DIGITAL & DATA COMMITTEE

Annual Report
2021-2022

FOREWORD

I am pleased to present the second Annual Report of the CTMUHB Digital & Data Committee which outlines the activity between 1st April 2021 to 31st March 2022.

The purpose of the Committee is to advise and assure the Board in discharging its responsibilities with regard to the quality and integrity; safety, security and appropriate access and use of information & data with a view to supporting health improvement and enabling high quality healthcare. It is also in being to seek assurance on behalf of the Board around arrangements for appropriate and effective management and protection of information (both patient and personal) as well as to provide advice and assurance to the Board in relation to the direction and delivery of CTMUHB's Digital and Data Strategies.

The Health Board appointed Stuart Morris as Director of Digital in 2022 and his expertise and knowledge will be an asset to the Committee.

I would like to take this opportunity to thank all my fellow Independent Members who sit on the Committee for their invaluable contributions and those who have attended the Committee thus far, for their individual contributions in this regard which are essential to the effectiveness of the Committee. I would like to welcome Lynda Thomas, Independent Member as our newest Committee Member replacing James Hehir and I would like to extend my thanks to James for the extensive contribution that he had made whilst a member of this Committee.

I commend this Annual Report to you.

Ian Wells,
Chair of the Digital & Data Committee/ Independent Member

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Annual Report 2021/2022

1. Introduction

1.1 This report summarises the key areas of business activity undertaken by the Committee between April 2021 and March 2022 and highlights some of the key issues which the Committee intends to give further consideration to over the next 12 months.

1.2 The Committee's Annual 'Business Cycle' was reviewed and approved at its March 2022 meeting and is a key component in ensuring that the Committee effectively carried out its role.

1.3 This report reflects the Committee's responsibilities in terms of the development and monitoring of the Governance and Assurance framework with respect to digital and data issues.

2. Role and Responsibilities

2.1 The primary purpose of the Committee is to:

- o oversee the development of strategies and plans for maintaining the trust of patients and public through its arrangements for handling and using information, including personal information, safely and securely, consistent with the Board's overall strategic direction and any requirements and standards set for NHS bodies in Wales

- o oversee the direction and delivery of the Health Board's Information Communication Technology (ICT), Data and Information Governance Strategies to drive change and transformation in line with the Health Board's Integrated Medium Term Plan (IMTP) that will support modernisation through the use of information, data and digital technology

- o consider implications arising from the development of corporate strategies and plans or those of its stakeholders and partners

- o consider the implications of internal and external reviews and reports

- o oversee the development and implementation of a culture and process for data protection by design and default (including Privacy Impact Assessments) in line with legislation (e.g. General Data Protection Regulation)

- o seek assurance through monitoring the Cyber Security Action plan

- o review organisational risks assigned to the Committee by the Board and advise on the appropriateness of the scoring and mitigating actions in place.

- complete an annual self-assessment exercise in respect of the effectiveness of the Committee. (The output from this work is due to be considered as a separate agenda item).

- seek assurances that strategies and arrangements are appropriately designed and operating effectively to ensure the safety, security, integrity and effective use of information to support the delivery of high quality, safe healthcare across the whole of CTMUHB's activities.

3.   Agenda Planning Process

3.1   The Chair of the Committee, in conjunction with the Committee Vice-Chair, Executive Lead and Meeting Secretariat develop the agenda content and agree the Committee meeting in advance.

3.2   The secretariat for the meeting is provided through the Director of Corporate Governance.

3.4   The agenda and papers are disseminated to Committee members prior to the date of the meeting. Where appropriate all papers are accompanied by a cover sheet which provides an executive summary and guidance to the Committee on the action required.

4.   Operating Arrangements

4.   The Terms of Reference and Operating arrangements were approved by the Board in July 2020 and were reviewed again in March 2022 with minor amendments to the membership. The terms of reference are due to be further considered in September 2022 to reflect amendments to areas of responsibility within management portfolios. The terms of reference are attached as a separate agenda item for approval.

4.2   Whilst the Committee Cycle of Business was approved in March 2022 the agenda for each meeting is sufficiently flexible to allow the Committee to consider any emerging issues.

5.   Membership, Frequency and Attendance

5.1   The terms of reference of the Committee state that the Committee should consist of a minimum of **four** members of the Board.

5.2   During the year the Committee met on three occasions with the fourth meeting in January 2022 meeting being stood-down due to the Covid-19 Pandemic. Independent Member attendance was as follows:

Name	Digital & Data Committee
Ian Wells (Committee Chair)	3 out of 3
Dilys Jouvenat (Committee Vice-Chair)	3 out of 3
Jayne Sadgrove	3 out of 3
James Hehir	3 out of 3

5.3   The Committee has been delighted to have representation from the NHS Wales Informatics Service (now known as DHCW – Digital Health & Care Wales) at its 2021/22 meetings.

5.4   The Committee requires the attendance of other Health Board Officers for advice, support and information routinely at meetings. It may also co-opt additional independent 'external' members from outside the organisation to provide specialist skills, knowledge and expertise.

5.5   Mirroring other Board Committees, the Digital and Data Committee now operates a Consent Agenda system for routine business consideration.

5.6   The vast majority of meeting papers are available publically via the CTMUHB website.   During 2021-22, the Committee met on three occasions for an 'in-Committee' session in respect of a very small number of reports. In-Committee sessions are only held when the subject matter cannot be legitimately considered in the public domain. The subject matter of any one of these Digital and Data Committee 'in-committee' meetings has been routinely reported within the main agenda items of the next meeting of the Committee, the papers for which are published in the public domain.

6.   Committee Activity 2020/2021

6.1   As a result of the impact of Covid-19, the Committee had to reprioritise is work plan due to the need to cancel the meeting that had been planned for January 2022. The following topics were considered at its three meetings of 2021/22:

- **Highlight Reports:** Digital Delivery Board and Information Governance Group.
- **Internal Audit Reports:** IT Service Management, Digital Response to Covid-19, Cancer Data Quality, Covid Management, Bridgend/CT Aggregation.
- **Information Commissioners Office Audit Report**
- **Other Reports:** Cyber Security, Cyber Improvement Plan, Cyber Essentials, Coding Improvement Plan, Disaggregation of ICT Services from Swansea Bay, Critical Incident Reports, all-Wales Information Governance Toolkit, Clinical Coding Improvement & Transformation Plan, Digital Infrastructure, IMTP Digital Programme 2022-23, Digital Communication.
- **Policy Approval**: Records Management Policy.

7. Achievements and Plans

7.1   Having reprioritised its work programme (following the need to cancel its January 2022 meeting), the Committee next met in March 2022. The Committee is continuing to mature in terms of the responsibilities it has defined within its Terms of Reference.

8. Committee Effectiveness & Performance

8.1   The Committee is committed to reviewing its effectiveness by completing this report on an annual basis, reviewing its cycle of business setting out the basis on which it will monitor its progress during the year as well as providing clarity for all of those who contribute to the agenda as to the expectations of them. The outcome of the survey that will be undertaken following the September 2022 meeting will be considered at the meeting to be held in December 2022 in order that recommendations and aligned actions can once again be developed and implemented in terms of areas identified for improvement.

9. Reporting the Committee's Work

9.1   The Committee Chair reports the key issues discussed at each of its meetings using a 'Highlight Report' to the Board. By way of an example, the following link provides the highlight report for the meeting held in July 2022.

9.2   These reports are supported by the relevant and more detailed Committee minutes. Committee papers, including minutes are routinely published on the Health Board's website.

10. Conclusion and way forward

10.1   The Committee is very grateful to all those involved in the work of the Committee for their support over the past 12 months, and for the constructive and positive way in which they have contributed to the activity.

10.2   The Committee will continue to ensure that it conducts its business in accordance with legislation and best practice.

10.3   This will provide the assurance that the Committee has in place the appropriate governance arrangements and resources to ensure success in achieving its objectives.

11. Further Information

Visit the Health Board's website to access Digital & Data Committee papers.