

Minutes of Board Meeting

Board Meeting held on 28th January 2016

Board Attendees

Andrew Vallance-Owen (Chair) [AVO]
Fiona Booth [FB]
Professor Nancy Devlin [ND]
Don Grocott [DG]
Matt James (CEO) [MJ]
Michael Hutchings (MH)
Natalie-Jane Macdonald [NM]
Gerard Panting [GP]
Jayne Scott [JS]
Professor Sir Norman Williams [NW]

Apologies

Professor Sir Cyril Chantler [CC]

Other attendees

John Rudkin, Finance Director & Company Secretary [JR]
Jonathan Finney, Engagement Manager [JF]
Dr VJ Joshi, Clinical Informatics Director [VJ]

1. Declaration of Conflicts

FB reported that sitting on a committee for the NJR. NW reported that he was involved in PROMs work for the DH. The Board agreed that neither provided a conflict of interest.

2. Minutes from previous board meeting

The Minutes of the previous Board meeting were approved subject to minor edits.

3. CEO update

MJ presented the CEO report and noted that the year had started well, the CMA had formally signed off the Five Year Strategic Plan. MJ reported that PHIN now had full control of our technical infrastructure, whilst data continued to be stored in a secure hosted environment the administration was co-ordinated by PHIN.

MJ reported that the HES Application had been rejected by DAAG in December. PHIN had re-submitted a revised Application incorporating the feedback from DAAG in January but, unfortunately, this was also rejected. NW noted that the HSCIC was facing a significant budget cut.

MJ reported on member readiness, noting that with regards to PROMs collection some members had made less progress than might have been expected. Regarding NHS Numbers,

the HSCIC had indicated that they may be able to help in October, however, the meeting had not taken place to date.

MJ reported that there had been some discussion at the Information Governance Expert Reference Group as to whether NHS data was to be submitted. MJ noted that this had been happening since inception and noted that the AIHO Board had agreed that NHS data had to be submitted. FB noted that the members all had their own legal teams who were interpreting the Order differently. DG asked if there was a commercial advantage to the members in not providing NHS data, MJ confirmed that there was not.

The Board noted the staffing update.

MJ reported that ISO:27001 accreditation was being sought and that a consultant had been appointed to facilitate this.

MJ reported that Axa- PPP, Aviva, Bupa, Vitality Health and WPA would be invited to become members as would FIPO.

ND asked what Standard Operating Processes were in place? MJ noted that ISO:27001 would require this and that a number of procedures and processes were being reviewed at present.

ACTION: Standard Operating Manual will be brought to the Board once the review was completed.

MJ reported that the Consultant engagement pilot would commence in March and be expanded in April and May to cover approximately 200 consultants. The pilot would enable PHIN to test the communications to consultants as well as the data.

JS asked if a diagram of the governance committees/ reference groups and how they linked could be circulated.

ACTION: Governance diagram to be circulated to Board Members

MJ reported that the new website was being subjected to Penetration Testing next week and would go live shortly afterwards. FB asked whether the website had been reviewed for DDA compliance. MJ noted that the Shaw Trust would be asked to undertake this review.

4. Finance Update

JR presented the Finance update.

5. Remuneration Committee

FB reported that the Remuneration Committee had held a teleconference to consider the Terms of Reference and these would be presented to the Board in March.

6. Information Governance

7. AOB

NJM reported that she was meeting with Insurers on 8th February 2016.

ND had asked if PHIN was proposing to participate in the PROMs consultation process? The Board agreed that PHIN should participate. It was noted that the closing date was before the next scheduled Board Meeting so the proposed position would be circulated for the Board's agreement ahead of the deadline.

MH asked whether large companies with self insured medical schemes should be considered for Membership? MJ

8. Dates for Future Meetings

Thursday 31 March 10.30am-1pm

Thursday 24 May 2.30pm – 5pm

Thursday 28 July 10.30am-1pm

Thursday 29 September 10.30am-1pm

Thursday 24 November 10.30am-1pm; 1pm-4pm (AGM/Members' Meeting)