

Digital & Data Committee

Mon 12 July 2021, 14:00 - 17:00

Via TEAMS



Agenda

14:00 - 14:00 **1. PRELIMINARY MATTERS**

0 min

Ian Wells

1.1. Welcome and Introductions (oral)

Ian Wells

1.2. Apologies for Absence (oral)

Ian Wells

1.3. Declarations of Interest (oral)

Ian Wells

14:00 - 14:05 **2. CONSENT AGENDA**

5 min

Ian Wells

2.1. Items for Approval

2.1.1. Unconfirmed Minutes of the meeting held on 11 March 2021

Ian Wells

 2.1.1 unconfirmed mins D & D 11.3.21 CWIW.pdf (12 pages)

2.1.2. Unconfirmed Minutes of the In-Committee Meeting held on 11th March 2021

 2.1.2 Unconfirmed IC unconfirmed mins D & D 11.3.21.pdf (2 pages)

2.1.3. Action Log

Georgina Galletly

 2.1.3 Action Log D & D Cmt 11.3.21 IWCW.pdf (1 pages)

2.1.4. Draft Committee Annual Report 2020/21

 2.1.4 Cmt Annual Report Cover Report...pdf (3 pages)

 2.1.4 DRAFT Cmt Annual Report 2020-2021 IWDJJHGG.pdf (7 pages)

 2.1.4 App 1 to Cmt Annual Report - Cmt Business Cycle.pdf (4 pages)

2.1.5. Committee Self-Assessment Feedback & Action Plan 2020/21

 2.1.5 DRAFT D&D Cmt Effectiveness Survey - Themed Action Plan.pdf (4 pages)

2.1.6. Annual Review of Committee Terms of Reference

 2.1.6 Cmt TOR App by HB July 20.pdf (10 pages)

2.1.7. Record Management Policy

- 📄 2.1.7 Records Mgt Policy - Cover Report...pdf (3 pages)
- 📄 2.1.7 Records Management Policy v4.pdf (45 pages)

14:05 - 15:00
55 min

3. MAIN AGENDA

Ian Wells

3.1. Matters Arising (oral)

Ian Wells

3.2. Organisational Risk Register

Georgina Galletly, Director of Corporate Governance/ Board Secretary

- 📄 3.2 Organisational Risk Register - June 2021.pdf (4 pages)
- 📄 3.2 App1 - Organisational RR June 2021.pdf (4 pages)

3.3. Digital Infrastructure Report

Christopher Ball, Head of Digital Infrastructure

- 📄 3.3 Presentation- Infrastructure Review.pdf (15 pages)

3.4. Clinical Coding Improvement & Transformation Plan

Rowland Adigee, Head of Performance & Coding

- 📄 3.4 Coding Coding Improvement Plan...pdf (5 pages)

3.5. All-Wales Information Governance Toolkit Outcome Report

Claire Northwell-Todd, Head of Information Governance / Data Protection

- 📄 3.5 All-Wales IG Toolkit cover paper...pdf (4 pages)
- 📄 3.5 IG Toolkit App a.pdf (51 pages)
- 📄 3.5 IG Toolkit App b.pdf (3 pages)
- 📄 3.5 IG Toolkit App c.pdf (503 pages)

3.6. Comfort Break (5 minutes)

Ian Wells

15:00 - 15:15
15 min

4. ASSURANCE REPORTS

4.1. Digital Programme Assurance Report

Andrew Nelson, Chief Information Officer

- 📄 4.1 Digital Prog Assurance Rpt July21...pdf (7 pages)

4.2. Information Governance Activity Highlight Report

Georgina Galletly

- 📄 4.2a IG Highlight Report April 21 IGG.pdf (4 pages)
 - 📄 4.2b IG Highlight Report June 21.pdf (3 pages)
-

15:15 - 15:50
35 min

5. AUDIT REPORTS

Andrew Nelson, Chief Information Officer

5.1. Internal Audit Report - IT Service Management (Oral)

5.2. Internal Audit Report - IT Assessment - Management Actions Update Report

 5.2 Updated Management Response - IA Baseline IT Assessment.pdf (18 pages)

5.3. Internal Audit - Digital Response to Covid-19 Pandemic

 5.3 IA - Digital Reponse to Covid-19 Pandemic.pdf (27 pages)

5.3.1.

15:50 - 15:55
5 min

6. OTHER ITEMS

Ian Wells

1)

6.1. Committee Work Plan 2021/22

Ian Wells

 6.1 Future Work Programe 2021-2022.pdf (4 pages)

6.2. Committee Highlight Report to Board (oral)

Ian Wells

15:55 - 16:00
5 min

7. ANY OTHER URGENT BUSINESS (oral)

Ian Wells

16:00 - 16:00
0 min

8. DATE OF NEXT MEETING - 14th October 2021

Ian Wells

The final meeting of the year will be held on 14th October 2021.