

Agenda Item Number: 2.1.1

Unconfirmed Minutes of the Meeting of Cwm Taf Morgannwg University (CTMUHB) Digital & Data Committee Held on Tuesday 21 May 2024 via Microsoft Teams

Members Present:

Ian Wells	Independent Member (Committee Chair)
Lynda Thomas	Independent Member (Committee Vice Chair) (In Part)
Carolyn Donoghue	Independent Member
Kath Palmer	Vice Chair of Board

In Attendance:

Stuart Morris	Director of Digital / Senior Information Risk Owner
Andrew Nelson	Assistant Director of Data Intelligence & Compliance
Steve Macdonald	Assistant Director for Digital Delivery
Matthew Swarfield	Head of Clinical Administration Transformation
Robert Bleasdale	Associate Medical Director for Digital / Consultant Cardiologist
Paul Chilcott	Lead Infrastructure Architect / Interim Head of Cyber, ICT Department
Cally Hamblyn	Assistant Director of Governance and Risk
Tyler Lewis	Corporate Governance Officer (Committee Secretariat)

1. PRELIMINARY MATTERS

1.1 Welcome and Introductions

In opening the meeting, the Chair **welcomed** all those present. The Chair also noted the format of the proceedings in its virtual form.

1.2 Apologies for Absence

Apologies had been received from:

- Claire Northwell-Todd, Head of Information Governance
- Suzanne Rodgers, Assistant Director of Digital Transformation
- Christian Smith, Chief Nursing Information Officer
- Karen Winder, Assistant Director of Digital Systems

1.3 Declarations of Interest

No declarations of interests were received.

2. CONSENT AGENDA

2.1 **FOR APPROVAL**

2.1.1 **Unconfirmed minutes of the meeting held on 21st February 2024**

The minutes were **APPROVED** as an accurate record.

2.1.2 **Unconfirmed minutes of the In-Committee meeting held on 21 February 2024.**

The minutes were **APPROVED** as an accurate record.

2.1.3 **Committee Annual Report 2023-2024**

The Committee Annual Report was **APPROVED**.

2.2 **FOR NOTING**

2.2.1 **All Wales independent member network highlight report**

The report was **NOTED**.

2.2.2 **Committee Annual Cycle of Business**

The Committee Annual Cycle of Business was **NOTED**.

2.2.3 **Committee Forward Work Plan 2024-25**

There were no items identified for inclusion in the forward work plan.

2.2.4 **Action Log**

The Action Log was **NOTED**.

2.2.5 **Digital Operating Model – Final Internal Audit Report**

The audit report was **NOTED**.

3. **MAIN AGENDA**

3.1 **Matters arising not contained within the action log**

There were no matters arising to report.

3.2 **Spotlight Topic – Update on National Application Programmes**

S. Morris provided Members with a detailed presentational update on the application of National programmes.

Following the detailed presentation, Committee members raised a number of points. K Palmer enquired about the approach of the Digital and Data Plan to grouping and prioritising programmes, and how this approach impacts the risk profile.

L. Thomas proposed a shift in priorities and recommended an alternative approach, prioritising programs with a business case and highlighting those making progress to increase awareness of Digital Health for Wales.

C. Donoghue underlined the significance of aligning with national policy, addressing rejection trends in business cases and systems, as well as the escalated risk associated with an underfunded business case.

At a recent national meeting, I. Wells highlighted the ongoing concern regarding the declining number of approved business cases. He emphasised the potential benefits of engaging in a comprehensive dialogue with colleagues on this pertinent issue.

S. Morris highlighted the significant level of detail regarding the grouping and prioritisation of previously outlined programmes, and recognised that whilst some were without accompanying business cases, they are still being deliberated. He flagged an issue concerning the funding sought for business cases and acknowledged a disparity in funding from the governments of England and Wales.

K. Palmer expressed concerns about potential financial deficits compromising patient care quality and safety, emphasising the need for a comprehensive understanding of the main contributing factors.

S. Morris confirmed the attainment of significant milestones in line with the National plan for 2024-2025 and drew attention to an ongoing Business Case concerning the Llantrisant Health Park and the acquisition of digital resources. He highlighted the crucial nature of digital cellular pathology for the Health Board and advised that its business case will be presented for endorsement at the July Board Meeting.

A. Nelson reported that specific integration layers experienced failures due to an 8-year-old Application Programming Interface that did not comply with modern Clinical Data Repository standards which consequently led to challenges in submitting applications to National Programmes.

R. Bleasdale highlighted the indication of organisational maturity and emphasised the importance of co-ordination within the organisation, strategies for escalating issues, the value of shared listening and learning from clinical colleagues at a National Level, and implementing a modular Electronic Patient Record system with a robust core.

The Chair thanked digital colleagues for the robust update and responses to the queries raised by Members and proposed that a further meeting is arranged to delve deeper into matters in an offline setting.

The Committee **NOTED** the contents of the update.

Resolution

Action

It was agreed upon by Committee Members and the Director of Digital to hold a more in-depth discussion outside of the Committee Meeting.

4. **INTEGRATED GOVERNANCE**

4.1 **Organisational Risk Register**

C Hamblyn presented the Organisational Risk Register drawing attention to the updates in the cover paper and those highlighted in red in the appendix to the report.

I. Wells raised a concern regarding risk 5761 relating to "Cross Health Board Data Sharing" and sought clarity on the absence of National data resource in providing the service. D. Hurford acknowledged the issue which predominantly impacts the Prince Charles Hospital teams in relation to patient crossover. He emphasised the potential clinical risk associated with this and advised that Digital Health and Care Wales are working with the Health Board to seek a solution. He committed to providing updates to Members as required.

Resolution The Committee **REVIEWED** the report and sought assurance on the risk mitigations as appropriate.

4.2 **Information Governance Group Highlight Report**

A. Nelson presented the highlight report and provided an update on details of the key issues considered by the Information Governance Group at its meeting on the 9 May 2024.

A. Nelson proposed a meeting to discuss recommendations for cyber resilience in the Directive on Networked Infrastructure and Services (NIS-D) cyber improvement plan as assurance is required on the next steps to complete the plan's actions.

I. Wells commented on the necessity of incorporating local cyber training as part of compliance training.

K. Palmer sought clarification concerning the awareness of the training compliance rates highlighted in red following the dissolution of the Digital and Data Committee. A. Nelson assured the Committee that there are established processes in place to monitor training compliance.. C. Hamblyn advised that this area of activity will be considered in the Operational Delivery Committee in the new structure. Furthermore, S. Morris highlighted that any

cybersecurity-related issues would be addressed during Board Briefing sessions as well as within the appropriate new Committees

Resolution The Committee **NOTED** the report.

4.3 **Digital and Data Arrangements for the New Joint Commissioning Committee (JCC) – Verbal Update**

G. Watts delivered a verbal update to the Members regarding the progress of the new JCC governance arrangements. He addressed queries raised by members and underlined the significance of collaboration with the Information Governance Team, particularly as the Cwm Taf Morgannwg Health Board (CTMUHB) serves as the host for the JCC. He clarified that those working within the JCC are employees of CTMUHB and therefore must adhere to the policies and procedures of the Health Board.

Resolution The Committee **NOTED** the update.

Action The Director of Corporate Governance has agreed to provide updates to Members once the final governance arrangements have been finalised.

4.4 **Digital Future Ways of Working at Board Committee Level**

S Morris presented the report updating the Committee on the proposed approach for reporting and assurance of the Digital and Data portfolio in light of changes to the Board Committee structure.

Whilst unrelated to the Board Structure, S Morris referenced that the National digital governance arrangements are evolving within Welsh Government, noting that a Technology Leadership Portfolio Board had been established but is in its infancy.

In providing the update S Morris focussed on the incorporation of strategic digital discussions into the upcoming Strategic Development Committee, along with augmenting governance to ensure active cyber engagement in meetings. Additionally, he assured the Committee that digital considerations will be visible at Board level.

C. Hamblyn assured Members that she is undertaking a review of the Terms of Reference to ensure comprehensive coverage of digital and data-related matters. Furthermore, she intends to present Cyber assurance as a prominent agenda item to the Audit and Risk Committee.

K. Palmer sought assurance regarding the strategic presentation of in-committee items to the new committees and the significance of prioritising and planning for business-sensitive items over the long term. She suggested, a joint in-committee meeting may prove advantageous. In response, C. Hamblyn agreed to explore the suggestions as part of the review and

reiterated that the new structure allows flexibility in terms of whether topics are considered at Board Briefings, Board Development, or strategic discussions at Board.

C. Donoghue sought confirmation from the Digital Team that digital activity would be covered under the new Committee framework. S. Morris expressed optimism that Digital activity will have visibility across the board, and discussed how Members of the Digital Committee could act as Digital champions to facilitate conversations.

During discussions A. Nelson reiterated the importance of integrating Information Governance and data protection continuity into meetings. C. Hamblyn indicated that the structure has not been shared as it is currently in progress and suggested that future Board development sessions should include an educational component to ensure Independent Members gain a comprehensive understanding of the various information governance activity and roles such as the DPO, Caldicott Guardian etc.

Resolution The Committee **NOTED** the report.

5. **IMRPOVING CARE**

5.1 **Digital and Data Assurance Report**

S. Macdonald presented the report that updates the Committee on the extensive work plan delivered by Digital & Data Directorate.

During the update, S. Macdonald discussed that there has been progress in the deployment of network improvement, Wi-Fi access points, and the introduction of new technology including cyber vault and data domain implementation.

A. Nelson drew attention to the growing demand for digital and data services essential for supporting 'Business as Usual' activities, whilst outlining the significance of establishing a robust digital foundation. Additionally, he highlighted challenges related to program planning and delivery, attributing them to the substantial amount of money available and its distribution flexibility.

C. Donoghue valued the report for highlighting regular business activities and for its comprehensive coverage.

Resolution The Committee NOTED;

- The projects both system and infrastructure
- The challenges with the current level of capital and revenue funding to sustain a digital programme
- The increase in National Systems without local business cases.

5.2 **Medical Records Assurance Report**

M. Swarfield presented the report that summarised the current position regarding the following;

- The number of missing medical records;
- Casenote availability audit
- Casenote movement and activity
- Medical Records incidents
- Record storage at Princess of Wales
- Digitisation of patient records
- Records Retention and Destruction
- Patient Contact Services activity

I. Wells referenced that consultant names were included in the report. S. Morris noted that he had approved their inclusion, however upon reflecting on discussion at the meeting advised Members that they would be redacted in future reports. C. Hamblyn instructed the Corporate Governance Team to redact the consultant names.

K. Palmer expressed concern about the instances involving the medical records and asked if they had been sufficiently discussed or if they needed to be escalated further within the Health Board. S. Morris recognised the concerns and advised that risks are escalated and reported to the Executive Team. He advised that the current digital records strategy is still under review, pending work on storage pressures, progress on digital records and the financial position to progress digitisation.

Resolution The Committee **NOTED** the report.

6. **SUSTAINING OUR FUTURE**

6.1 **Clinical Coding AI Enabled Transformation Programme**

A. Nelson introduced J. Gapper and K. O'Shea, who presented an update on the demonstrable progress and benefits of the Health Boards execution of the AI enabled strategic transformation, highlighting the following;

- Quality of Coding
- Coding completeness
- Extending the scope of coding beyond inpatient and daycases.
- Workforce development
- Autocoder development
- Future direction

C. Donoghue welcomed the new development on the auto coding system and congratulated the team for taking the lead in this area.

Resolution The Committee **NOTED** the progress made in taking forward the coding improvement plan over the past year and the successful delivery of the Welsh Governments quality and completeness targets.

7. **Items to be discussed at the In-Committee**

The Chair advised that the following business sensitive items were to be discussed in the closed session:

- Cyber Improvement Programme
- External Audit Report - Cyber Resilience - Cyber Assessment Framework
- Organisational Risks relating to Cyber and Infrastructure Resilience
- Digital Critical Incidents

8. **OTHER MATTERS**

8.1 **Committee Highlight Report to Board**

I. Wells advised that the Corporate Governance Team would draft the highlight report for approval by himself and the Executive Lead.

8.2 **Any other urgent business**

No further areas of Business were identified.

8.3 **How did we do in this meeting?**

I. Wells invited feedback from Members either directly or via the Corporate Governance Team, suggesting this is received within the next two weeks.

9. **DATE AND TIME OF NEXT MEETING**

28 August 2024 at 9:30am.