Annual Report of Digital Health & Intelligence Committee 2020/21

1.0 Introduction

In accordance with best practice and good governance, the Digital & Health Intelligence Committee produces an Annual Report to the Board setting out how the Committee has met its Terms of Reference during the financial year.

2.0 Membership

The Committee membership is a minimum of three Independent Members. In addition to the Membership, the meetings are also attended by the Director of Transformation and Informatics, Director of Digital and Health Intelligence, Assistant Medical Director IT, Director of Corporate Governance, Data Protection Officer, Workforce Representative. Other Executive Directors will attend as required by the Committee Chair. The Chair of the Board is not a Member of the Committee but attends at least once annually after agreement with the Committee Chair.

3.0 Meetings & Attendance

The Committee met three times during the period 1 April 2021 to 31 March 2021. This is in line with its Terms of Reference.

At least two members of the Committee must be present in addition to the Director of Digital and Health Intelligence and/or an Executive Director to ensure the quorum of the Committee, one of whom should be the Committee Chair or Vice Chair.

The Digital & Health Intelligence Committee achieved an attendance rate of 75% (80% is considered to be an acceptable attendance rate) during the period 1st April 2020 to 31st March 2021 as set out below:

	09/07/2020	08/10/2020	11/02/2021	Attendance
Eileen Brandreth (Chair)	√	√	√	100%
Michael Imperato (Vice Chair)	√	√	√	100%
Charles Janczewski	√	√	X	66%
Prof Gary Baxter	X	√	X	33%
Total	**75%**	**100%**	**50%**	**75%**

4.0 Terms of Reference

The Terms of Reference are due to be reviewed and approved by the Committee on 1st June 2021 and will be approved by the Board on 24th June 2021

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5.0   Work Undertaken

As Set out in the Committee Terms of Reference the purpose of the Committee is to:

Provide **assurance** to the Board that;

- Appropriate processes and systems are in place for data, information management and governance to allow the UHB to meet its stated objectives, legislative responsibilities and any relevant requirements and standards determined for the NHS in Wales.

- There is continuous improvement in relation to information governance within the UHB and that risks arising from this are being managed appropriately.

- Effective communication, engagement and training is in place across the UHB for Information Governance;

- To Seek assurance on the development and delivery of a Digital Strategy for the UHB ensuring that:
  - o It supports Shaping our Future Wellbeing and detail articulated within the IMTP
  - o Good partnership working is in place
  - o Attention is paid to the articulation of benefits and an implementation programme of delivery
  - o Benefits are derived from the Strategy

During the financial year 2020/21, the Digital Health & Intelligence Committee reviewed the following key items at its meetings:

Private Digital Health & Intelligence Committee
July, October 2020 & February 2021

Papers presented to the private session of the Digital Health & Intelligence Committee were as follows:

- IG Audit Assurance

- Sensitive Issues

- Minutes of the Digital Delivery Leadership Group (formerly NIMB)

- NWIS Consultation Document

PUBLIC DIGITAL HEALTH & INTELLIGENCE COMMITTEE – SET AGENDA ITEMS

COVID-19 Response

7th July 2020

At July's Special Committee Meeting the newly appointed Director of Digital Transformation (DDT) provided a detailed update on the Health Board's Digital response to Covid-19. The following key work streams were highlighted.

- 56/62 practices were actively using video consulting;

- Attend Anywhere had exceeded 1000 consultations virtually;

- Staff resource on the internet, patient facing waiting room and patient communication was being implemented across the UHB;

- Consultant Connect went live on 1st June 2020, and a further roll out was underway to 8 specialities who had expressed interest in the service, this was due to be completed in the coming weeks;

- Microsoft Teams had been rolled out across the UHB, first phase was 250 staff, and it would be rolled out to everyone going forward, Teams would require complete integration with outlook therefore it would take time, however once Office 365 was installed by the end of September 2020, the UHB would be able to convert fully to Microsoft Teams;

- Office 365 Implementation Board would be chaired by Allan Wardaugh – Chief Clinical Information Officer (CCIO);

- IT department had built 1400 laptops, 900 maraki boxes and set up 800 blackberry work devices to enable over 2000 employees to work remotely;

- WiFi was fully funded by the UHB, instead of the Health Charity;

- The IT team supported Dragons Heart Hospital to be fully connected within 2 weeks, the team were able to replicate a smaller version of UHW at the site, therefore all staff had the same access regardless which location they were based;

Digital Strategy

The Health Board's Digital Strategy was discussed at the committee's July and October 2020 and February 2021 meetings.

The creation and development of Cardiff and Vale's Digital Strategy 2020-2025 set out he Health Board's digital direction of travel and was identified as a key enabler of the UHB's service transformation plans over the following 5 years. The Digital Strategy was presented to the Committee on 9th July 2020 where it was ratified and recommended for UHB Board approval.

The Digital Strategy was subsequently approved by the UHB Board at its meeting on 30th July 2020.

8th October 2020

The DDHI shared the final version of the Digital Strategy which had been updated to reflect the governance arrangements put in place to reflect the Health Board's move from development to delivery. The governance system adopted was designed to oversee and manage the work programmes, ensuring that they remained clinically-led. At October's meeting the final version of the Digital Strategy 2020-2025 was agreed.

11th February 2021

At February's meeting the DDHI shared, Digital Strategy - Plan on a Page and Digital Strategy – Case for Investment papers with the committee.

The Plan on a page highlighted what the digital team wanted to achieve from the Digital Strategy and provided a useful outline of progress and timelines. It was noted that the plan showed progress made, risks and budgeting information and useful dashboard so the Committee could easily consume the full scope of the Programme.

The committee also discussed the Digital Team's 'Digital Strategy – Case for Investment' which was noted and approved for recommendation to the Health Board's Management Executive team for further consideration.

Digital Transformation Progress Report (Digital Dashboard)

8th October 2020 and 11th February 2021

At the October 2020 and February 2021 meetings of the committee the Director of Digital Health Intelligence (DDHI) shared reports that outlined progress made against the Digital Health Teams 3 year strategic outline plan for informatics development across the Health Board.

Whilst progress continued to be made in key areas, such as the Cardiff and Vale Data repository, the Integrated Digital Health and Care Record and other local and national projects the department had completely re-focused its work plan to prioritise Digital Initiatives to support the UHB in addressing the impact of Covid-19 including work to deliver the digital infrastructure for the Dragon's Heart Hospital, the Lakeside Wing and the Health Board's Mass Vaccination Programme.

Digital Mobile Strategy

The Health Board's Digital Mobile Strategy was discussed at the October meeting.

The DDHI advised that the Mobile Strategy had been developed late the previous year ahead of big changes made due to the pandemic and was focused on the community services component of the UHB.

It was acknowledged that progress had been made but the timescales for the roll out of Office 365 were queried. It was noted that a full office 365 roll out would follow the meeting to allow an enhanced model of mobile working.

IG Data & Compliance (SIs, Data Protection, GDPR, FOI, SARs, Staffing & Mandatory Training)

8th October 2020 and 11th February 2021

The Information Governance Manager (IGM) shared Information Governance compliance and performance updates at the October 2020 and February 2021 meetings.

The performance of the information Governance team was commended for the standards it had maintained during what had been a difficult year for the team given staff pressures and the prevailing Covid climate. It was noted that failure to meet highlighted targets was understandable in the circumstances but the committee was assured that the position would be normalised in the coming months.

Clinical Coding Performance Data

8th October 2020 and 11th February 2021

The IGM reported that whilst Performance data took a dip during the first quarter of 2020 due to covid the team had recovered and were above the Welsh Government targets of 95%.

The committee noted the teams consistent achievements of the Welsh Government targets despite the Covid pressures.

Joint IMT & IG Corporate Risk Register

8th October 2020 and 11th February 2021

The Joint IMT and IG Corporate Risk Register was shared at the October 2020 and February 2021 committee meetings and scrutinised to provide the committee with assurance that risks were being managed. The committee were also appraised of staff recruitment to mitigate cyber security risks at Octobers meeting.

IMT Audit Assurance Tracker

8th October 2020 and 11th February 2021

The Digital Health Teams' IMT Audit Assurance Tracker was noted and discussed at the October 2020 and February 2021 committee meetings.

Key risks were actively discussed by the committee at both meetings and it was noted that key regulatory recommendations were also linked to the Health Board's Audit Committee Tracking reports for further assurance.

IG Audit Assurance Tracker

8th October 2020 and 11th February 2021

The Digital Health Teams' IG Audit Assurance Tracker was noted and discussed at the October 2020 and February 2021 committee meetings.

At October's meeting it was noted that a consolidation exercise had been undertaken to avoid duplication between Internal Audit and ICO audit recommendations.

Progress against audit recommendations was noted at both committee meetings and at February's meeting the IGM confirmed that the ICO would be re-auditing the Health Board in October 2021.

IMTP Work Plan Exception Report

8th October 2020 and 11th February 2021

The IMTP Work Plan Exception Report was noted and discussed at the 0ctober 2020 and February 2021 committee meetings.

At both meetings the Committee discussed and noted the areas of exception which required further attention and consideration.

Schedule of Control Documents (Policies & Procedures)

8th October 2020

At October's committee meeting the DDHI shared a list of policies and procedures that well within the Digital Health Team's remit. It was agreed that further work would be undertaken to update out of date policies and bring them to committee for review and approval.

11th February 2021

At February's meetings a report was shared detailing reports that had been reviewed and updated since October 2020 and a list of policies and procedures that requires further review and update. It was agreed that all policies relating to IG and IMT should be approved by committee.

6.0   Reporting Responsibilities

The Committee has reported to the Board after each of the Digital Health & Intelligence Committee meetings by presenting a summary report of the key discussion items at the Digital Health & Intelligence Committee. The report is presented by the Chair of the Digital Health & Intelligence Committee. As per the Committee's Terms of Reference the report is presented by the Committee Chair in which he/she must:

- report formally, regularly and on a timely basis to the Board and the Accountable Officer on the Committee's activities. This includes verbal updates on activity and the submission of committee minutes and written reports throughout the year;
- bring to the Board and the Accountable Officer's specific attention any significant matters under consideration by the Committee;
- ensure appropriate escalation arrangements are in place to alert the UHB Chair, Chief Executive (and Accountable Officer) or Chairs of other relevant committees of any urgent/critical matters that may affect the operation and/or reputation of the UHB.

7.0   Opinion

The Committee is of the opinion that the draft Digital Health & Intelligence Committee Report 2020/21 is consistent with its role as set out within the Terms of Reference and that there are no matters that the Committee is aware of at this time that have not been disclosed appropriately.

Eileen Brandreth

Committee Chair