



<b>AGENDA ITEM</b>
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<b>DIGITAL &amp; DATA COMMITTEE</b>
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<b>OUTCOME REPORT: DIGITAL &amp; DATA COMMITTEE EFFECTIVENESS SURVEY</b>
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<b>DATE OF MEETING</b>
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19 <sup>th</sup> December 2022
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<b>PUBLIC OR PRIVATE REPORT</b>
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<b>PUBLIC</b>
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<b>IF PRIVATE PLEASE INDICATE REASON</b>
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Not Applicable - Public Report
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<b>PREPARED BY</b>
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Kathrine Davies, Corporate Governance Manager
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<b>PRESENTED BY</b>
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Cally Hamblyn, Assistant Director of Governance & Risk
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<b>EXECUTIVE SPONSOR APPROVED</b>
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Assistant Director Governance & Risk
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<b>REPORT PURPOSE</b>
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<b>FOR NOTING</b>
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<b>ACRONYMS</b>
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Nil
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## 1. PURPOSE

- 1.1 The Chair of the Digital and 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 feedback set out in this report which relating to its activities and performance during 2021/22.

1.3 Members should note that five responses were received.

## 2. SUMMARY REPORT

### 1. Committee Effectiveness:

There was a clear consensus that Members/Attendees were aware that:

- There were approved Terms of Reference in place defining the role of the Committee and were reviewed annually.
- In the main the Committee were aware that an Annual Report was produced and reported to the Board to provide assurance that the Committee considers activity consistent with its remit.
- A Committee Annual Cycle of Business had been established to be dealt with across the year.

### 2. Committee Business

- Members of the Committee felt that they met with sufficient frequency to deal with planned matters in an effective manner.
- The Committee was felt to be adequately supported by the meeting secretariat.
- The Committee felt that the meetings were effectively Chaired with clarity of purpose and outcome.
- It was felt that where meetings of the Committee were held in private that these had been used appropriately for items that should not be discussed in the public domain. Feedback reflected that these meetings were held at every meeting due to the commercially sensitive item of cyber security and critical incidents.
- The Committee were of the opinion that each agenda item was 'closed off' appropriately so it was clear what the conclusion was.
- Members felt that the boundaries between this Committee and other Committees were clearly defined with adequate cross-referral if required.

### 3. Behaviour, Culture and Values

- The meeting behaviours of Members/Attendees were considered to be courteous and professional.
- It was felt that the atmosphere at the meetings were conducive to open and productive debate.

**Positive  
Assurance**



	<p><b>4. Welsh Language</b></p> <ul style="list-style-type: none"> <li>• Meetings through the medium of Welsh was supported if it was the preferred language of any of the Members/Attendees. Appropriate arrangements for translation would be necessary in such circumstances.</li> </ul>
<p><b>Areas of Note</b></p>	<p><b>1. Committee Effectiveness</b></p> <ul style="list-style-type: none"> <li>• The Terms of Reference were reviewed and approved at its September 2022 meeting as part of the annual review basis prior to subsequent approval by the Health Board in November 2022.</li> <li>• The Committee <b>received</b> and approved its Annual Report for 2021-22 at its September 2022 meeting and was submitted to the Board in November 2022.</li> <li>• The Committee Cycle of Business has been implemented to further complement the Forward Work Programme and was approved by the Committee at their March 2022 meeting.</li> </ul> <p><b>2. Committee Business</b></p> <ul style="list-style-type: none"> <li>• The Digital &amp; Data Committee utilises a Consent Agenda system for routine business consideration. Members are aware that should they consider that any item on consent requires further assurance and scrutiny then it will be moved to the main agenda for discussion.</li> <li>• As with all Board Committees, the Committee, where sufficiently urgent can consider any item 'Out of Committee' via 'Chairs Urgent Action'.</li> <li>• Highlight reports are produced following each meeting so that the Board is kept informed of the nature of the issues considered and any decisions reached. These reports are available as part of the 'public' Board papers to demonstrate the Health Board's commitment to openness and transparency. Feedback reflected that the Highlight reports were succinct and to the point.</li> </ul>
<p><b>Areas Requiring Further Consideration</b></p>	<p><b>Committee Effectiveness - Areas for action/improvement</b> were identified as follows:</p> <ul style="list-style-type: none"> <li>• Whilst virtual meetings have been a positive experience <b>overall</b> and that it had been convenient in that they had enabled scrutiny to continue, feedback reflected that it more convenient and enabled better use of time. However, it was felt that it did reduce networking opportunities.</li> </ul>



<b>Action Plan</b>	In response to the areas of improvement identified the following actions are proposed: <ul style="list-style-type: none"><li>• The Committee could consider the possibility of holding a face to face meeting during the year to allow for networking and relationship building which is sometimes lost when meetings were held virtually.</li></ul>
<b>Appendices</b>	Nil

### 3. Recommendation

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