

Confirmed Minutes of the Digital Health & Intelligence Committee
Tuesday 3rd December 2019 12:30pm – 3:30pm
Cefn Mably, Woodland House

Chair:

Eileen Brandreth EB Committee Chair & Independent Member

Members:

Michael Imperato MI Committee Vice Chair / UHB Vice Chair

In Attendance:

Martin Driscoll MD Deputy Chief Executive Officer / Executive Director of Workforce & Organisational Development

Nicola Foreman NF Director of Corporate Governance

Charles Janczewski CJ Interim UHB Chair

Christopher Markall CM Head of Finance

David Thomas DT Director of Digital & Health Intelligence

James Webb JW Information Governance Manager

Secretariat:

Laura Tolley LT Corporate Governance Officer

Apologies:

Jonathon Gray JG Director of Transformation & Implementation

Dr Fiona Jenkins FJ Executive Director of Therapies & Health Science

Christopher Lewis CL Deputy Finance Director

Len Richards LR Chief Executive Officer

Dr Stuart Walker SW Executive Medical Director

DHIC 19/12/001	Welcome & Introductions	Action
	<p>The Committee Chair (CC) welcomed everyone to the public meeting.</p> <p>The CC informed the Committee that Jonathon Gray would be attending the Digital & Health Intelligence Committee going forward as the newly appointed Director of Transformation & Informatics.</p> <p>The CC asked the Director of Digital & Health Intelligence (DDHI) if he would maintain the role of Senior Information Risk Owner (SIRO). In response, the DDHI advised he was waiting for confirmation from the Chief Executive Officer and that an update would be provided at the next Committee meeting.</p>	DT
DHIC 19/12/002	Quorum	
	The Committee Chair confirmed the meeting was quorate.	
DHIC 19/12/003	Apologies for Absence	
	Apologies for absence were noted.	

DHIC 19/12/004	<p>Declarations of Interest</p> <p>There were no declarations of interest.</p>	
DHIC 19/12/005	<p>Minutes of the Committee Meeting held on 15th August 2019</p> <p>The Committee reviewed the minutes of the meeting held on 15th August 2019.</p> <p>Resolved – that:</p> <p>(a) The Committee approved the minutes of the meeting held on 15th August 2019.</p>	
DHIC 19/12/006	<p>Action Log following the Meeting held on 15th August 2019</p> <p>The Committee reviewed the action log following the meeting held on 15th August 2019.</p> <p>Resolved – that:</p> <p>(a) The Committee noted the action log following the meeting held on 15th August 2019.</p>	
DHIC 19/12/007	<p>Chairs Action taken since last meeting</p> <p>The CC confirmed that the Committee Terms of Reference were approved at the Board Meeting held on 26th September 2019.</p> <p>Resolved – that:</p> <p>(a) The Committee noted the Chairs Action taken since the meeting held on 15th August 2019.</p>	
DHIC 19/12/008	<p>Digital Strategy – Update on Progress</p> <p>The DDHI introduced the presentation and confirmed the following:</p> <p>The Digital Strategy remained in development and a final version would come to the February meeting. The draft strategy had been shared at the Clinical Senate, HSMB and with all Clinical Boards, this was received positively, however, concerns were raised around the drive and ambition of the UHB to deliver the strategy.</p> <p>The DDHI explained that an open platform was the preferred option of delivery therefore investment would be required for the infrastructure and equipment across the UHB.</p> <p>The UHB Interim Chair (IC) asked if the digital team were engaging with the Third Sector as the strategy developed, and if there would be a single, common database for all to access and share? In response, the DDHI confirmed that engagement with the Third Sector had taken place and a National Data Resource was being implemented Nationally, along with an Interoperability Hub.</p>	DT

	<p>The Committee Vice Chair / UHB Vice Chair (VC) asked if the National Data Resource and Interoperability Hub currently existed? In response, the DDHI explained that it was currently under development and should be available in 12 months' time.</p> <p>The CC asked where the project was being managed? The DDHI confirmed that project management was with NHS Wales Informatics Service (NWIS). The CC queried if the UHB received regular updates on the development and if the project was being monitored? The DDHI explained that updates were received but not as regularly as they would like.</p> <p>The DDHI advised the Committee that he was confident that the digital team could deliver the strategy and confirmed that capital money was spent on the infrastructure for this last year. Cyber Security and Information Governance were challenges, however, these were being addressed.</p> <p>Office 365 is being managed centrally and hosted by WAST. The DDHI explained that the UHB Chief Executive Officer (CEO) had spoken with the CEO of WAST who advised that the UHB should be an early adopter of Office 365.</p> <p>The Committee were also informed that a Digital Management Board had been developed.</p> <p>The DDHI explained that work with the Communications team was required to simplify the strategy and to gain better engagement across the UHB.</p> <p>The Head of Finance (HF) asked how local data could be fed into a system and held Nationally so that if a Patient was treated in England and Wales, that data could be accessed by both Health Boards? The DDHI explained that conversations were being held with Welsh Government around this issue.</p> <p>The Deputy Chief Executive Office / Executive Director of Workforce & Organisational Development (DCEO / EDWOD) explained that workforce engagement with the strategy was required and encouraged the DDHI to speak with his team to assist with this.</p> <p>The VC asked if GP's and Clinicians attended the National Data Resource and Digital Management Board Meetings, as Primary Care needed to be included. The DDHI advised that Clinicians attended, however, he was unsure about GP attendance. Therefore it was agreed that the DDHI would find this out and ensure that Primary Care were engaged.</p> <p>The CC requested that learning on how the data repository is being governed be brought to the next Committee meeting.</p> <p>Resolved – that:</p> <p>(a) The Committee noted the Digital Strategy – Update on Progress.</p>	<p>DT</p> <p>DT</p>
DHIC 19/12/009	Strategic Transformation – Programme Update	

	<p>The DDHI introduced the paper and explained that it provided a high level report that detailed the ongoing work within the digital programme. The DDHI advised that the language within the paper needed refining and asked if this paper was helpful to the Board or if a dashboard style report would be preferred? In response, the IC confirmed that moving towards a dashboard would be welcomed, once the Committee were more familiar with the systems.</p> <p>The IC explained that the paper confirmed that referrals to the e-Optometry project expected a 6 – 9 month delay due to the review of the National Electronic Referral Platform. The IC asked if this would impact the commissioning work the UHB carried out when commissioning high street ophthalmologists? The DDHI confirmed that he would look into this outside of the meeting and report back to the IC and update the Committee at the next meeting.</p> <p>The VC asked for clarity on Transforming Primary Care and what that meant? The DDHI explained that a system was developed that supported Social Prescribing. The system went live as a pilot in November 2019 and will be evaluated and rolled out to clusters. The IC commented that the evaluation capability was a part of the funding requirement, therefore it was essential that the evaluation was correct.</p> <p>The CC explained that underneath each programme, an outline of objectives and key milestones that the digital team are working against would be welcomed as it would provide more assurance to the Board.</p> <p>Resolved – that:</p> <p>(a) The Committee noted the Strategic Transformation – Programme Update.</p>	DT
DHIC 19/12/010	<p>Joint IMT Risk Register</p> <p>The DDHI introduced the paper and confirmed that it brought together Information Governance and IT issues onto one joint register.</p> <p>The DDHI explained that the two red risks outlined in the paper were:</p> <ol style="list-style-type: none"> 1. Cyber Security <p>Welsh Government Digital funding had recently been approved, therefore recruitment was being undertaken and a managed service had also been explored, should the recruitment process fail.</p> <p>The CC asked if the funding was recurrent? In response, the DDHI explained that funding for National Programmes had been confirmed as recurrent, however, the UHB were awaiting written confirmation from Welsh Government which confirmed if the Infrastructure funding would also be recurrent. An update on this will be provided at the next Committee meeting.</p> <ol style="list-style-type: none"> 2. Software End of Life 	DT

	<p>The DDHI explained that the deadline for Windows 10 had been extended for another 12 months and the team were pushing ahead with the Windows 10 migration. It was explained that this would require funding from UHB core business to deliver the replacement of the current equipment used. The DDHI added that other costs would be incurred should the funding not be given to support the migration of Office 365.</p> <p>The CC asked where this would be escalated to? In response, the DDHI confirmed that it would be escalated through the Capital Management Board.</p> <p>The DDHI also explained that prioritised user groups needed to be identified for the roll out of Office 365 whilst expectations of users who may not have it installed initially are managed.</p> <p>Resolved – that:</p> <p>(a) The Committee noted the progress and updates to the Joint IMT Risk Register.</p>	
<p>DHIC 19/12/011</p>	<p>IMT Audit Assurance</p> <p>The CC commented that tracking for Wales Audit Office (WAO) recommendations could not be found within the reports and requested that the Committee be sighted on WAO recommendation tracking going forward.</p> <p>The Director of Corporate Governance (DCG) advised the Committee that all IMT recommendations could be found within the central Corporate Risk Register and that this would be brought to the next Committee meeting.</p> <p>The DCG explained to the Committee that for assurance purposes, Internal Audit would undertake spot checks using the Corporate Risk Register to ensure recommendations were actioned.</p> <p>Resolved – that:</p> <p>(a) The Committee noted the IMT Audit Assurance report.</p>	<p>NF</p>
<p>DHIC 19/12/012</p>	<p>Information Governance Audit Assurance (Joint GDPR & other IG action plan summary of progress)</p> <p>The Information Governance Manager (IGM) explained that the report consolidated the Information Commissioners Office (ICO), GDPR and Caldicott Guardian Report recommendations into a single action plan which had subsequently been prioritised into five recommendations. The CC advised the Committee that there were a total of 64 recommendations within the report, however, the five outlined would be focussed on as the highest priorities.</p> <p>The CC asked if the IGM believed that the report would satisfy the ICO at the planned inspection in February 2020? In response, the IGM explained</p>	

	<p>that work was required however, he was confident that by February 2020 all work would be complete to meet the requirements of the ICO inspection.</p> <p>The IGM advised the Committee that half of the ICO Inspection in February 2020 would be on Cyber Security Compliance. It was discussed that this was not a usual area of inspection from the ICO.</p> <p>The CC requested that the IGM provide an updated, comprehensive list of recommendations that contained actions and objectives against them at the next Committee meeting, to ensure that the Committee were fully sighted in preparation for the ICO inspection.</p> <p>Resolved – that:</p> <p>(a) The Committee noted the Information Governance Audit Assurance (Joint GDPR & other IG action plan summary of progress)</p>	<p>JW</p>
<p>DHIC 19/12/013</p>	<p>Clinical Coding – Performance Data</p> <p>The IGM introduced the paper and it was taken as read. The IGM explained that he was very pleased with the performance improvement and confirmed that the report showed that the UHB were performing above expectations.</p> <p>The CC commended the team for the work that had been undertaken to achieve this and requested that Clinical Coding – Performance Data be a standing agenda item for monitoring. The CC explained that an update would be provided to the Board through the Chairs Report as the significant improvement would provide assurance to the Board on an area that had previously caused them considerable concern.</p> <p>Resolved – that:</p> <p>(a) The Committee noted the performance of the UHB’s Clinical Coding Department.</p>	<p>LT</p>
<p>DHIC 19/12/014</p>	<p>Work Plan Exception Report</p> <p>The DDHI informed the Committee of two areas of concern contained within the report.</p> <p>1. Patient Knows Best (PKB)</p> <p>Due to capacity issues within the team, PKB had not integrated as it was originally intended too, however, progress was still being made. The CC asked if advice was being sought from the Executive Medical Director / Caldicott Guardian? In response, the DDHI confirmed it was.</p> <p>2. Data to Knowledge Programme</p>	

	<p>Although, good progress has been made with providing data to Lightfoot there were challenges in being able to provide data feeds 7 days a week (current provision is Monday to Friday). Ways to overcome this were being explored and an update will be provided at the next meeting.</p> <p>The DDHI further explained that there was some pressure from the Welsh Community Care Information System (WCCIS) to take on that system, however the UHB maintained its position to resist the WCCIS at present as it would be taking a backward step from the current system used. The IC commented that it was unfortunate that WCCIS did not visit Barry to witness the integrated system working.</p> <p>The CC explained that the Committee acknowledged that adopting a joined up mechanism is a positive direction, however, the Committee were not confident that WCCIS currently supported this, therefore ongoing work with Welsh Government was underway to move forward.</p> <p>Resolved – that:</p> <p>(a) The Committee noted the Work Plan Exception Report.</p>	DT
DHIC 19/12/015	<p>Information Governance Policy</p> <p>The IGM explained that the revised policy was based on an All Wales Policy that amalgamated the following:</p> <ul style="list-style-type: none"> • Information Governance Policy • IT Security Policy • Email Use Policy • Internet Use Policy <p>The DCEO / EDWOD asked in relation to working from home, would this require written authorisation or would verbal be acceptable? The IGM confirmed he would be content with verbal agreement.</p> <p>The DCG explained that the policy needed to go through the consultation process to be formally approved.</p> <p>After Committee discussion, it was agreed that the policy would go through the formalities, and if required, Chairs Action would be taken to approve the policy, subject to confirmation from the DCG that all correct processes had been followed.</p> <p>Resolved – that:</p> <p>(a) The Committee noted the Information Governance Policy.</p>	NF
DHIC 19/12/016	<p>SAR Procedure</p> <p>The Committee reviewed the SAR Policy.</p> <p>Resolved – that:</p>	

	(a) The Committee approved the updated 'Dealing with Subject Access Requests under the Data Protection Act Procedure'.	
DHIC 19/12/017	<p>FOI 2000 & EIR 2004 Procedure</p> <p>The DCG explained, in relation to appeals, that all background information should be submitted to the Head of Corporate Governance who would undertake an internal review should the requester appeal against a decision and request a review of the response to their request.</p> <p>Resolved – that:</p> <p>Subject to the above being incorporated into the procedure,</p> <p>(a) The Committee approved the FOI 2000 & EIR 2004 Procedure.</p>	JW
DHIC 19/12/018	<p>Information Governance Compliance</p> <p>The IGM introduced the paper and confirmed that Subject Access Requests needed revision as the ICO advised that the current process was not appropriate. Whilst this would impact on compliance in future reporting, a new process would give good assurance that no physical or mental harm would come to patients which was an absolute priority.</p> <p>The CC requested information on the performance of the UHB compared to other Health Boards across Wales be brought to the next Committee meeting.</p> <p>The IC requested that an action plan to move compliance monitoring forward be brought to the next Committee meeting.</p> <p>Resolved – that:</p> <p>(a) The Committee noted a series of updates relating to significant Information Governance issues.</p>	JW JW
DHIC 19/12/019	<p>CDF Schedule (Policies & Procedures)</p> <p>The Committee reviewed the CDF Schedule. The DCG confirmed that the Corporate Governance Department were responsible for sending reminders to Executives to gain updates.</p> <p>Resolved – that:</p> <p>(a) The Committee noted the status and planned actions for the remainder of the documents within the CDF Schedule (Policies & Procedures)</p>	
DHIC 19/12/020	<p>Minutes for Noting</p> <p>Capital Management Group</p> <p>Resolved – that:</p>	

	<p>(a) The Committee noted the minutes of the Capital Management Group Meeting</p> <p>NIMB</p> <p>Resolved – that:</p> <p>(a) The Committee noted the minutes of the NIMB Meeting</p>	
DHIC 19/12/021	<p>Items to bring to the attention of the Board</p> <p>The CC confirmed that a Chairs Report would be taken to the Board meeting in January 2020.</p> <p>Resolved – that:</p> <p>(a) The Committee noted the items to be taken to Board</p>	
DHIC 19/12/022	<p>Review of the Meeting</p> <p>The Committee agreed that more strategic issues were now being addressed and scrutinised rather than operational issues, which was the correct role for the Committee.</p>	
DHIC 19/12/023	<p>Date & Time of Next Meeting</p> <p>Tuesday 4th February 2020 9am – 12pm – Cwm George, Woodland House</p>	