

**Health and Social Care Information Centre
Minutes of Board Meeting – Wednesday 2 September 2015**

HSCIC Board – Non Statutory Business Meeting

Present:

Chair	Kingsley Manning
Non-Executive Directors:	Sir Nick Partridge
	Sir Ian Andrews
	Prof. Maria Goddard
	Sir John Chisholm

CEO	Andy Williams (from 11am)
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Executive Directors:

Director of Human Resources	Rachael Allsop
Director of Finance	Carl Vincent

In Attendance:

Chief Technology Officer	Peter Counter
Director of Programmes	James Hawkins
Interim Director of Information and Analytics and Lead Clinician (Caldicott Guardian)	Martin Severs
Assistant Director for Strategy and Policy	Linda Whalley (absent 14:55 to 15:45)
Secretary to the Board	Annabelle McGuire
Health and Social Care Network (HSCN) – item 6	Haroona Franklin (SRO), Ben Gregory (Head of Procurement), Roger Parker (Senior Enterprise Architect) and Howard Bethell (Service Transition Manager)
Head of Human Resources Operations – item 7i	Jenny Allen

1. **Chair's Introduction and Apologies** (HSCIC 15 02 01 NS)

1.1 The Chair convened a non-statutory HSCIC Board business meeting.

1.2 The Chair reported that he had received apologies for absence from Non-Executive Director Dr Sarah Blackburn, the Director of Operations and Assurance Services Rob Shaw, the Director of Provider Support Tom Denwood and the Director of Customer Relations Isabel Hunt.

The CEO Andy Williams joined the meeting at 11am.

2. **Minutes, Actions and Matters Arising** (HSCIC 15 02 02 NS)

2.1 **(a) Minutes of non-statutory Board meeting 20 May 2015:** HSCIC 15 02 02 (a) NS

The Board ratified the minutes of the non-statutory Board meeting on 20 May 2015 as correct.

The Chair reminded the Board that the purpose of the minutes of the Board Business meetings was as a record of the Board's discussion only. The minutes were not formal minutes, as the format of the meeting does not permit any formal Board business or decisions.

3. 3.1 **System Strategy: National Information Board (NIB) Implementation Update:** (HSCIC 15 02 03i NS)

Andy Williams the Chief Executive Officer presented this item. He outlined the current phase of work for the NIB Steering Group, which is reviewing the outputs from the NIB roadmaps alongside the current informatics portfolio, with a view to prioritising and agreeing a future portfolio of NIB programmes. The CEO stated that the plan was to make an initial submission of the programmes on 4 September, with a more detailed submission at the end of September, and considered in the context of the Comprehensive Spending Review.

3.2 **Comprehensive Spending Review 2015:** (HSCIC 15 02 03ii NS)

Carl Vincent the Director of Finance and Corporate Services presented this item. The purpose was to provide an update to the Board on the 2015 Comprehensive Spending Review (CSR). The CSR requires all government bodies to model 25% and 40% real terms reductions over 4 years. He talked through the background and context to the CSR.

4. 4.1 **Business Plan and Budget Progress Implementation:** (HSCIC 15 02 04 NS)

Carl Vincent the Director of Finance and Corporate Services presented this item.

The purpose was to provide the Board with:

- the latest financial position against the budget for 2015-16
- an update on progress against the Business Plan
- an overview of resourcing and its impact on delivery
- horizon scanning in respect to future funding expectations
- the HSCIC's response to expected financial pressures in the coming years

5 5.1 **Business Case, Programmes and Directions Pipeline:** (HSCIC 15 02 05 NS)

Carl Vincent the Director of Finance and Corporate Services brought this item to the Board. The purpose was to provide a pipeline of investment decisions and Directions. The Board took the paper as read due to time constraints, he asked Board members to pass any comments to him outside of the meeting.

6 6.1 **Business Case Focus: Health and Social Care Network (HSCN):** (HSCIC 15 02 06 NS)

Haroona Franklin from the DH - Senior Responsible Owner (SRO) for HSCN, Ben Gregory (Head of Procurement), Roger Parker (Senior Enterprise Architect) and Howard Bethell (Service Transition Manager) attended for this item. The intention was to give the Board more information about the HSCN prior to an item coming to the Board in September to receive and approve the Outline Business Case (OBC).

James Hawkins made his closing remarks and explained the next steps in advance of the OBC coming to the 23 September Board meeting for approval. The Chair confirmed that he expects the provision of a summary paper to the Board and that the full outline business case be available to Board members if they wanted to see the document, along with the details of the market engagement work. The Board noted the update.

7 **Organisation Transformation:** (HSCIC 15 02 07 NS)

7.1 **Transformation Programme Progress and Plan:** (HSCIC 15 02 07i NS)

Jennifer Allen the Head of Human Resources Operations attended, and Rachael Allsop Director of Human Resources introduced the item. They spoke to a presentation. The purpose was to remind the Board of the original vision and objectives of the HSCIC Transformation Programme. The update included a review of progress made to date, and in light of the progress made aimed to explore with the Board their appetite for a more radical approach to transformation.

7.2 **Management Information and Cost Improvement Programme:** (HSCIC 15 02 07ii NS)

Carl Vincent the Director of Finance and Corporate Services introduced the item. He spoke to a presentation. He explained what the challenges are, and what initiatives were already underway, including the resource planning and management tool, which provided the potential for much improved management information. He said that full implementation might be challenging. The Board noted that it would most useful if it were visible and relevant to the right people i.e. those running the projects and programmes.

Andy Williams explained what the next steps were in terms of organisational transformation, and noted that EMT had debated this at length the previous week. He felt that this required the full support of all EMT Directors.

8 8.1 **Service Delivery Review/Update: Data Disseminations:** (HSCIC 15 02 08 NS)

Martin Severs the Interim Director of Information and Analytics and Lead Clinician (Caldicott Guardian) presented this item. The purpose was to provide the Board with an update in respect to data disseminations. He briefed the Board on the status of current work. The update included changes to the service. The Board reflected on transparency and openness. The principle issues regarding data access were summarised within the paper. He felt that the overall position was not as it should be but was improving. The paper would be included in the 23 September Board papers for information. The Board noted the update.

9 9.1 **Female Genital Mutilation (FGM) Risk Information System (RIS) Directions:** (HSCIC 15 02 08 NS)

James Hawkins the Director of Programmes presented this item. The purpose was to brief the Board about the FGM Risk Indication System and make the Board aware of the Secretary of State for Health Directions for the establishment and operation of the system. This was a pre-briefing to provide details of a letter of comfort received, and early sight of the draft Directions, which will be included on the agenda for the 23 September Board meeting.

10 10.1 **Electronic Referral Service Update:** (HSCIC 15 02 10)

James Hawkins the Director of Programmes provided a verbal update for this item. He briefed the Board on the background and the status of the service and the implementation of remedial fixes. Stabilisation of the service had now improved. He would be presenting a "lessons identified" report to the 25 November Board meeting. He explained the management of communications with users and stakeholders, and the associated complexities.

The Board expressed their support for the work of the team, especially in light of the issues and the complexities involved. The Chair welcomed the opportunity for the "lessons identified" discussion and confirmed the objective is for constructive reflection. The Board noted the update.

11 **Any other Business** (HSCIC 15 02 11 NS)

11.1 There were no items of any other business discussed.

12 **Date of next meeting** (HSCIC 15 02 12 NS)

12.1 The scheduling of the next Board non-statutory business meeting was on 28 October 2015.