Papers (for information) HSCIC 16 07 07**

7.1 (a) Forthcoming Statistical Publications (paper): HSCIC 16 07 07 (a) (P1)

The Board noted this paper for information. The paper described the HSCIC Official and National statistics publications planned for March to May 2016, and media and web coverage for publications released in December 2015 and January 2016.

7.2 (b) Programme Definitions (paper): HSCIC 16 07 07 (b) (P1)

The Board noted this paper for information. The paper described a summary of each programme listed on the programme dashboards.

7.3 (c) Information Assurance and Cyber Security Report 2015-16 (paper): HSCIC 16 07 07
(c) (P1)

The Board noted this paper for information. The paper explained the strategically significant activities undertaken by the Information Assurance and Cyber Security Committee in 2015-16, and described the planned approach for 2016-17.

8 **Date of Next Meeting** (HSCIC 16 07 08)

8.1 The next statutory Board meeting would take place on Wednesday 04 May 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:

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Data Quality: The Chair said this was the second time of presentation to the Board, and there was keen Board interest in progress. The Chair would speak to the Lead Clinician and interim Director of Information and Analytics (Caldicott Guardian) as the work potentially required some adjustment to quicken progress.	Lead Clinician and interim Director of Information and Analytics (Caldicott Guardian)
The purpose was to present to the Board the final draft of the HSCIC's corporate business plan for 2016-17. With the agreement of the Department of Health, given the financial and governance uncertainties affecting the planning process, the final version of the business plan would come to a subsequent Board meeting for full approval. The aim would be to bring it back to the Board meeting in June.	Director of Finance and Corporate Services
Equality and Diversity: The Board requested a workforce breakdown in respect to protected characteristics, to include applicants for posts.	Director of Human Resources and Transformation
Equality and Diversity: The Board requested a further equality and diversity update report in September or November.	Director of Customer Relations
eMED3 Direction Fit Note Aggregated Issues Report: At the request of the Board, a supplier would receive correspondence from the Chair to outline areas that need addressing.	Director of Programmes
The Board felt that an advert for the permanent position would be advisable. The Board requested to see the short list of candidates, and that a recommendation was made to the Board in respect to the identified appointable person. The Board observed that the IGARD's Chair position should be independent, and there should be further consideration of remuneration. In line with the National Data Guardians review, consideration to be undertaken of IGARDs reporting structure and a proposal brought to the Board.	Lead Clinician and interim Director of Information and Analytics (Caldicott Guardian)

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