

**Health and Social Care Information Centre
Minutes of Board Meeting – Wednesday 28 October 2015**

HSCIC Board – Non Statutory Business Meeting

Present:

Chair	Kingsley Manning
Non-Executive Directors:	Sir Nick Partridge
	Sir Ian Andrews
	Dr Sarah Blackburn
	Sir John Chisholm (until 16:00)

CEO	Andy Williams
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Executive Directors:

Director of Human Resources	Rachael Allsop
Director of Finance	Carl Vincent
Director of Operations and Assurance Services	Rob Shaw (until 15:00)

In Attendance:

Director of Provider Support	Tom Denwood
Director of Programmes	James Hawkins
Assistant Director for Strategy and Policy	Linda Whalley
Secretary to the Board	Annabelle McGuire
HSCIC Communications and Marketing update – item 7	Paul Baverstock (Head of Programme Communications)
Transformation Programme Update – item 8	Jenny Allen (Head of Human Resources Operations), Mike Truran (Internal Systems Delivery Director), Cleveland Henry (Programme Director, NHS Choices), Richard Lawes (Deputy Director of Finance)
Data Services for Commissioners and Data Services Platform – item 9a	Kemi Adenubi (Programme Director National Tariff System, Data Services for Commissioners and Data Services Platform)
NHS Choices – item 10	Cleveland Henry (Programme Director, NHS Choices) Shaun Addy (Programme Head)

1. **Chair's Introduction and Apologies** (HSCIC 15 03 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 Professor Maria Goddard, Chief Technology Officer Peter Counter and Interim Director of Information and Analytics and Lead Clinician (Caldicott Guardian) Martin Severs

2. **Minutes, Actions and Matters Arising** (HSCIC 15 03 02 NS)

2.1 **(a) Minutes of non-statutory Board meeting 2 September 2015:** (HSCIC 15 03 02 (a) NS)

The Board ratified the minutes of the non-statutory Board meeting on 2 September 2015 as correct.

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

Andy Williams the Chief Executive Officer spoke to this item. He updated the Board on the submission and the overall governance for the NIB programmes of work. He confirmed that the submission had gone to HM Treasury. There were 25 programmes in total, one of which was particularly substantial in size. The submission included a definition of the costs and timelines. The development of these aspects was in conjunction with McKinsey and Company (a management consulting firm commissioned to undertake the work). The Board noted the update.

4. 4.1 **Business Plan and Budget progress Implementation Update (oral):** (HSCIC 15 03 04 (a) NS)

Carl Vincent the Director of Finance and Corporate Services presented this item. The purpose was to provide an update to the Board of the latest financial position against the budget for 2015-16, an update on progress against the 2015-16 Business Plan and a forward look to the 2016-17 business planning and budget process. He reported that this year's budget was significantly underspent and the main reason was that recruitment was slower than forecast.

He reported that, along with all other public bodies, we have provided comprehensive spending review (CSR) submissions that modelled the implications of a 25% and 40% funding reduction. However, at the same time through the CSR the DH was seeking funding to support the National Information Board (NIB) work. Alongside the uncertainty of the CSR, the completion of the budget setting and business planning for 2016-17 was required before the organisation had completed the transformation to a new operating model. The Board noted that the executive management team would be spending focussed time on this the following day. The Board noted the update.

5. 5.1 **Public Accounts Committee (PAC) – GP Extraction Service (GPES) Update (oral):**
(HSCIC 15 03 05 (a) NS)

James Hawkins, Director of Programmes spoke to this item. He confirmed that he, the CEO and Dr Will Cavendish (DH Director General of Innovation, Growth and Technology) had attended the GPES PAC on Monday 26 October. The main questioning had been in respect to cost inflation around the business case process, and the sanctioning of approval for the system to go live before it was fit for purpose. The investigation also covered staff redundancies, and the role of ATOS (an IT services corporation contracted to the GPES work). The PAC wanted to know the steps taken to resolve the situation, including what the governance of the programme will be in the future. He considered there had been a reasonable outcome overall. Follow up actions were now underway. The Board noted the update and thanked the team.

6 6.1 **Cyber Security Update (oral):** (HSCIC 15 03 06 (a) NS)

Rob Shaw, the Director of Operations and Assurance Services spoke to this item. He provided an update to the Board in respect to the implementation of CareCERT. He confirmed the HSCIC now had a secure area, and that 40 external people had received focussed cyber security training. The delegates were from a diverse range of NHS organisations.

He reported on the recent NHS Trust cyber security incident stating that an independent review was to be undertaken. The Trust's CEO had commissioned the review. He intended to issue the review's recommendations to the CEO's and Chairs of NHS organisations to promote the importance of cyber security.

He provided an update on the Care Quality Commission (CQC) and National Data Guardian cyber security review, including the HSCIC's support of the aforementioned. He highlighted what the main risks are for the system, including 'in-flight' data.

He informed the Board about ongoing discussions for Board-to-Board meetings focussing on cyber security with NHS England and the DH.

The Board considered that it would be beneficial to promote and cascade the importance and high priority of cyber security through channels such as the NHS Confederation. The Board noted the update.

7 **Service Delivery Review/Update:** (HSCIC 15 03 07 (a) NS)7 7.1 **HSCIC Communications and Marketing (paper):** (HSCIC 15 03 07 (a) NS)

Isabel Hunt, the Director of Customer Relations presented this item. Paul Baverstock (Head of Programme Communications) attended. The purpose was to provide the Board with a summary of the progress made with the communications function following a previous Board discussion in May 2015, and to outline the priority areas for the remainder of the financial year. IH spoke to a presentation. She explained that there was a potential lack of understanding of the role of the HSCIC and the scale of operations, both externally and with our own staff. The Board noted the ongoing transformation of the communications function, and the priorities for the communications strategy. She stated that regular discussions had been ongoing at the executive management team meetings. The Board noted the update.

8 **Organisation Transformation:** (HSCIC 15 03 07 NS)8.1 **Transformation Programme Update (presentation):** (HSCIC 15 03 07 (a) NS)

Racheal Allsop, Director of Human Resources introduced this item. The following members of the Transformation Team attended - Jennifer Allen (Head of Human Resources Operations), Mike Truran (Internal Systems Delivery Director), Cleveland Henry (Programme Director, NHS Choices) and Richard Lawes (Deputy Director of Finance). Rachael Allsop briefed the Board on the status of the work, and welcomed contributions and advice from the Non-Executive Directors.

The appointment of a Programme Head was imminent. The overarching operating model and high-level project plan were now in development. The team members spoke to a set of slides, and informed the Board about what the programme intended to achieve by 01 April 2016. They reported on the division of the programme by workstream. Rachael Allsop stated what the immediate priorities are, including the next steps. The Board noted the update.

9 **Business Case Focus:** (HSCIC 15 03 09 NS)9.1 **Data Services for commissioners and Data Services Platform (presentation):** (HSCIC 15 03 09 (a) NS)

Kemi Adenubi (Programme Director National Tariff System, Data Services for Commissioners and Data Services Platform) attended for this item and spoke to a presentation. The CEO

provided the background and context. The purpose was to update the Board on the Data Services Programme in terms of scope and ambition, relationships with other programmes, status and progress, and the main risks and issues.

Kemi highlighted the main challenge of attaining the data flows by the end of March 2017. The Board debated the costs and burden of national data collections, including the legal basis for sharing data. The Board noted and received the update.

9.2 **System Architecture (presentation):** (HSCIC 15 03 09 (b) NS)

Andy Williams, CEO presented this item. The purpose was to update the Board on the plans for the governance of system architecture in terms of scope for business and technical architecture, the Informatics Design Authority, and enterprise architecture. The update also included the proposed architecture governance for the NIB work and for existing programmes. The Board noted and received the update.

10 **Service Delivery Review:** (HSCIC 15 03 10 NS)

10.1 **NHS Choices:** (HSCIC 15 03 10 (a) NS)

James Hawkins the Director of Programmes presented this item. Cleveland Henry (Programme Director, NHS Choices) and Shaun Addy (Programme Head) attended.

Cleveland Henry provided an update on NHS Choices. He highlighted that monthly visits to the web site have increased. He spoke about the developments to the web site over the last 6 months, in particular to the look and feel and the hosting strategy. James Hawkins spoke about nhs.uk and provided an update on the status. Cleveland also presented an update on MyNHS, which included a short video that showed the future vision for the MyNHS site.

James Hawkins provided the Board with an update on apps and interoperability work. He confirmed that the health apps library had been decommissioned, and spoke about the digital interoperability platform.

Sean Addy provided an update on the 'Citizen Identity Discovery' project. He highlighted the key findings of the user research that had been undertaken, and informed the Board about potential solutions. James Hawkins summarised and closed the discussion. The Board noted and received the updates.

11 **Any Other Business:** (HSCIC 15 03 11 NS)

11.1 **BT Local Service Provider (LSP) Exit Update (oral):** (HSCIC 15 03 11i NS)

Tom Denwood, Director of National Provider Support presented this item. The purpose was to provide the Board with an update on the BT LSP contract exit. In summary two trusts were not ready to exit. He explained why and what the mitigating actions were.

He confirmed the end of the CSC contract was July 2016, and all plans for this were broadly on track. The Board received and noted the update.

11.2 **Response to National Data Guardian Consultation (oral):** (HSCIC 15 03 11ii NS)

Linda Whalley, Assistant Director for Strategy and Policy presented this item. She referred to a current Department of Health consultation on the role of the National Data Guardian. The consultation runs until the 17 December, and she is preparing a response on behalf of the HSCIC. The Board received and noted the update.

12 **Date of next meeting** (HSCIC 15 03 12 NS)

12.1 The scheduling of the next Board non-statutory business meeting was on 16 December 2015.