



DIGITAL HEALTH AND CARE WALES

ANNUAL REPORT OF THE PROGRAMMES DELIVERY COMMITTEE

Agenda Item	5.4i
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Name of Meeting	SHA Board
Date of Meeting	27 March 2025

Public or Private	Public
IF PRIVATE: please indicate reason	N/A

Executive Sponsor	Chris Darling, Director of Corporate Affairs Board Secretary
Prepared By	Belinda Mills, Corporate Governance Coordinator
Presented By	Chris Darling, Director of Corporate Affairs Board Secretary

Purpose of the Report	For Endorsement
Recommendation	SHA Board is being asked to
APPROVE the Annual Report of the Programme Delivery Committee 2024/25.	

WC:
APP:
TOTAL:

1 IMPACT ASSESSMENT

STRATEGIC MISSION	Provide a platform for enabling digital transformation
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CORPORATE RISK (ref if appropriate)	N/A
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QUALITY IMPACT ASSESSMENT (ref if appropriate)	
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<u>WELL-BEING OF FUTURE GENERATIONS ACT</u>	A Globally Responsible Wales
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If more than one standard applies, please list below:

<u>DHCW QUALITY STANDARDS</u>	N/A
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If more than one standard applies, please list below:

<u>DUTY OF QUALITY ENABLER</u>	Information
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<u>DOMAIN OF QUALITY</u>	Effective
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If more than one enabler / domain applies, please list below:

<u>EQUALITY IMPACT ASSESSMENT STATEMENT</u>	Date of submission: N/A
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No, (detail included below as to reasoning)	Outcome: N/A
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Statement: N/A

IMPACT ASSESSMENT	
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QUALITY AND SAFETY IMPLICATIONS/IMPACT	No, there are no specific quality and safety implications related to the activity outlined in this report.
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LEGAL IMPLICATIONS/IMPACT	Yes, please see detail below
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Ensuring clear Terms of Reference as to the management function and its operation in Digital Health and Care Wales ensures an appropriate level of scrutiny and assurance is provided to the board with regard to the delivery performance and a corporate view is being taken on a regular basis for such topics.

FINANCIAL IMPLICATION/IMPACT	No, there are no specific financial implications related to the activity outlined in this report
WORKFORCE IMPLICATION/IMPACT	No, there is no direct impact on resources as a result of the activity outlined in this report.
SOCIO ECONOMIC IMPLICATION/IMPACT	No, there are no specific socio-economic implications related to the activity outlined in this report.
RESEARCH AND INNOVATION IMPLICATION/IMPACT	No, there are no specific research and innovation implications relating to the activity outlined within this report.

2 APPROVAL / SCRUTINY ROUTE

Person / Committee / Group who have received or considered this paper prior to this meeting		
PERSON, COMMITTEE OR GROUP	DATE	OUTCOME
Laura Tolley, Head of Corporate Governance	January 2025	Reviewed
Chris Darling, Director of Governance and Corporate Affairs	January 2025	Approved
Programmes Delivery Committee	06 February 2025	Endorsed

Acronyms			
DHCW	Digital Health and Care Wales	SHA	Special Health Authority

3 SITUATION / BACKGROUND

- 3.1 In accordance with best practice and good governance, the Programmes Delivery Committee produces an Annual Report to the SHA Board which sets out how the Committee has met its Terms of Reference during the financial year.
- 3.2 Following an independent review into Programme Governance Arrangements that was commissioned by DHCW, supported by Welsh Government, a new Committee of the Board was established during 2023-24, the Programmes Delivery Committee.
- 3.3 The purpose of the Programme Delivery Committee is to advise the SHA Board and the Chief Executive (who is the Accountable Officer) that effective arrangements are in place around delivery of DHCW major programmes, advise on the development and implementation of the SHA's major programmes and key delivery plans, and assure how its major programmes may be strengthened and developed further.
- 3.4 The Committee seeks assurance on behalf of the SHA Board to scrutinise and provide assurance to the Board on how programmes are delivered, in particular that they have regular and proper governance, have robust control processes and reporting, and are demonstrating good planning, management and delivery.
- 3.5 The Committee seeks assurance on behalf of the SHA Board in relation to the delivery of programmes as a portfolio, prioritised allocation of resources, programmes impact on wider DHCW delivery, benefits readiness and transition of programmes activity to live services which are sustainable in the longer term.
- 3.6 This report outlines Programme Delivery Committee attendance and key items discussed in public and private during the 2024 – 2025 financial year.

3 SPECIFIC MATTERS FOR CONSIDERATION BY THIS MEETING (ASSESSMENT)

4.1 The Committee was appointed by the SHA Board from amongst the non-officer members of the SHA and consists of no less than 4 members, comprising:

Chair: David Selway

Members: Independent Member x 4

Other usual expected attendees

- Executive Director of Strategy
- Director of Primary, Community & Mental Health Digital Services
- Director of Corporate Affairs | Board Secretary
- Major Programme Directors

At least **two** members must be present to ensure the quorum of the Committee, one of whom should be the Committee Chair or Vice Chair. In the interests of effective governance, it is expected that at least one Director listed above will also be in attendance.

4.2 The Committee met four times during the period 1 April 2024 and 31 March 2025. This is in line with its Terms of Reference. The Programme Delivery Committee achieved attendance rate of 88% for this period.

	14.04.24	01.08.24	07.11.24	06.02.25	Attendance
David Selway (Chair)	✓	✓	✓	✓	100%
Ruth Glizzard (Vice Chair)	✓	✓	✓	✓	100%
Marian Wyn Jones	✓	✓	✓	✓	100%
Rowan Gardner	X	X	✓	✓	50%
Total	88%	88%	100%	88%	88%

4.3 During the financial year 2024/25 the Programme Delivery Committee reviewed the following key items at its public meetings:

Standing items presented at each Committee throughout the year are as follows:

Forward Work Programme (informed by the Annual Cycle of Business) The workplan as identified by members of the Committee in developmental meetings with Director of Corporate Affairs | Board Secretary and Executive Director of Strategy around the Annual Cycle of Business is noted at each meeting with the opportunity for further input.

Corporate Risk Register – At all meetings during the period, the Committee received and reviewed Corporate Risks assigned to the Committee for scrutiny and oversight. In addition, the Committee reviewed the 12 month Corporate Risk Trending Analysis for risks assigned to the Committee.

Assurance Report – The Committee received detailed annual assurance reports on the following programmes during the 2024-25 period:

Quarter 1:

- Laboratory Information Management System (LIMS)
- Radiology Informatics System Procurement (RISP)

Quarter 2:

- Digital Medicines Programme
- Cancer Informatics Programme
- Digital Maternity Cymru

Quarter 3:

- Welsh Community Care Information System & Connecting Care
- Digital Services for Patients and Public
- National Data Resource

Quarter 4:

- Welsh Patient Administration (WPAS)
- GP Systems Framework
- Cloud Migration Programme

Major Programmes Report –The Major Programmes Report provides an overall RAG status dashboard for major programmes and projects in scope of the Committee, together with individual assurance highlights report for each programme and also associated risks and subsequent escalations.

In addition, during 2024-25 the following items were presented to the Committee for oversight and assurance:

- Learning from LINC and RISP Governance Arrangements
- Digital Services for Patients & Public Business Case
- Benefits Tracking Realisation
- Strategic Diagnostics Review
- Digital Maternity Cymru Updated Business Case
- National Data Resource Business Case -Executive Summary
- Electronic Prescription Service Business Case – Executive Summary

4.4 During the financial year 2024/25 the Programmes Delivery Committee discussed the following items at its **private** meetings:

- Major Programmes Update, specifically:
 - National Eye Care Digitisation Programme
 - Welsh Intensive Care Information System
 - Welsh Community Care Information System
 - Connecting Care
 - Digital Maternity Cymru
 - INPS/GP Transition Framework
- Private Corporate Risk Register-all risks assigned to the Committee and deemed private were reviewed in detail for assurance at each meeting.
- Strategic Diagnostics Review

4.5 **Committee Membership, Terms of Reference, and Effectiveness Self-Assessment**

As an annual exercise the Committee Membership and Terms of Reference are reviewed, and Committee members undertake a Committee Effectiveness Self-Assessment with results presented to the Committee, and subsequently SHA Board, at the end of each financial year.

5 **KEY RISKS / MATTERS FOR ESCALATION TO BOARD / COMMITTEE**

- 5.1 The Programme Delivery Committee is of the opinion that the draft Programme Delivery Committee Annual Report 2024/25 is consistent with its role as set out within the Terms of Reference and that there are no matters the Committee is aware of at this time that have not been disclosed appropriately.

6 **RECOMMENDATION**

Recommendation	SHA Board is being asked to
APPROVE the Annual Report of the Programme Delivery Committee 2024/25.	