

NHS Digital

**Minutes of Board Meeting
held at Wellington House Waterloo Road, London SE1 8UH**

28 March 2017

Part 1 - Public Session

Present:

Noel Gordon	Non-Executive Director (Chair)
Dr Sarah Blackburn	Non-Executive Director (Vice Chair)
Sir Ian Andrews	Non-Executive Director (Senior Independent Director)
Dr Marko Balabanovic	Non-Executive Director
Daniel Benton	Non-Executive Director
Prof. Soraya Dhillon, MBE	Non-Executive Director
Prof. Sudhesh Kumar	Non-Executive Director
Rob Tinlin	Non-Executive Director
Tamara Finkelstein	Director General for Community Care (DH representative)

Beverley Bryant	Director of Digital Transformation
Rob Shaw	Interim Chief Executive Officer
Carl Vincent	Director of Finance and Corporate Services
Andy Williams	Special Advisor to the Interim Chief Executive Officer

In attendance:

James Hawkins	Director of Programmes
Chris Jarvis	Secretary to the Board

- 1. Chair's Introduction and Apologies** **NHSD 17 06 01 (P1)**
- 1.1 The Chair convened a meeting of the NHSD Digital Board.
- 1.2 The Chair reported that he had received apologies from Rachael Allsop, Director of Workforce, Sir John Chisholm, Non-Executive Director, Prof. Maria Goddard, Non-Executive Director, Prof. Keith McNeil, NHS Chief Clinical Information Officer (CCIO), (NHS England representative) and Prof. Martin Severs, Medical Director and Caldicott Guardian.
- The Chair gave his thanks to Andy Williams, outgoing Chief Executive of NHS Digital, for the significant contribution he had made to the development of NHS Digital for the modern digital environment.
- The Chair confirmed that the meeting was quorate.
- 2. Declaration of Interests and Minutes** **NHSD 17 06 02 (P1)**
- 2.1 (a) Register of Interest (paper) **NHSD 17 06 02 (a) (P1)**
- The Board agreed the register of interests was correct.
- The Chair asked Board members to make declarations of interest for the Agenda items listed.
- 2.2 (b) Minutes of Board Meeting on 01 February 2017 (paper) **NHSD 17 06 02 (b) (P1)**
- The Board ratified the minutes of the meeting Part 1 held on 01 February 2017.
- 2.3 (c) Matters Arising (oral) **NHSD 17 06 02 (c) (P1)**
- There were no matters arising not covered on the agenda.
- 2.4 (d) Progress on Action Points (paper) **NHSD 17 06 02 (d) (P1)**
- The Board noted the progress on action points resulting from the previous meetings.
- 3. Strategic Delivery and Operational Performance** **NHSD 17 06 03 (P1)**
- 3.1 (a) Board Performance Pack (paper) **NHSD 17 06 03 (a) (P1)**
- The Interim CEO presented this item. The purpose was to provide the Board with a summary of NHS Digital's performance for February 2017.
- General issues were noted as follows:
- The increasing focus on Paperless 2020 and reduced focus on legacy programmes
 - Carrying out updates on amber/red programmes
 - The importance of further developing readiness to deliver benefits to the system
- Specific comments in relation to performance were as follows;
- **IT service performance:** the positive report was noted
 - **Organisation Health:** Areas of particular note in relation to reporting of amber/red ratings were:
 - I. Recruitment and the importance of growing capacity internally
 - II. The importance of supporting recruitment across all characteristics
 - III. Monitoring performance assessment and measuring efficiency
 - IV. The use of performance metrics

- **Data quality:** The importance of driving up Data Quality as an objective was emphasised
- **Financial management:** Key issues were noted as:
 - I. Outlining the reasons for the projected £11.4m underspend, within the context of having a clear obligation to ensure the organisations does not overspend over the course of a year
 - II. Consideration of whether more programmes could be delivered with additional staff

The Chair noted the importance of (a) good visibility of 2017/18 budgets and (b) acknowledging the many moving parts in the system.

The Board noted the update.

3.2 (b) Corporate Business Plan (paper) NHSD 17 06 03 (b) (P1)

Carl Vincent, Director of Finance and Corporate Services, presented this item. The purpose was to seek the Board's approval for the NHS Digital Business Plan. Mr Vincent spoke to the paper and provided context. NHS Digital is required to produce and publish an annual business plan, setting out delivery commitments for 2017/18.

Key issues noted through discussion were as follows:

- The importance of being clear about the deliverable commitments for the year, noting that progress against the deliverables will be presented to the Board on a quarterly basis
- The importance of ensuring that the priorities are aligned with the Department of Health strategic priorities, and the priorities for national informatics services and programmes agreed by the Digital Delivery Board (DDB)

Following discussion the Board:

1. **Approved the NHS Digital Corporate Business Plan for 2017/18, pending any non-material revisions that may be required**
2. **Authorised the CEO to enact any non-material revisions to the Corporate Business Plan as may be required prior to final approval**

3.3 (c) Update on the production of the Annual Report and Accounts 2016-17 (paper) NHSD 17 06 03 (c) (P1)

The Director of Finance and Corporate Services presented this item. The purpose was to provide the Board with an update on the production of the Annual Report and Accounts.

The Board noted the production schedule, specifically that the Assurance and Risk Committee, and then the Board, would be asked to approve the final version of the report at their meetings on the 31 May 2017.

The Board noted the update report for information.

4 Updates on the Major Initiatives NHSD 17 06 04 (P1)

4.1 (a) National Back Office Tracing Review: Update (oral) NHSD 17 06 04 (a) (P1)

Sir Ian Andrews, Non-Executive Director (NED) and Senior Independent Director (SID) introduced this item, noting that its purpose was to update the Board on the planned publication of the National Back Office Tracing Service Review.

Sir Ian provided context to the item, noting that this was a review of all tracing functions provided through the National Back Office and that the review considered the appropriateness, effectiveness and efficiency of all its 16 functions.

Sir Ian added that one key outcome of the review was the signing of a tri-party

Memorandum of Understanding (MOU) between the Department of Health, NHS Digital and the Home Office and that the MOU had been the subject of national media cover following its publication in January 2017 which resulted in a number of Freedom of Information requests.

Sir Ian said that the Review Team is working to publish the final review, having given due regard to the observations of the Information Commissioner, the National Data Guardian and Health Select Committee.

The Board reaffirmed its clear commitment to publish the report at the earliest opportunity and passed on its thanks to Maria Goddard for her stewardship of the Review and to the Steering Group more broadly.

4.3 (b) Progress Towards a Patient Centric Digital Health and Care System (paper) NHSD 17 06 04 (b) (P1)

James Hawkins, Director of Programmes presented this item. The purpose was to update the board of the progress of key deliverables for 2017/18

It was noted that the paper provides the Board with an update on progress on a number of the portfolio of programmes which NHS Digital is charged with delivering.

Key issues to arise through discussion were:

- Consideration of the metrics driving this with reference to areas for learning as well as successes
- The transformation of NHS Choices into NHS.uk, noting that the programme is currently exploring user needs around GP services, and building new pages to meet those needs
- The consideration being given to behavioural sciences with particular reference to hard to reach groups and the use of different channels of communication
- Assuring the quality of digital tools in their application
- Recognising the importance of (i) social care and (ii) issues of diversity and inclusion, in implementing the programmes
- Risk Management, noting that the risks within each programme are actively managed by the relevant Programme Boards

It was agreed that further updates on progress towards a Patient –Centric Digital Health and Care System detailing successes and challenges, be brought to a future Board meeting.

Action: Director of Programmes

The Board noted the paper for information.

5 Governance and Assurance

5.1 (a) Directions for Acceptance: NHSD 17 06 05 (a) (P1)

(i) Stop Smoking Services Data Collection (paper) NHSD 17 06 05 (a)(i) (P1)

The Director of Programmes presented this item.

It was noted that James Hawkins would send a note to Board Members on the validity of the process of collating data.

The Board, being satisfied with the information and assurances provided, accepted the Direction.

(ii) Undertaking the National Diabetes Audit (paper) NHSD 17 06 05 (a)(ii)
(P1)

The Director of Programmes presented this item.

The Board, having noted the funding arrangements and being satisfied with the information and assurances provided, accepted the Direction.

(iii) Annual Uses of the Mental Health Act 1993 in English Acute Trusts (paper) NHSD 17 06 05 (a)(iii)
(P1)

The Director of Programmes presented this item.

The Board, being satisfied with the information and assurances provided, accepted the Direction.

(iv) PLICS (Patient Level Information Costing Systems) Mandatory Requests (paper) NHSD 17 06 05 (a)(v)
(P1)

The Director of Programmes presented this item, providing an update to the NHS Digital Board on the Mandatory Request received from NHS Improvement in final draft on 09 March 2017 for submission to the Board.

In answer to a question as to whether this links to the Model Hospital, it was noted that James Hawkins would ask Tom Denwood to send out an explanatory email in this respect.

Having noted comments from the Director of Finance and Corporate Services regarding the provision of funding for this work in the Business Plan for 2017/18, the Board, being satisfied with the information and assurances provided, accepted the Mandatory Request.

(v) Direction for General Practice Contract Data Collections (paper) NHSD 17 06 05 (a)(vi)
(P1)

The Director of Programmes presented this item.

The Board, being satisfied with the information and assurances provided, accepted the Direction.

5.2 **(b) Committee Reports:** NHSD 17 06 05 (b) (P1)

(i) Assurance and Risk Committee (ARC) Report: 15 March 2017 (oral) NHSD 17 06 05 (b)(i)
(P1)

Dr Sarah Blackburn, Non-Executive Director and Chair of the Assurance and Risk Committee (ARC) presented this item. The purpose was to provide the Board with an update from the last committee meeting, which was held on 15 March 2017.

Key issues considered at the Audit and Risk Committee were as follows:

- Capability Review and Implementation Plan
- The Annual Report and Accounts 2016/17
- The National Audit Office Interim Progress Report
- The Internal Audit Reports presented by the Health Group Internal Audit Service
- Strategic Risks and issues, providing an update on the status of the top ten strategic risk themes and to summarise the significant risks that are under review by the EMT

The Board noted the update.

(ii) Information Assurance and Cyber Security Committee (IACSC): 15 March 2017 (oral) NHSD 17 06 05 (b)(ii) (P1)

Sir Ian Andrews, Non-Executive Director and Chair of the Information Assurance and Cyber Security Committee (IACSC) introduced this item. The purpose was to provide the Board with an update from the last committee meeting, which was held on 15 March 2017.

Key issues considered at the Information Assurance and Cyber Security Committee were as follows:

- The delivery of important milestones
- Implementation of the National Data Guardian (NDG) review of data security and consents update
- 60 minute “Grab Bag” Emergency Response Plan
- Internal Audit Reports, specifically (i) data security and (ii) cyber security

The Board noted the update.

5.3 (c) Board Forward Business Schedule 2016-17 (paper) NHSD 17 06 05 (c) (P1)

The Chair presented this item. The purpose was for the Board to note for information the NHS Digital Board forward business schedule for the financial year 2017/18. It was noted that this schedule is subject to frequent change.

The Board noted the paper for information.

6 Any Other Business (subject to prior agreement with chair) NHSD 17 06 06 (P1)

6.1 There was no other business

7 Background Papers (for information) NHSD 17 06 07 (P1)

7.1 (a) Forthcoming Statistical Publications (paper) NHSD 17 06 07 (a) (P1)

The Board noted this paper for information.

7.2 (b) Streamlining the Independent Governance Advice to NHS Digital Update (paper) NHSD 17 06 07 (b) (P1)

The Board noted this paper for information.

8 Date of Next Meeting

8.1 The next statutory Board meeting will take place on 03 May 2017.

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:

Paper Ref	Action Reference	Action Owner
3.1a	Update on Child Protection - to meeting on 03 May 2017	Director of Digital Transformation
4.3	It was agreed that further updates on progress towards a Patient –Centric Digital Health and Care System detailing successes and challenges, be brought to a future Board meeting.	Director of Programmes
5.1	Note to be sent to the Board on the validity of the process of collecting data	Director of Programmes

Agreed as an accurate record of the meeting	
Date:	
Signature:	
Name:	Noel Gordon
Title:	NHS Digital Chair