ACTION LOG – Digital & Data Committee

No	MEETING DATE	SUBJECT	KEY ACTIONS/DECISIONS	RESPONSIBLE OFFICER	COMPLETED/ update
9/20/7i	24.9.20	Clinical Coding – response to audit reports	Alan Roderick would be asked to attend the next meeting to respond to issues raised by IMs around findings of audit reports around outstanding clinical coding items, coding team staffing and the number of staff who transferred into CTM following boundary change.	AR	On agenda at 5.1 15.12.20
9/20/9ii	24.9.20	Future Work Programme	It was suggested that it may be helpful to receive a presentation on Digital Business Continuity	WPJ	**Completed:** Added to Future Work Programme
04/20.1	6.2.2020	Committee TOR	Amend the TOR to include two additional attendees and bring the TOR back to the next meeting for further consideration. Once dates of future meetings confirmed issue invitations to these two additional persons. Karen Winder to circulate the Cyber Security Plan to Committee Members following the meeting	WPJ WPJ KW	**Completed:** On Agenda – September 2020 **Completed** **Completed:** Update provided in

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					form of presentation 24.9.20
			Committee title to be adjusted to Digital & Data Committee.	WPJ	**Completed:** TOR noted by Committee 24.9.20
04.20.2.1	6.2.2020	Update from DHSSG	Demonstration of Digitalisation of Patient Notes (DPN) to be arranged for next meeting of Digital & Data Committee	KW/IB	Project delayed until Summer 2021 – referenced in presentation 24.9.20
			Karen Winder to circulate the go-live checklist for DPN setting out the risks and issues associated with the project.	KW	As above.
			ICT system risks and issues to be included in reports to future meetings of the Committee along with IT Literacy and hardware risks.	KW/IB	**Completed:** Presentation to Committee 24.9.20
			Risk 44 to be removed from Risk Register for local management in recognition of the reduced score.	KW	**Completed**

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4.1	6.2.2020	WAO Follow-up Review Clinical Coding	Action plan for outstanding actions to be prepared via the executive and presented to the Audit & Risk and Digital & Data Committee	AR	Item on agenda 15.12.20 for discussion
			Most recent NWIS reports on Clinical Coding for review by Audit & Risk and Digital & Data Committee.	AR	**Complete:** received by Committee 24.9.20
Board Committee Referrals					
-		Referral from Mental Health Act Monitoring Committee following its March 2020 meeting	Use of electronic forms which could have some sections pre-populated would avoid the risk of MHA errors in those particular sections.	Karen Winder	**Completed:** Mental Health due to be next phase of digitisation. Business case to be developed.
-		Referral from Audit & Risk Committee following its July 2020 meeting.	Cyber Security Follow-Up report from Internal Audit (May 2020)	Karen Winder	**Completed:** Item received by Committee on 24.9.20
		Referral from Quality & Safety Committee in July 2020	Harmonisation of ICT systems in Bridgend ILG.	Karen Winder	**September 2020:** This is an ongoing issue being managed by Digital

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					Strategy Steering Group which provides reports to the Digital & Data Committee at each meeting.