Confirmed Minutes of the Digital Health & Intelligence Committee
Tuesday 4th February 2020 9:30am – 12:30pm
Cwm George, Woodland House

Chair:

Michael Imperato	MI	Committee Vice Chair / UHB Interim Vice Chair

Members:

Charles Janczewski	CJ	Interim UHB Chair

In Attendance:

Nicola Foreman	NF	Director of Corporate Governance
Christopher Lewis	CL	Deputy Finance Director
Jonathon Gray	JG	Director of Transformation & Implementation
David Thomas	DT	Director of Digital & Health Intelligence
Dr Stuart Walker	SW	Executive Medical Director
Allan Wardhaugh	AW	Chief Clinical Information Officer
James Webb	JW	Information Governance Manager

Secretariat:

Laura Tolley	LT	Corporate Governance Officer

Apologies:

Gary Baxter	GB	Independent Member
Eileen Brandreth	EB	Committee Chair / Independent Member

DHIC 20/02/001	**Welcome & Introductions** The Committee Chair (CVC) welcomed everyone to the public meeting.	**Action**
DHIC 20/02/002	**Quorum** The CVC confirmed the meeting was quorate.	
DHIC 20/02/003	**Apologies for Absence** Apologies for absence were noted.	
DHIC 20/02/004	**Declarations of Interest** There were no declarations of interest.	
DHIC 20/02/005	**Minutes of the Committee Meeting held on 3rd December 2019** The Committee reviewed the minutes of the meeting held on 3rd December 2019. **Resolved – that:** (a) The Committee approved the minutes of the meeting held on 3rd December 2019.	

DHIC 20/02/006	**Action Log following the Meeting held on 3rd December 2019**	
	The Committee reviewed the action log following the meeting held on 3rd December 2019.	
	The CVC commented that action ITGSC 18/028 IGSC 17/031 was a long standing item that required addressing. After Committee discussion, it was agreed the Director of Digital & Health Intelligence (DDHI) would be the lead for this item and a report would be brought to the next meeting which outlined what action would be taken to move forward.	**DT**
	The Interim Chair (IC) commented that the action log contained a large number of actions therefore requested the Committee ensure that these were addressed in an appropriate timeframe.	
	Resolved – that:	
	(a) The Committee discussed and noted the action log following the meeting held on 3rd December 2019.	
DHIC 20/02/007	**Chairs Action taken since last meeting**	
	The CVC confirmed there had been no Chairs Action following the meeting held on 3rd December 2019.	
DHIC 20/02/008	**Digital Strategy – Update on Progress**	
	The DDHI introduced the presentation and confirmed the following:	
	The Digital Strategy remained in development and a final version would come to the June meeting. Engagement had progressed well, with presentations given to all Clinical Boards. The DDHI advised the Committee that a series of internal digital strategy workshops were also underway.	**DT**
	The CVC commented that the five year timeframe outlined within the report was a long timeframe and was concerned that technology would be vastly different in five years. The DDHI confirmed that the timeframe was aligned to the Shaping our Future Wellbeing Strategy and the team were keeping a close eye on emerging technology to ensure that the Health Board ('UHB') would not procure out of date devices.	
	The Chief Clinical Information Officer (CCIO) commented that whilst technology would go out of date within five years, there was a need to address current issues over the next two years.	
	The DDHI informed the Committee that the Digital Management Board had been developed with a clinical lead which looked at business requirements.	
	The CCIO confirmed that structure, interoperability and data repository needed to be the same for the whole of Wales, however, the systems that surround it can vary to ensure that the open platform approach was	

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	successful. The Director of Transformation & Implementation (DTI) confirmed that the Digital Management Board would feedback the work undertaken to Management Executive, HSMB and the Committee. The EMD raised the concern of Clinical Boards running local IT solutions and advised that this would need to be managed centrally to ensure that it would align with the UHB Information Governance Standards, Digital Strategy etc. He also confirmed that the Digital Management Board required oversight of what applications Clinical Boards were running. The CVC advised that the presentation would be helpful if it was converted to a 'Plan on a Page'. In response, the CCIO explained that this could emerge, however the team were having some difficulty with informatics. In response, the IC encouraged the CCIO and DDHI to connect with the Executive Director of Strategic Planning and their team who used informatics a lot when developing the IMTP. The IC confirmed that the plan on a page would be very important for Board members to understand the direction of travel for the Digital Strategy at a glance. The DDHI emphasised the importance of funding for the Digital transformation. The EMD asked how much the UHB would need to invest. In response, the DDHI explained £15 million needed investing over the next three years. The DTI advised the Committee that most organisations similar to the UHB would invest at least 4% into digital services, however the UHB currently invests 1.4%, and the lack of investment also dictated the pace of the transformation. **Resolved – that:** (a) The Committee note the Digital Strategy – Update on Progress.	**DT**
DHIC 20/02/009	**Data Repository Governance** The CCIO informed the Committee that an Information Governance query, which related to the National Data Resource had gone to Welsh Government 18 months ago and a response was still outstanding. It was further explained that until a response was received from Welsh Government the team are unable to move forward. The Information Governance Manager (IGM) advised that England have an 'opt out' process, however, this had not been adopted by Wales. Welsh Government were hoping to develop an Information Governance Promise. It was agreed that a verbal update would be provided at the June meeting. **Resolved – that:** (a) The Committee noted the Data Repository Governance Update.	**JW**
DHIC 20/02/010	**Digital Transformation Progress Report** The DDHI introduced the report and confirmed the following:	

	- Patient Knows Best – the portal was being formalised, there were some Information Governance concerns however these were being addressed; - Data to Knowledge – There had been some Information Governance issues with Lightfoot which Lawyers were looking to resolve; - Welsh Government Funding – £3 million had been received which allowed the migration from windows 7 to windows 10 and also funded investment into infrastructure; - Office 365 – Expectations were being managed around the deployment of Office 365. A presentation would be going to Management Executives as using this system would have huge benefits to the organisation and it would revolutionise remote working. The EMD added that the roll out of Office 365 was a key winner and the UHB needed to get it implemented ASAP. - WCIS – The UHB maintained its position and continued to resist the move to the WCIS National System as Cardiff & Vale systems were currently ahead of the National System, therefore, moving to this would be a step backward for the UHB. The IC requested going forward that the paper included timescales. In response, the DDHI explained that for the next meeting, progress would be displayed in a dashboard format. The CVC asked what was the engagement process with GPs? In response, the DDHI confirmed that the strategy had not yet been taken to the wider GP Community, however he would link in with the Primary Care team to address this. The IC acknowledged the good progress made within the report, in particular with the South West Cluster and encouraged this to be spread across other clusters. **Resolved – that:** (a) The Committee noted the Digital Transformation Progress Report.	**DT**
DHIC 20/02/011	**Joint IMT Risk Register** The DDHI introduced the report and advised the Committee that there were a number of red risks outlined in the report with very high scores of 20. Two risks brought to the attention of the Committee were: - Software End of Life - Cyber Security Due to Health Board restrictions being implemented, as an interim measure the DDHI confirmed that the team were looking at external	

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	support to provide this service rather than recruitment into Cyber Security posts. **Resolved – that:** (a) The Committee noted the Joint IMT Risk Register.	
DHIC 20/02/012	**IMT Audit Assurance** The DDHI confirmed that an action plan was in progress. He further added that a number of actions related to Cyber and due to funding restrictions, targets have not been met in that area, therefore reasonable explanations would be given to the auditors. **Resolved – that:** (a) The Committee noted the IMT Audit Assurance report.	
DHIC 20/02/013	**Information Governance Audit Assurance** The IGM introduced the paper and it was taken as read. The IGM explained that since the last meeting four actions had been completed, therefore these had been replaced with new actions. The IC commended the team for the work undertaken in this area. The Director of Corporate Governance (DCG) advised the Committee that this area of work was also monitored by the Audit Committee. **Resolved – that:** (a) The Committee noted the Information Governance Audit Assurance.	
DHIC 20/02/014	**Subject Access Requests – Improvement Plan** The IGM introduced the report and confirmed that compliance had continued to increase. He also highlighted that a significant amount of work had been undertaken by the Medical Records department which supported continued improvement. The IGM advised that the report asked the Committee to approve the post of a SRO. this post would ensure that improvement would be sustained. The DTI confirmed that a discussion about the role of an SRO would be discussed further outside the meeting. **Resolved – that:** (a) The Committee supported the suggested direction of travel outlined within the Subject Access Requests – Improvement Plan	
DHIC 20/02/015	**Work Plan Exception Report**	

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	The Committee reviewed the Work Plan Exception Report. **Resolved – that:** (a) The Committee noted the Work plan Exception Report.		
DHIC 20/02/016	**Digital Mobile Strategy** The DDHI introduced the paper and explained that the strategy was still in development. The paper was the first draft and the aim would be to bring back the final strategy in June for discussion and approval. The DDHI informed the Committee that the focus of the strategy was for Community Staff to be able to use any device of their choosing. **Resolved – that:** (a) The Committee noted and approved the direction of travel within the Digital Mobile Strategy.	**DT**	
DHIC 20/02/017	**Information Governance Policy** The IGM introduced the paper and advised the Committee that the policy had gone through formal consultation, therefore he was seeking approval of the policy. The IGM informed the Committee that there had been one query around an Equality Assessment. As the policy had been slightly amended from the All Wales Policy, it was queried whether the UHB would need to undertake a local equality assessment. After Committee discussion, the DCG advised that the Information Governance Policy be published and going forward the Information Governance team undertake a local equality assessment on the sections that had moved away from the All Wales Policy. **Resolved – that:** (a) The Committee approved the Information Governance Policy (b) The Committee approved the full publication of these documents in accordance with the UHB Publication Scheme	**JW**	
DHIC 20/02/018	**Committee Annual Report 2019/20** The DCG introduced the paper and advised the Committee that the report provided assurance to the Board that the Committee has undertaken the work that it set out to for the period 2019/20. **Resolved – that:** Subject to any amendments made by the Chair of the Committee (a) The Committee reviewed the Annual Report 2019-20		

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	(b) The Committee recommended that the Annual Report be reported to the Board for approval in March 2020	**NF**

DHIC 20/02/019	**Committee Work Plan 2020-21**
	
	The DCG introduced the report and advised the Committee that there had been no significant changes to the work plan.
	
	Resolved – that:
	
	   (a) the Committee reviewed the Work Plan 2020-21
	   (b) the Committee approved the Work Plan 2020-21
	   (c) the Committee recommend that the Work Plan be reported to the Board for approval in March 2020
		NF

DHIC 20/02/020	**Committee Terms of Reference 2020-21**
	
	The DCG introduced the report and advised the Committee there had been no significant changes to the Terms of Reference.
	
	Resolved – that:
	
	   (a) the Committee reviewed the Terms of Reference 2020-21
	   (b) the Committee approved the Terms of Reference 2020-21
	   (c) the Committee recommend that the Terms of Reference 2020-21 be reported to the Board for approval in March 2020
		NF

DHIC 20/02/021	**Information Governance Compliance** The IGM introduced the paper and confirmed that Subject Access Requests continued to increase along with Freedom of Information Requests. The IGM advised the Committee that in comparison to other Health Boards, the performance of the UHB would rank at the top. This was noted as very encouraging and it was highlighted that the position should be sustained. The Committee noted that whilst the UHB had not been compliant with the National Intelligent Integrated System for 12 months, the UHB would be compliant in the coming days which was encouraging. Information Governance mandatory training was at 72%. Whilst the Committee were pleased to see an improvement in this area, the IGM expressed concern that it remained the lowest against other Health Boards. The CVC congratulated the team on the work undertaken in compliance which had resulted in sustained progress. **Resolved – that:**	

	(a) the Committee noted the Information Governance Compliance report.	
DHIC 20/02/022	**Clinical Coding Performance Data** The IGM advised the Committee that the improved position had been sustained and the UHB performed considerably higher than peers within this area. The IC commented on the strong, stable performance and congratulated the team for a good performance all round. **Resolved – that:** (a) the Committee noted the Clinical Coding Performance Data.	
DHIC 20/02/022	**CDF Schedules (Policies & Procedures)** The Committee reviewed the CDF Schedule (Policies & Procedures) **Resolved – that:** (a) the Committee noted CDF Schedule (Policies & Procedures)	

DHIC 20/02/020	**Minutes for Noting**
	
	Capital Management Group
	
	Resolved – that:
	
	    (a) The Committee noted the minutes of the Capital Management Group Meeting
	
	NIMB
	
	Resolved – that:
	
	    (a) The Committee noted the minutes of the NIMB Meeting	

DHIC 20/02/021	**Items to bring to the attention of the Board** The CVC confirmed the following items would be taken to the Board in March 2020: • Committee Annual Report 2019/20; • Committee Work Plan 2020/21; and • Committee Terms of Reference 2020/21. **Resolved – that:** (a) The Committee noted the items to be taken to Board	**NF** **NF** **NF**

DHIC 20/02/022	**Review of the Meeting** The DTI commented that Digital was a complex environment and was encouraged to see the high level of work carried out by the DDHI, IGM and supporting team given the lack of current resource. The IC felt continued progress was being made across the Digital team and was encouraged to see the Strategy coming together.	
DHIC 20/02/023	**Date & Time of Next Meeting** **Thursday 11th June 2020, 9:30am – 12:30am** **Cwm George, Woodland House**	

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