

Digital & Data Committee

Highlight Report from the Digital Delivery Board

DATE OF MEETING

11th March 2021

PUBLIC OR PRIVATE REPORT

Public

**IF PRIVATE PLEASE
INDICATE REASON**

Choose an item.

PREPARED BY

Andrew Nelson, Chief Information Officer

PRESENTED BY

Andrew Nelson, Chief Information Officer

REPORT PURPOSE

FOR NOTING

ACRONYMS

DDB Digital Delivery Board

DPN Digital Patient Notes

NWIS NHS Wales Informatics Services

PCH Prince Charles Hospital

PSBA Public Services Broadband Agreement

CTM Cwm Taf Morgannwg

1. PURPOSE

- 1.1 This paper had been prepared to provide the Digital & Data Committee with a highlight report from the Digital Delivery Board held on the 2nd February 2021
- 1.2 Key highlights from the meeting are reported in section 2.
- 1.3 Digital & Data Committee is requested to **NOTE** the contents of the report and any actions being taken.

2. HIGHLIGHT REPORT

<p>ALERT / ESCALATE</p>	<p>The UHB has faced a number of network failures over the past month. A significant failure has now been rectified in the UHB's network with the main router at PCH having been upgraded to be able to cope with the marked increase in the number of data packages moving in and out of the UHB and into the external PSBA domain. The short term plan is for the replacement of the firewalls at PCH, which will engineer out the requirement for the router and its ongoing risk as a single point of failure.</p> <p>As a precautionary measure the router at the Royal Glamorgan has also been replaced, again as a temporary solution, prior to the firewall replacement.</p> <p>There have also been a number of outages in the wider NHS Wales network, with BT (the PSBA provider) and NWIS also undertaking work to upgrade capacity and bandwidth.</p>
<p>ADVISE</p>	<p>The new terms of reference for the group were signed off and are attached as an appendix.</p> <p>New risks relating to the security of the Williamstown building have been identified, with short term mitigations actioned whilst CCTV and perimeter security measures are put in place.</p>

	<p>The Patient safety assessment for the go live of the Digital Patient Notes programme has been approved, enabling the project to formally go live at the end of March once final validation and training requirements have been completed.</p> <p>The WellSky Pharmacy Management Development has now successfully completed, with the team receiving extremely positive feedback from users around the process which resulted in no unplanned disruption to the UHB's pharmacy and wider clinical services.</p>
ASSURE	<p>Additional non recurrent and capital funding has been made available to accelerate the digital programme in the remainder of 2021/22. The DDB approved the programme noting the requirement for the expenditure to be completed by 31st March 2021.</p> <p>A schedule of the revenue programme is attached as Appendix B.</p>
INFORM	<p>The main focus of the meeting was to determine the digital programme for 2021/22, ensuring that it aligned to the corporate programme. It was acknowledged that it will be an iterative programme given the uncertain environment in which we are operating and the dependency on national investment being forthcoming in some areas.</p> <p>DDB asked for a further engagement session to be undertaken through the Management Board, prior to the programme being returned for further consideration and prioritisation by DDB in March.</p> <p>A more detailed briefing on the latest proposals within the programme will be provided as a separate agenda item on this Digital and Data Committee meeting.</p>
APPENDICES	YES - (Please Include Appendix Title in Box Below)

	Terms of Reference for DDB, Year end funding programme
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APPENDIX 1

DIGITAL DELIVERY BOARD (DDB) - TERMS OF REFERENCE

CONSTITUTION

The vision of CTMUHB sets out an aim to become a digital exemplar within NHS Wales, as an innovator and early adopter of digital technologies and approaches, to enhance care quality, transform the way we engage with our patients and population, and deliver sustainable services that contribute to the economic growth and stability of the local economy.

To deliver our vision we are focussing on the following digital themes:

- **Digital community** – Supporting our population to manage their health and wellbeing, maintaining their access to care services, support networks wherever they are & whatever their circumstance
- **Digital organisation** – Enabling staff to be equipped to deliver truly holistic care and high quality services
- **Digitally informed** – Getting the maximum utility and benefit we can from our data and information
- **Digital foundations** – Provide fast, highly reliable and secure devices, storage and networks and excellent custodians of our population's health and care data

MEMBERSHIP

The following officers shall form the membership of the DDB:

- Chair - Director of Digital, Planning & Performance *
- Deputy Chair – Clinical Lead for Informatics, CCIO & Medical Director's Representative*
- Director of Finance & Procurement or representative
- Director of Operations or representative
- Director of Workforce & Organisational Development or representative
- Director of Nursing or representative
- Director of Therapies or representative
- Director of Public Health or representative
- Director of Rhondda & Taff Ely Locality or representative
- Director of Merthyr & Cynon Locality or representative
- Director of Bridgend Locality or representative
- System Group Directors or representatives

- Clinical Director - Medical Records, Pathology & Radiology (or representative)
- Clinical Director – Primary Care (or representative)
- Chief Information Officer / SIRO*
- Lead Informatics Nursing Specialist/CNIO*
- Assistant Director for Performance & Information*
- Assistant Director ICT*
- Head of Clinical Engineering

Positions marked with an asterix are posts within the Digital, Planning and Performance Directorate.

Where representatives are nominated, they shall have the relevant authority within the governance processes of their directorates to make decisions on behalf of the directorate. They representatives will also be sufficiently informed of previous decisions, to avoid repetition of previous discussions. Thus, wherever possible permanent representatives are requested.

QUORUM

A quorum for the meetings of the Digital Delivery Board shall be a minimum of 4 members from out with the Digital, Planning and Performance Directorate.

CHAIR

The Director of Planning & Performance shall Chair the Digital Delivery Board or the Clinical Lead for Informatics (CCIO) as Deputy Chair. In the absence of the Chair and Vice Chair, a Vice Chair will be pre-arranged or agreed by those members present.

ATTENDANCE

Members of the DDB will be expected to attend every meeting, or to nominate a permanent representative who will be expected to attend every meeting. Further deputation should be limited, with the deputy appropriately briefed by the Director on matters to be considered which are on the agenda.

Other staff within the Health Board may also be asked to attend either as an observer, as part of their development plan or to present papers on specific areas of responsibility.

SECRETARIAT

The Executive Director Lead will ensure appropriate secretariat arrangements are in place.

Action points will be prepared and circulated to members within five days and shall be retained as a formal record of the decision making process for a period of seven years.

FREQUENCY OF MEETINGS

Meetings shall be held on a monthly basis with additional meetings of the group held as required.

ROLE AND RESPONSIBILITIES OF THE DIGITAL DELIVERY BOARD

The Digital Delivery Board will:-

- Oversee and guide the review and delivery of the digital strategic plan on behalf of the Executive and Health Board, ensuring that it remains relevant and appropriate to the delivery of the organisation's strategy, legislation and strategic benefits.
- Establish the principles and standards to which digital services will be provided and oversee their adoption across the UHB
- Oversee and guide the review and delivery of the digital IMTP on behalf of the Executive and Health Board.
- Determine and undertake the prioritisation process for the digital work programme on behalf of the Executive and Health Board
- Oversee the delivery of the digital contracts the UHB has in place with other NHS, commercial and public sector partners
- Oversee the management of the Digital Risk Register

LINKS WITH OTHER COMMITTEES

- Executive Board
- Management Board
- Digital and Data Committee
- Quality, Safety & Risk Committee
- Information Governance group
- Medical Records Committee

REPORTING

A standard agenda must be used as the basis for discussion at each meeting of the Digital Delivery Board.

Key strategies, plans, policies, business cases developed for approval by the Digital Delivery Board must be prepared wherever possible in the format agreed by Cwm Taf Morgannwg University Health Board for consideration and approval by the Executive Board. Additional reports may be directed to other Committee of the Board or groups as appropriate.

The board will align and work closely with the work of the Digital and Data Committee and provide regular assurance reports to the Quality, Safety & Risk Committee highlighting progress and risks as appropriate.

The board will endeavour to take a value based approach to decision making and prioritisation, considering all of the key strategic elements agreed for the digital programme. Presently these are:

1. Improved experience across patient journey
2. Improved access to care
3. Reduced need for treatment / appointment
4. Reduction in non-value adding activity
5. Increased productivity
6. Improved employee experience
7. Reduction in capital expenditure
8. Reduction in revenue expenditure
9. Improved management of population health
10. Improved management of the UHB

REVIEW

This Terms of Reference will be reviewed on a bi-annual basis with the next review scheduled for February 2023.



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WALES

Bwrdd Iechyd Prifysgol
Cwm Taf Morgannwg
University Health Board

APPENDIX B CTM UHB Digital Year end non recurrent revenue expenditure programme

Priority	Area	Requirement	Quantity	Unit cost (£, exc VAT)	Cost (£, exc VAT)	Forecast cost (£, inc VAT)	Contact / lead	Supporting information	Certainty of delivery
Medium	Data	Cisco Platinum Learning Library	3	4,750	14,250	17,100	LiamD	Online Cisco Training Courses for unlimited users (3 years) *** No longer required, provided from the Cisco Training credits ***	High
High	Data	SICL security review of firewalls	1	5,400	5,400	6,480	LiamD	Review of the configuration of firewall security appliances, to ensure they are as securely configured as possible.	High
High	Data	YMH network cabling	1	30,000	30,000	36,000	LiamD	Provisional cost of cabling, needs to include the 2nd cabinet. Revenue, as a temp fix until the main refurbishment, and lifetime expected to be < 1 year.	Medium
High	Data	Patch cables	1	2,354	2,354	2,825	LiamD	Patch cables to allow refurbishment of cabinet wiring.	High
High	Data	BT consultancy - end of year reviews	60	596	35,760	42,912	LiamD	Consultancy / engineering days to undertake healthchecks and undertake essential backlog maintenance.	High
High	Data	Y Bwythn cellular remediation	1	8,417	8,417	10,100	LiamD	Improve cellular coverage in RGH Y Bwthyn.	High
High	Data	PSBA public wi-fi service engineering cost	1	14,709	14,709	17,651	LiamD	Provision of the BT PSBA public wi-fi offering, under WG contract/framework.	High
High	Voice	Daisy consultancy - end of year reviews	30	900	27,000	32,400	ChrisB	Consultancy / engineering days to undertake healthchecks and undertake essential backlog maintenance.	High
High	EUC	M365 Teams Room Licenses - Execs plus others	1	5,000	5,000	6,000	Brett		High
High	EUC	M507 Printers (borderline cap/rev)	30	250	7,500	9,000	MikeD	Look at a repeat purchase.	High
High	EUC	M404 Printers	20	150	3,000	3,600	MikeD	Look at a repeat purchase.	High
High	EUC	M454 Colour Printer	10	250	2,500	3,000	MikeD	Look at a repeat purchase.	High
High	EUC	Monitors	500	110	55,000	66,000	MikeD	Look at a repeat purchase.	High
High	EUC	Docking stations	500	110	55,000	66,000	MikeD	Look at a repeat purchase.	High
High	EUC	Keyboards	500	15	7,500	9,000	MikeD	Look at a repeat purchase.	High
High	EUC	Mice	500	5	2,500	3,000	MikeD	Look at a repeat purchase.	High
Low	EUC	Headsets for Teams	5000	30	150,000	180,000	ChrisB	To support agile working	High
Low	EUC	Speakers for Teams	500	30	15,000	18,000	ChrisB	To support agile working	High
Low	EUC	Webcams for Teams - enhanced version	50	47	2,350	2,820	ChrisB	To support agile working	High
Low	EUC	Webcams for Teams - standard version	950	28	26,933	32,319	ChrisB	To support agile working	High
High	Server	NDR SQL BigData Config - Consultancy	10	1,100	11,000	13,200	Paul / Liam M	NDR SQL 2019 BigData cluster consultancy (Dell)	High
High	Server	Azure assessment	1	30,000	30,000	36,000	Paul	Azure cloud assessment with TrustMarque, provides support for server 2008.	High
High	Server	VXRail training	4	1,716	6,864	8,237	Paul	VXRail training for 4 x staff	High
High	Server	BI SQL performance review	1	5,500	5,500	6,600	Paul	Ultima review of BI SQL performance.	High
High	Software	Access to GP data - primary care interfaces	1	36000	36,000	43,200	LiamM	Consultancy Costs associated for using the tools to enable access to the actual data	High
High	Software	Live bed management (ward boards) - revenue	1	50000	50,000	60,000	LiamM	To provide 50 units in Morgannwg. Based on previous RGH/PCH costs.	High
High	Staffing	Coding tasks - clear uncoded backlog	350	294	102,900	102,900	Rowland	Clear 35,000 uncoded PCE from 2019/20 and 2020/21. Need 700 shifts @ £294 per shift. Realistically, only half of these will be cleared, so drop the days back to 350.	Medium
High	Staffing	AA PM support	45	400	18,000	18,000	Karen	PM to support Christian Smith with the AA rollout.	High
High	Bridgend	Consultancy to develop interfaces	1	50,000	50,000	50,000	Karen/LiamM	Interfaces for various systems, such as WCP/Endoscopy in PoW? Cellma ordered, need to discuss Medilogic.	High
High	Consultancy	Consultancy - Consilium (infra)	1	10,000	10,000	12,000	ChrisB	Consultancy days for further cooling and environmental reviews across the entire estate.	High
High	Consultancy	PowerBI IT Dashboard development	30	750	22,500	27,000	Karen/Paul	Consultancy (e.g. RedCortex)	High
High	Consultancy	Antigen testing booking app development	10	750	7,500	9,000	Karen/Paul	Consultancy (e.g. RedCortex)	High
High	Consultancy	SharePoint Modernisation	33	750	24,750	29,700	Karen/Paul	Consultancy (e.g. RedCortex) to work alongside corporate comms to assist them to redevelop SharePoint. (PM has requested as a priority.)	High
High	Consultancy	RedCortex consultancy for M365	1	100,000	100,000	120,000	PC/Brett	Support from RedCortex for rollout of O365 products, and development of BI tools.	High
Total					945,187	1,100,044			

