



**CTM BOARD**

**HIGHLIGHT REPORT FROM THE CHAIR OF THE  
DIGITAL & DATA COMMITTEE**

<b>DATE OF MEETING</b>	26/11/2020
<b>PUBLIC OR PRIVATE REPORT</b>	Public
<b>IF PRIVATE PLEASE INDICATE REASON</b>	Not Applicable - Public Report
<b>PREPARED BY</b>	Wendy Penrhyn-Jones, Head of Corporate Administration
<b>PRESENTED BY</b>	Ian Wells, Independent Member/Committee Chair
<b>EXECUTIVE SPONSOR APPROVED</b>	Clare Williams, Director of Planning & Performance (interim)
<b>REPORT PURPOSE</b>	FOR NOTING
<b>ACRONYMS</b>	
	None Identified.

**1. PURPOSE**

- 1.1 This report had been prepared to provide the Board with details of the key issues considered at the inaugural meeting of the Digital & Data Committee which took place on 24 September 2020.
- 1.2 Key highlights from the meeting are reported in section 2.
- 1.3 The Board is requested to **NOTE** the report.



## 2. HIGHLIGHT REPORT

<b>ALERT / ESCALATE</b>	There were no items identified for Alert/Escalation.
<b>ADVISE</b>	<p>A presentation led by the Assistant Director of Information, ICT was <b>received</b> providing an <b>overview of ICT service delivery</b> both pre and post Covid-19. Committee Members praised the achievements, robust cyber security and system recovery arrangements in place particularly in light of the increased need for home working.</p> <p>It was <b>noted</b> that whilst Covid-19 had brought about some delays in implementing aspects of the <b>digitisation plan</b>, confidence in the delivery of the actions within a revised timetable was good. Members <b>noted</b> the end-product would bring about different ways of working which would have a range of benefits to patients, the staff involved in delivering care as well as the supporting teams such as clinical coders. Internal Audit Reports on Records Digitisation and Cyber Security were <b>noted</b>.</p> <p>It was <b>noted</b> that further work would be necessary to move to a <b>national Patient Administration System</b> in conjunction with partners in NWIS (NHS Wales Informatics Service) which was key to unlocking CTM's digital ambition.</p> <p>It was <b>noted</b> that CTM was seeking to recruit a <b>Chief Information Officer</b> which would have a significant role to play, along with senior leaders in addressing the cultural challenges that lay ahead in moving to digital means of working.</p> <p>Reports were also <b>noted</b> in respect of <b>Clinical Coding</b> which had been received from NWIS and Audit Wales. The Committee <b>noted</b> that further internal audits were planned around this service and that a <b>Clinical Audit Assurance Framework</b> was also being developed. It was agreed that the Assistant Director for Performance &amp; Information would attend the next meeting to address further points of clarity around the Clinical Coding function.</p>



## AGENDA ITEM 2.2.5

	<p>A report was also <b>received</b> from the Public Service Ombudsman into Lost and Mislaid Records and Digital Inclusion in Health &amp; Care Wales.</p>
<b>ASSURE</b>	<p>Draft Terms of Reference (TOR) which had previously been approved by the Board at its July 2020 meeting were <b>noted</b>. The ToR confirmed that Dilys Jouvenat was the Committee Vice- Chair.</p> <p>Highlight reports were received from the <b>Digital Health Strategy Steering Group</b> and <b>Information Governance Group</b>. It was <b>agreed</b> that more detailed reports would be prepared for future meetings given that these forums had now restarted following cancellation during the spring and summer period due to Coronavirus.</p> <p>In considering the Committee's <b>forward work programme</b> it was agreed to include the topic of business continuity and lessons learned from Covid-19. Those present were invited to make suggestions to further populate the programme.</p>
<b>INFORM</b>	<p>Two policies were <b>approved</b> by the Committee, namely:</p> <ul style="list-style-type: none"><li>• The Freedom of Information Act Policy</li><li>• Clinical Coding Policy.</li></ul>
<b>APPENDICES</b>	<b>NOT APPLICABLE</b>