

Health and Social Care Information Centre

Minutes of Board Meeting – Wednesday 24 February 2016

HSCIC Board – Non Statutory Board Business Meeting

Present:

Chair	Kingsley Manning
Non-Executive Directors:	Sir Nick Partridge (Vice Chair)
	Dr Sarah Blackburn
	Sir John Chisholm
	Prof. Maria Goddard
CEO	Andy Williams

Executive Directors:

Director of Operations and Assurance Services	Rob Shaw
Director of Finance and Corporate Services	Carl Vincent

In Attendance:

Chief Technology Officer	Peter Counter
National Provider Support and Integration Director	Tom Denwood
Director of Programmes	James Hawkins
Director of Customer Relations	Isabel Hunt
Lead Clinician and interim Director of Information and Analytics (Caldicott Guardian)	Prof. Martin Severs
Director of Strategy and Policy	Linda Whalley (until 15:00)
Secretary to the Board	Annabelle McGuire
Information and Analytics Director of Transformation	Matt Neligan (from 13:00)
HSCIC 16 05 05 (NS)	Beth Gildersleve (Transformation Programme Head)
HSCIC 16 05 06 (NS)	Terry Hill (Director of Data Dissemination)
HSCIC 16 05 06 (NS)	Jen Redman (Operational Delivery Performance Manager)
HSCIC 16 05 07 (NS)	Nic Fox (Programme Director CSC Local Service Provider (LSP) Programme)

1. **Chair's Introduction and Apologies** (oral) (HSCIC 16 05 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 Sir Ian Andrews and the Director of Human Resources and Transformation Rachael Allsop.
2. **Governance** (HSCIC 16 05 02 NS)
 - 2.1 **(a) Minutes of non-statutory Board meeting 16 December 2015 (paper):** (HSCIC 16 05 02 (a) NS)

The Board noted the minutes of the non-statutory Board meeting on 16 December 2015.
 - 2.2 **(b) Web Version of Minutes (paper):** (HSCIC 16 05 02 (b) NS)

The Board noted the web version of the minutes of the non-statutory Board meeting on 16 December 2015. The Board confirmed they were content with publication on the internet.
 - 2.3 **(c) Action Update (paper):** (HSCIC 16 05 02 (c) NS)

The Board noted the action update issued for information.
 - 2.4 **(d) Forward Business Schedule (paper):** (HSCIC 16 05 02 (d) NS)

The Board noted the forward business schedule 2016-17 issued for information.
3. 3.1 **(a) System Strategy: National Information Board (NIB) Implementation Update (oral):** (HSCIC 16 05 03 (a) NS)

Andy Williams, Chief Executive Officer, spoke to this item. The purpose was to provide the Board with a status update on both the NIB governance and the NIB programmes.

He referred to the development process to establish the governance arrangements for future informatics spend. The Department of Health (DH) Permanent Secretary is discussing the final version with Ministers this week and publication will follow.

A senior working group is in the process of structuring the funding and governance work into four workstreams, which are - governance, finance, programmes and human resources.

The CEO updated the Board on the status, role and future of the National Information Board following the departure of the NIB Chair. Linda Whalley provided input. The Board received and noted the update.
4. 4.1 **(a) Draft Business Plan and Budget 2016-17 (paper):** (HSCIC 16 05 04 (a) NS)

Carl Vincent, Director of Finance and Corporate Services, presented this item. The purpose was to update the Board on the budget setting and business planning process, and to present for comment a draft of the corporate business plan. The Board noted the dynamic and rapidly changing environment that was affecting the work. Carl Vincent provided a summary of the current position highlighting the main risks.

The Board noted the work on the corporate business plan was a work in progress, and there remained a number of unknowns. The Board noted that a further uplift might be required in year. The Board received and noted the update.

5 5.1 **(a) Transformation Programme Update (paper):** (HSCIC 16 05 05 (a) NS)

In the absence of Rachael Allsop, Director of Human Resources and Transformation, Beth Gildersleve, Head of the Transformation Programme, attended to present this item. Andy Williams introduced the item. The purpose was to provide the Board with an update on progress and set out what would be in place on 01 April 2016, the launch point of the transformation. He said that that execution was now underway to put the plan in place, and that refinement was proceeding to achieve a minimal viable product. Staff Transformation Workshops were currently ongoing.

The Board asked what staff key concerns were. Beth Gildersleve said that staff wanted to understand how this affected them as individuals, and that resource management was something staff wanted to know more about. Beth spoke about ongoing provision of information and messages to staff. The Board discussed the feedback and their experiences from the staff workshops. The Board received and noted the update.

Matt Neligan, Information and Analytics Director of Transformation, joined the meeting.

6 6.1 **(a) Data Disseminations Update (presentation):** (HSCIC 16 05 06 (a) NS)

Martin Severs, Lead Clinician and interim Director of Information and Analytics (Caldicott Guardian), introduced this item. Terry Hill, Director of Data Dissemination, and Jen Redman, Operational Delivery Performance Manager, attended.

The purpose was to provide the Board with a status update in respect to data disseminations. Terry Hill spoke to a presented set of slides. He covered where we were as of June 2014, what we did to resolve the challenges, and where we are now including the significant progress made. The number of current breeches was 13, the lowest figure to date. Terry Hill also spoke about the plans for the future and next steps in terms of continued service improvements. The Board received and noted the update.

6.2 **(b) Data Access Sharing Requests Service Online Demo:** (HSCIC 16 05 06 (b) NS)

Martin Severs, Lead Clinician and interim Director of Information and Analytics (Caldicott Guardian), introduced this item. Terry Hill and Jen Redman attended. The purpose was to demonstrate the data access and sharing requests online service. The service go live was planned for the weekend (end of February). He explained that previous requests would be loaded into the system. The Board received and noted the update.

7 7.1 **(a) Lord Carter (Operational Productivity in NHS Providers) Report Update (paper):** (HSCIC 16 05 07 (a) NS)

Tom Denwood, National Provider Support and Integration Director, introduced this item and Nic Fox, Programme Director, attended. The purpose was to provide the Board with a summary of the opportunities for the HSCIC to work in partnership with NHS Improvement for discussion. Tom Denwood extended and built on the information in the paper. He summarised the recommendations. Alongside framing the overall report, he specified the potential contributions the HSCIC could provide, and finished with the next steps.

The Board acknowledged that there were three main opportunities for the HSCIC. These were the opportunity of metrics, technical issues of defining what 'meaningful use' means, and what our role is in providing support in the implementation of the recommendations in the utilisation of technology providers. The Board also noted that strengthening of the links between this work and that of the National Information Board (NIB) would be beneficial. The Board supported the direction of the report and discussed responding as rapidly as possible. The Board received and noted the update.

8 **Dame Fiona Caldicott National Data Guardian Review Update (oral):** (HSCIC 16 05 08 NS)

8.1 **(a) Consultation on the roles and functions of the National Data Guardian for Health and Care (oral):** (HSCIC 15 05 08 (a) NS)

Martin Severs, Lead Clinician and interim Director of Information and Analytics (Caldicott Guardian), spoke to this item. The purpose was to brief the Board on the consultation on the roles and functions of the National Data Guardian (NDG) for Health and Care. Martin Severs spoke about recent developments including the formulation of the NDG's recommendations. He highlighted the timetable for the next steps. He agreed to keep members of the Board informed. The Board received and noted the update.

8.2 **(b) Review of Security Standards (oral):** (HSCIC 16 05 08 (b) b NS)

Rob Shaw, Director of Operations Assurance Services presented this item. The purpose was to brief the Board on the NDG's review of security standards. Rob Shaw reported on recent developments. He considered that a firm approach was required on the implementation of the recommendations. He confirmed that there would be one set of final recommendations from both reviews. The Board received and noted the update.

8.3 **(c) Implementation of Type 2 Objections Update (oral):** (HSCIC 16 05 08 (c) NS)

Martin Severs, Lead Clinician and interim Director of Information and Analytics (Caldicott Guardian) presented this item. The purpose was to provide the Board with an update with an update on the implementation of type 2 objections. The Board received and noted the update.

8.4 **Information Commissioners Office (ICO) Correspondence (paper):**

Martin Severs, Lead Clinician and interim Director of Information and Analytics (Caldicott Guardian) introduced the letter, which was an agreement to a Data Protection Act 1998 Undertaking in respect to opt-outs. The Board discussed and agreed the signing of Undertaking at a later date, Martin Severs to determine the appropriate time.

9 **Chairs Action:** (HSCIC 16 05 09 NS)

9.1 **(a) Provision of Service Agreement (PoSA) work packages between the HSCIC and NHS England (paper):** (HSCIC 16 05 09 (a) NS)

The purpose was to request a Chair's action to approve two PoSA work packages between the HSCIC and NHS England. The internal Corporate Approvals Board has approved both, as their respective value exceeds £2m each PoSA requires Board approval.

9.2 **(a)i NHS Pathways (paper):** (HSCIC 16 05 09 (a i) NS)

Rob Shaw, Director of Operations and Assurance Services, supported this item. By Chair's action, the Non-Executive Directors approved the PoSA. The Board noted that the action would be ratified at the 30 March statutory Board meeting.

9.3 **(a)ii GP Extraction Service (paper):** HSCIC 16 05 09 (a ii) NS)

James Hawkins, Director of Programmes, supported this item. By Chair's action, the Non-Executive Directors approved the PoSA. The Board noted that the action would be ratified at the 30 March statutory Board meeting.

10 **Any Other Business:** (HSCIC 16 05 10 NS)

- The Chair provided an update from the UK Statistics Authority. The UK Statistics Authority is producing a report regarding the status of national and

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official health and social care statistics. The aim of which was to resolve a number of system wide issues, including the deriving of intelligence from data.

- Sir Nick Partridge and Isabel Hunt updated the Board on the HSCIC name change public focus groups main findings. Sir Nick Partridge highlighted the leading conclusions. A naming decision was likely in two weeks.

11 **Date of next meeting:** (HSCIC 16 05 11 NS)

11.1 The next would take place on 13 April 2016.