

## DIGITAL HEALTH AND CARE WALES DIGITAL GOVERNANCE AND SAFETY COMMITTEE EFFECTIVENESS SELF ASSESSMENT REPORT

Agenda Item	2.5
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Name of Meeting	Digital Governance and Safety Committee
Date of Meeting	2 February 2023

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

Executive Sponsor	Chris Darling, Board Secretary
Prepared By	Laura Tolley, Corporate Governance Manager
Presented By	Chris Darling, Board Secretary

Purpose of the Report	For Discussion/Review
Recommendation	
The Committee is being asked to: <b>NOTE</b> the content of the report and <b>DISCUSS</b> the findings	

# 1 IMPACT ASSESSMENT

<b><u>STRATEGIC OBJECTIVE</u></b>	All Objectives apply
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<b>CORPORATE RISK</b> (ref if appropriate)	All
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<b><u>WELL-BEING OF FUTURE GENERATIONS ACT</u></b>	A Healthier Wales
If more than one standard applies, please list below:	

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

<b><u>HEALTH CARE STANDARD</u></b>	Governance, leadership and accountability
If more than one standard applies, please list below: Effective Care, Staff and Resources	

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

IMPACT ASSESSMENT	
<b><u>QUALITY AND SAFETY</u></b> IMPLICATIONS/IMPACT	No, there are no specific quality and safety implications related to the activity outlined in this report.
<b><u>LEGAL</u></b> IMPLICATIONS/IMPACT	No, there are no specific legal implications related to the activity outlined in this report.
<b><u>FINANCIAL</u></b> IMPLICATION/IMPACT	No, there are no specific financial implications related to the activity outlined in this report.
<b><u>WORKFORCE</u></b> IMPLICATION/IMPACT	No, there is no direct impact on resources as a result of the activity outlined in this report.
<b><u>SOCIO ECONOMIC</u></b> 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.

Acronyms			
DHCW	Digital Health and Care Wales	SHA	Special Health Authority
DG&S	Digital Governance & Safety Committee	SOs	Standing Orders

## 2 SITUATION/BACKGROUND

- 2.1 The Chair of the Digital Governance & Safety Committee is required to present an annual report outlining the business of the Committee throughout the financial year to the DHCW SHA Board. The report is designed to provide assurance on the monitoring and scrutiny on behalf of the DHCW Board in relation to their remit. As part of this process the Committee are required to undertake an annual effectiveness self-assessment questionnaire.
- 2.2 Members of the Committee are asked to discuss and review the Committee effectiveness self-assessment questionnaire relating to the activities and performance of the Committee on behalf of the Board during 2022/23.
- 2.3 Members should note eight responses were received. The report does not include comments in order to ensure anonymity.

## 3 SPECIFIC MATTERS FOR CONSIDERATION BY THIS MEETING (ASSESSMENT)

### 3.1 Summary report

The report is split into three areas:

- Positive assurance
- Areas requiring further assurance
- Areas requiring further action

Positive Assurance	Area: Composition, Establishment and Duties
	<p>Members were aware that:</p> <ul style="list-style-type: none"> <li>• There were approved <b>Terms of Reference</b> and there was an expectation they would be reviewed before March 2022 and would consider changes or developments throughout the year.</li> <li>• The Committee have established an <b>annual cycle of business</b> to be dealt with across the year.</li> <li>• The Committee will prepare an <b>annual report</b> on its work and performance for 22/23 to the SHA Board.</li> </ul>

	<p>Members felt:</p> <ul style="list-style-type: none"> <li>• They have been <b>provided with sufficient authority</b> to perform its role effectively, however one member noted the areas of system leadership where DHCW needed to influence behaviours across NHS Wales due to lack of authority in some areas.</li> <li>• The Committee meet sufficiently <b>frequently to deal with planned matters</b> and there was sufficient time for questions and discussions</li> <li>• The atmosphere is considered conducive to <b>open and productive debate and behaviour is courteous and professional</b> with one member noting it was positive how the Committee was willing to discuss challenges openly.</li> <li>• There was appropriate use of <b>private sessions of the Committee</b>.</li> <li>• Agenda items are <b>appropriately ‘closed off’</b></li> <li>• The <b>virtual nature of the meetings</b> worked very well with one member noting the number of colleagues who attend the meetings across a vast geographical area, including partners/regulator organisations. In addition, it was noted virtual meetings were far more effective for officers joining for one or two agenda items only.</li> </ul>
	<p>Area: Committee Leadership and Support</p>
	<p>Findings:</p> <ul style="list-style-type: none"> <li>• The <b>meetings are effectively chaired with clarity of purpose and outcome</b>, with one member noting the Chair was engaged in the agenda and encouraged debate and scrutiny.</li> <li>• The <b>Chair provided clear and concise information to the Board on the activities of the Committee</b> and any gaps in assurance and/or control.</li> <li>• Members felt the Committee is <b>adequately supported by the Executive Directors</b> in terms of attendance, quality and length of papers and response to challenge/questions, however, one member noted that on occasion follow up requests for clarification can be delayed due to other work pressures.</li> <li>• Members felt there was <b>adequate secretariat support</b>, with one member noting the support provided was excellent.</li> <li>• Members felt their <b>training was adequate</b>, and no further training was required to fulfil their roles.</li> <li>• General comments from members indicate the committee had <b>escalated the priority of Cyber</b> well, the <b>openness</b> of those attending the meeting whilst discussing difficult issues, the committee held <b>excellent discussions around learning</b> from events/incidents and the committee being very <b>effective</b> on the whole.</li> </ul>
<p>Areas Requiring Further Action / Assurance</p>	<p>No findings requiring further action or assurance</p>
<p>Appendices</p>	<p><a href="#">Digital Governance and Safety Committee Effectiveness Self-Assessment Survey</a></p>

#### 4. KEY RISKS/MATTERS FOR ESCALATION TO BOARD/COMMITTEE

- 4.1 The outcome of the Digital Governance and Safety Committee Effectiveness Survey will input to the Committee Annual Report to the SHA Board to include addressing areas where further improvements can be made to the operating of the Committee.

#### 5 RECOMMENDATION

- 5.1 The Committee are being asked to:  
**NOTE** the content of the report and **DISCUSS** the findings.

#### 6 APPROVAL / SCRUTINY ROUTE

Person / Committee / Group who have received or considered this paper prior to this meeting		
PERSON, COMMITTEE OR GROUP	DATE	OUTCOME
Chris Darling, Board Secretary	January 2023	Approved