



DIGITAL & DATA COMMITTEE

Agenda Item 2.1.5

OUTCOME REPORT: DIGITAL & DATA COMMITTEE EFFECTIVENESS SURVEY

DATE OF MEETING	8 th July 2021
PUBLIC OR PRIVATE REPORT	PUBLIC

IF PRIVATE PLEASE INDICATE REASON	Not Applicable - Public Report
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PREPARED BY	Wendy Penrhyn-Jones, Head of Corporate Governance & Board Business
PRESENTED BY	Wendy Penrhyn-Jones, Head of Corporate Governance & Board Business
EXECUTIVE SPONSOR APPROVED	George Galletly, Director of Corporate Governance/ Board Secretary and Kelechi Nnoaham, Director of Public Health

REPORT PURPOSE	FOR NOTING
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ACRONYMS	
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1. PURPOSE

- 1.1 The Chair of the Digital & Data Committee is required to present an annual report to the Board outlining the Committee's business through the financial year to provide an assurance. As part of this process, the Committee are required to undertake an annual self-assessment questionnaire.
- 1.2 Members of the Committee are asked to discuss and review the Committee self-assessment questionnaire relating to the activities and performance of the Digital & Data Committee during 2020/21.
- 1.3 Members should note four responses were received.



2. SUMMARY REPORT

<p>Positive Assurance</p>	<p>1. Committee Effectiveness:</p> <p>Members/Attendees:</p> <ul style="list-style-type: none">• Were aware that the Committee had approved Terms of Reference in place defining the role of the Committee.• Were largely aware that the Committee had approved a Cycle of Business. <p>2. Committee Business</p> <p>Overall there was a clear consensus from Members/Attendees with responses reflecting that:</p> <ul style="list-style-type: none">• The Committee met with sufficient frequency to deal with planned matters in an effective manner.• Virtual Meetings have been a positive experience in that it has allowed scrutiny to continue.• The Committee was adequately supported by the Meeting Secretariat.• There was no overlap with the remit of other Board Committees. <p>3. Behaviour, Culture and Values</p> <p>The meeting behaviours of Members/Attendees were considered courteous and professional.</p> <p>4. Training & Development</p> <p>There was clear consensus that Members/Attendees considered that they had the skills and knowledge to carry out their role in respect of this Committee.</p>
<p>Areas of Note</p>	<p>1. Committee Effectiveness</p> <p>For new attendees it is important to note the following routine business relating to Committee (also captured in the Forward Work Programme and new Committee Cycle of Business):</p> <ul style="list-style-type: none">• The Terms of Reference are due for consideration at the July 2021 meeting of the Committee as part of the annual review basis prior to onward approval of any changes by the Health Board.• The Committee is for the first time producing an Annual Report given it was only formed in 2020. If approved, the Committee



Annual Report is due to be submitted to the Board in July 2021 with a view to providing assurance that the Committee considers activity consistent with its remit.

- A **Committee Cycle of Business has been developed** to further complement the Forward Work Programme and this was approved by the Committee in March 2021.

2. Committee Business

Mirroring other Board Committees, the Digital and Data Committee operates a **Consent Agenda** system for routine business consideration. If it is felt that any item on the consent agenda needs to be moved to the main agenda for discussion this can be done.

- Through the development of the new Committee Cycle of Business, meetings are **scheduled to align with activity where decisions may need to be made**. The Digital & Data Committee paused its meetings in the spring and summer of 2020 due to the Covid-19 Pandemic resuming its meetings in a virtual format from September 2020. As with all Board Committees, the Digital & Data Committee where sufficiently urgent can consider any item 'Out of Committee' via 'Chairs Urgent Action'. This was not necessary in 2020/21.
- The only meetings of the Committee held '**In Committee**' reflect circumstances where the matter cannot be legitimately considered in the public domain. Highlight Reports are produced following each Committee meeting so that the wider Board is kept informed of the **nature of the issues** the Committee has considered and **any decisions reached**. These highlight reports are available as part of the 'public' Board papers to demonstrate the Health Board's **commitment to openness and transparency**.
- With regard to future Committee meetings through the medium of Welsh, this would be supported if it was the preferred language of any of the Members/Attendees. Such an instance would require simultaneous translation.

Areas Requiring Further Consideration

Committee Business - Areas for improvement were identified as follows:

- Continually reviewing reports content with a view to making sure these are succinct and that operational detail is excluded wherever possible.
- Annual review of the Terms of Reference will help identify if there are areas of work that will need to be brought into the Committee's



	future work programme. These are appended to the Committee's Annual Report.
Action Plan	The above points require action by the Executive Lead. The Committee will then monitor progress made in this regard.
Appendices	Nil

3. Recommendation

3.1 The Committee is asked to **NOTE** the report.