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University Health Board

DIGITAL & DATA COMMITTEE

Annual Report 2020-2021

FOREWORD

I am pleased to present this initial Annual Report of the CTMUHB Committee which outlines the activity between 1st April 2020 to 31st March 2021.

The purpose of the Committee is to advise and assure the Board in discharging its responsibilities with regard to the quality and integrity; safety, security and appropriate access and use of information & data with a view to support health improvement and enabling high quality healthcare. Its also in being to seek assurance on behalf of the Board around arrangements for appropriate and effective management and protection of information (both patient and personal) as well as to provide advice and assurance to the Board in relation to the direction and delivery of CTMUHB's Digital and Data Strategies.

The Committee was formed in February 2020 but was unable to meet during the spring/summer period due to the impact of the Covid-19 Pandemic. When meetings resumed in September 2021, they were held virtually via Teams enabling the Committee to resume its important remit. I would like to take this opportunity to thank all those who have attended the Committee thus far, and for their individual contributions in this regard which are essential to the effectiveness of the Committee.

One of the outcomes seen from the pandemic was that CTMUHB's digital work programmes were brought forward. Covid also heightened everyone's awareness of the key importance of digital technology in supporting all aspects of our everyday lives.

I commend this first Annual Report to you.

Ian Wells,
Chair of the Digital & Data Committee/ Independent Member

Digital & Data Committee

Annual Report 2020/2021

1. Introduction

- 1.1 This report summarises the key areas of business activity undertaken by the Committee between April 2020 and March 2021 and highlights some of the key issues which the Committee intend to give further consideration to over the next 12 months.
- 1.2 The Committee's Annual 'Business Cycle' was reviewed and approved at its March 2021 meeting and is a key component in ensuring that the Committee effectively carried out its role.
- 1.3 This report reflects the Committee's responsibilities in terms of the development and monitoring of the Governance and Assurance framework with respect to digital and data issues.

2. Role and Responsibilities

- 2.1 The primary purpose of the Committee is to:
 - oversee the development of strategies and plans for maintaining the trust of patients and public through its arrangements for handling and using information, including personal information, safely and securely, consistent with the Board's overall strategic direction and any requirements and standards set for NHS bodies in Wales
 - oversee the direction and delivery of the Health Board's Information Communication Technology (ICT), Data and Information Governance Strategies to drive change and transformation in line with the Health Board's Integrated Medium Term Plan (IMTP) that will support modernisation through the use of information, data and digital technology
 - consider implications arising from the development of corporate strategies and plans or those of its stakeholders and partners
 - consider the implications of internal and external reviews and reports
 - oversee the development and implementation of a culture and process for data protection by design and default (including Privacy Impact Assessments) in line with legislation (e.g. General Data Protection Regulation)
 - seek assurance through monitoring the Cyber Security Action plan
 - review organisational risks assigned to the Committee by the Board and advise on the appropriateness of the scoring and mitigating actions in place.

- complete an annual self-assessment exercise in respect of the effectiveness of the Committee. (The output from this work is due to be considered as a separate agenda item).
- seek assurances that strategies and arrangements are appropriately designed and operating effectively to ensure the safety, security, integrity and effective use of information to support the delivery of high quality, safe healthcare across the whole of CTMUHB's activities.

3. Agenda Planning Process

- 3.1 The Chair of the Committee, in conjunction with the Committee Vice-Chair, Executive Lead and Meeting Secretariat develops the final agenda and Committee meeting dates being set out in advance.
- 3.2 The secretariat for the meeting is provided through the Director of Corporate Governance.
- 3.4 The agenda and papers are disseminated to Committee members prior to the date of the meeting. Where appropriate all papers are accompanied by a cover sheet which provides an executive summary and guidance to the Committee on the action required.

4. Operating Arrangements

- 4.1 Given the Committee was only established in February 2020 only very minor amendments were considered necessary in respect of the Terms of Reference and Operating arrangements and these were approved by the Board in July 2020. These are attached as a separate agenda item as these are now due for annual review.
- 4.2 Whilst the Committee Cycle of Business was approved in March 2021 the agenda for each meeting is sufficiently flexible to allow the Committee to consider any emerging issues.

5. Membership, Frequency and Attendance

- 5.1 The Terms of reference of the Committee state that the Committee should consist of a minimum of four members of the Board.
- 5.2 During the year the Committee met on three occasions with Independent Member attendance as follows:

Name	Digital & Data Committee
Ian Wells (Committee Chair)	2 out of 3
Dilys Jouvenat (Committee Vice-Chair)	2 out of 3
Jayne Sadgrove	3 out of 3
James Hehir	3 out of 3

- 5.3 The Committee has been delighted to have representation from the NHS Wales Informatics Service (now known as DHCW – Digital Health & Care Wales) at all of its 2020/21 meetings.
- 5.4 The Committee requires the attendance of other Health Board Officers for advice, support and information routinely at meetings. It may also co-opt additional independent ‘external’ members from outside the organisation to provide specialist skills, knowledge and expertise.
- 5.5 Mirroring other Board Committees, the Digital and Data Committee now operates a Consent Agenda system for routine business consideration.
- 5.6 The vast majority of meeting papers are available publically via the CTMUHB [website](#). Only one item during 2020-21 required the Committee to meet ‘in-Committee reflecting circumstances where the matter cannot be legitimately considered in the public domain.

6. Committee Activity 2020/2021

- 6.1 Due to Covid-19 the Committee had to reprioritise its work plan due to the need to pause meetings in April and July 2020. The following topics were considered at its three meetings of 2020/21:
- **Presentations:** ICT Service Delivery Pre/Post Covid-19; National Data Resource; E-White Board Project; Digital Enablers; Digital Business Continuity
 - **Highlight Reports:** Digital Health Strategy Steering Group (now known as Digital Delivery Board); Information Governance Group.
 - **Information Commissioner:** Planned Audit Protection Practices
 - **Audit Wales:** Clinical Coding Report
 - **Internal Audit:** Cyber Security; Records Digitisation; IT Service Management; IT Assessment.
 - **NWIS Report:** Clinical Coding (in the former) Cwm Taf Health Board
 - **Other Reports:** Digital Inclusion in Health & Care Wales; Risk Register; Information Governance Activity Report.
 - **Thematic Reports:** Public Service Ombudsman – Lost & Mislaid Records; Cyber Security; Once for Wales – Concerns Management System.
 - **Policy Approval:** Clinical Coding; Freedom of Information Policy; All-Wales Information Governance Policy; All-Wales Internet Use Policy; All-Wales Information Security Policy.

6.2 Highlight Reports prepared following each meeting provide a summary of the reports and any decisions reached. These are available under the Health Board meeting papers page on our website.

7. Achievements and Plans

7.1 Despite not being in a position to meet during the spring/summer period the Committee reprioritised its work programme on resuming meetings in September 2020 and approved its Annual Cycle of Business attached at **Appendix 1** for information. This being its first annual report, the Committee is continuing to mature in terms of the responsibilities it has defined within its Terms of Reference (**available at Agenda item 2.1.6 of its July 2021 meeting**) and is currently finalising its forward work plan for 2021/22. The Committee will be receiving updates on matters initially considered in 2020 as well as receiving reports and presentations on new areas of work such as the All-Wales Information Governance Tool-kit and CTMUHB's Digital Infrastructure.

8. Committee Effectiveness & Performance

8.1 The Committee is committed to reviewing its effectiveness by completing this report on an annual basis, reviewing its cycle of business setting out the basis on which it will monitor its progress during the year as well as providing clarity for all of those who contribute to the agenda as to the expectations of them. The outcome of the survey undertaken in May 2021 is being considered at its meeting in July 2021.

8.2 A committee effectiveness questionnaire will be issued again in April 2022 the outcome will be reported to the Committee as part of its second Annual Report in the summer of 2022 in order that recommendations and aligned actions can once again be developed and implemented in terms of areas identified for improvement.

9. Reporting the Committee's Work

9.1 The Committee Chair reports the key issues discussed at each of its meetings by way of a 'Highlight Report' to the Board.

9.2 These reports are supported by the relevant and more detailed Committee minutes. Committee papers, including minutes are routinely published on the Health Board's [website](#).

10. Conclusion and way forward

10.1 The Committee is very grateful to all those involved in the work of the Committee for their support over the past 12 months, and for the constructive and positive way in which they have contributed to the activity.

10.2 The Committee will continue to ensure that it conducts its business in accordance with legislation and best practice.

10.3 This will provide the assurance that the Committee has in place the appropriate governance arrangements and resources to ensure success in achieving its objectives.

11. Further Information

Visit the Health Board's [website](#) to access Digital & Data Committee papers.