




DIGITAL GOVERNANCE AND SAFETY COMMITTEE MEETING - PUBLIC

MINUTES, DECISIONS & ACTIONS TO BE TAKEN

 13:00 to 16:00

 15/11/2021

 MS Teams

Chair	Siân Doyle
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Present (Members)	Initials	Title	Organisation
Siân Doyle	SD	Independent Member, Chair of the Digital Governance and Safety Committee	DHCW
Rowan Gardner	RG	Independent Member, Vice Chair of the Digital Governance and Safety Committee	DHCW
David Selway	DS	Independent Member	DHCW
Rhidian Hurle	RH	Executive Medical Director	DHCW
Carwyn Lloyd Jones	CLJ	Director of Information and Communication Technology	DHCW
Rachael Powell	RP	Deputy Director of Information	DHCW
Chris Darling	CD	Board Secretary	DHCW
Darren Lloyd	DL	Head of Information Governance	DHCW
Jamie Graham	JG	Head of Cyber Security	DHCW

In Attendance	Initials	Title	Organisation
Julie Ash	JA	Head of Corporate Services	DHCW
Sophie Fuller	SF	Corporate Governance and Assurance Manager	DHCW
Laura Tolley	LT	Corporate Governance Co-ordinator (Secretariat)	DHCW

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James Quance	JQ	Head of Internal Audit	DHCW
David Murphy	DM	Senior Auditor	Audit Wales
Trevor Hughes	TH	Business Development Manager	DHCW
Andy Warburton	AW	Head of Information and Health Records Programme	DHCW
Rebecca Cook	RC	National Data Resource Programme Director	DHCW
George Olney	GO	Assistant Chief Architect (National Data Resource)	DHCW

Apologies	Title	Organisation
Rachael Powell	Deputy Director of Information	DHCW

Acronyms

SHA	Special Health Authority	DG&S	Digital Governance and Safety
IG	Information Governance	ISD	Information Service Directorate
NDR	National Data Resource Programme		

Item No	Item	Outcome	Action to Log
1	PART 1 – PRELIMINARY MATTERS	Outcome	Action to Log
1.1	<p>Welcome and Introductions</p> <p>The Chair welcomed everyone to the third meeting of the Digital Governance and Safety Committee.</p> <p>The Chair reminded all present on the importance of operating in an open and transparent way, sharing risks, issues and any concerns. The Chair emphasised that the Committee ran on a no surprises basis, with organisational learning central the Committee. The Chair commented that the Committee is able to operate in a much more effective way, if they are sighted as early as possible on issues and areas for escalation.</p>	Noted	None to note

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	<p>The Chair advised all present that as per agreement at the last Committee meeting, a development session had taken place prior to the meeting, and the outcome of this was the Programme overview report which was provided at item 3.7.</p> <p>The Chair confirmed due to ongoing restrictions, the meeting was being held virtually, however papers had been uploaded to the DHCW website for members of the public to access.</p>		
1.2	<p>Apologies for Absence</p> <p>Apologies for absence were noted.</p>	Noted	None to note
1.3	<p>Declarations of Interest</p> <p>There were no declarations of interest received.</p>	Noted	None to note
1.4	<p>Forward Work Plan</p> <p>Chris Darling, Board Secretary (CD) introduced the report and confirmed following the Committee Development session held in December, the Digital Programme Overview Report would be a standing item for the Committee going forward.</p> <p>The Committee had agreed to deep dive into major work programmes and projects and the National Data Resource Project would be focused on during the meeting.</p> <p>CD added that the following items were expected at the next Committee meeting in February:</p> <ul style="list-style-type: none"> • Research and Innovation Strategy Update • Data Centre Transition Closure Report <p>The Digital Governance and Safety Committee resolved to:</p> <p>Note Forward Work Plan</p>	Noted	None to note
2	PART 2 – CONSENT AGENDA	Outcome	Action to Log
2.1	<p>EU Settlement Status Update</p> <p>The Digital Governance and Safety Committee resolved to:</p> <p>Note the EU Settlement Status Update</p>	Noted	None to note

2.2	<p>Welsh Government Quality & Safety Framework</p> <p>The Digital Governance and Safety Committee resolved to:</p> <p>Note the Welsh Government Quality & Safety Framework</p>	Noted	None to note
2.3	<p>Control of Patient Information Update</p> <p>The Digital Governance and Safety Committee resolved to:</p> <p>Note the Control of Patient Information Update</p>	Noted	None to note
2.4	<p>Health Technology Wales Strategic Plan 2021-25</p> <p>The Digital Governance and Safety Committee resolved to:</p> <p>Note the Health Technology Wales Strategic Plan 2021-25</p>	Noted	None to note
2.5	<p>Putting things Right Regulations – Update</p> <p>The Digital Governance and Safety Committee resolved to:</p> <p>Note the Putting things Right Regulations Update</p>	Noted	None to note
3	PART 3 – MAIN AGENDA	Outcome	Action to Log
3.1	<p>Minutes of the Last Meeting</p> <p>CD advised an error had occurred with the May Minutes being uploaded to the Board Portal instead of the August Minutes. The correct minutes had been signed off by the Chair and subsequently circulated to all members for review and comment.</p> <p>The Digital Governance and Safety Committee resolved to:</p> <p>Approve the minutes of the Last Meeting, subject to any amendments being received by 19 November 2021</p>	Approved	None to note
3.2	<p>Action Log</p> <p>The Chair thanked all action leads for providing sufficient updates on actions prior to the meeting.</p> <p>The Digital Governance and Safety Committee resolved to:</p> <p>Note the Action Log and the updates provided</p>	Noted	None to note
3.3	<p>Policies</p> <p>CD introduced the report and reminded all present there were a number of policies identified by Welsh Government as a requirement for the transition to a Special Health Authority. The inaugural Board meeting held in April 2021 identified a number of policies to be created and subsequently a task and finish group had been established to</p>	Approved and noted	ACTION – CLJ to revise and update the language within the Anti-Malware

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	<p>create and finalise the policies.</p> <p>The Anti-Malware Policy was identified by the SHA Board and included for approval.</p> <p>Rowan Gardner, Independent Member (RG) commented on the language used in the policy and questioned if it would be appropriate to change from 'Should do' to 'Must do', in addition to policies being clear on responsible leads, due to the consequences of not adhering to the policy would be significant.</p> <p>ACTION 2021115-A01 – Carwyn Lloyd-Jones, Director of ICT (CLJ) to revise and update the policy and circulate it to Committee members by 29 November 2021.</p> <p>CD added that the following policies were expected to be presented at the February meeting:</p> <ul style="list-style-type: none"> • Research and Innovation Strategy • Intellectual Property Policy <p>The Digital Governance and Safety Committee resolved to:</p> <p>Approve the policy included in the report, subject to the above action, and note the updates provided.</p>		<p>Policy and circulate to Committee members by 29/11/2021</p>
<p>3.4</p>	<p>Corporate Risk Register</p> <p>The Chair commented on the significant progress made within the Corporate Risk register and in particular in the presentations of the deep dives.</p> <p>CD confirmed that 15 Corporate Risks were assigned to the Digital Governance and Safety Committee, 4 of the risks were classed as private and would be reviewed in the private session.</p> <p>CD advised there had been a decreased score in DHCW0260 Shielded Patient List, from 12 to 8 following the reduction in the utilization of the list as a resource.</p>	<p>Noted and Discussed</p>	<p>ACTION - An update on the progress of an automated Shielded Patient List from within the NDR Programme at the next Committee meeting</p> <p>ACTION – SD</p>

<p>CD confirmed DHCW0204 CANISC system remained the organisations highest risk.</p> <p>Information Services – Deep Dive</p> <p>Andy Warburton, Head of Information and Health Records Programme (AW) explained in relation to DHCW0260 Shielded Patient List, the risk score had reduced as it had been decommissioned by Welsh Government, however, the team would maintain this list until an automated system is found within the National Data Resource (NDR) programme.</p> <p>The Chair asked if the list was being manually updated by the team in the even that Welsh Government require it to be re-commissioned? In response, AW confirmed this was correct, however it was important to note that there was no further development with the list, just a maintenance requirement.</p> <p>ACTION 2021115-A02 RG requested an update on the progress of an automated Shielded Patient List from within the NDR Programme at the next Committee meeting</p> <p>AW explained with regard to DHCW0269 Switching Service, this had been on the Corporate Risk Register for a long period of time. AW advised that the switching service was not resilient for geographic reasons, it was a software issue, rather than a hardware issue. AW confirmed that the team were looking at the NDR programme for a resolution and work was being undertaken to move the service into the Cloud.</p> <p>David Selway, Independent Member (DS) noted the clear dependency on the NDR programme to provide a resolution, however, it was not clear when the risk would be mitigated.</p> <p>RG explained her concern with this being a high risk, with a high impact, therefore there was a need to understand the prioritisation of the risk and where it sat within the NDR workplan.</p> <p>AW confirmed for assurance purposes, the data was</p>	<p>- A letter be written to Welsh Government from the Committee Chair asking for clarity around DHCW Functions and request a response prior to the next Committee meeting in February.</p> <p>ACTION – DL - DHCWs remit in terms of social care data and use be explored further and brought back to the next Committee meeting in February for information.</p> <p>ACTION – CD - Old risks on the Corporate Risk Register be reviewed in detail at the next Committee in February to see how they could be</p>
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<p>secondary use, therefore it did not directly affect patient care.</p> <p>Information Governance Deep Dive</p> <p>Darren Lloyd, Head of Information Governance (DL) explained in relation to DHCW0263 DHCW Functions – Direction was needed from Welsh Government Policy Leads to outline DHCW responsibilities and to send out formal instruction.</p> <p>The Chair questioned when a response from Welsh Government was expected? In response, DL explained this was unknown, however an update would be provided at the next Committee meeting in February.</p> <p>CD commented the risk was difficult for the team, as it was awaiting instruction from Welsh Government, therefore suggested an ACTION 2021115-A03 letter be written to Welsh Government from the Committee Chair asking for clarity around this and request a response prior to the next Committee meeting in February.</p> <p>RG asked if this would become more complex with DHCWs social care remit? In response, DL confirmed that there was a wider set of Welsh Government Policy Leads that needed to understand DHCWs remit in terms of social care data and use and consideration was required to see how this would be addressed. ACTION 2021115-A04 It was agreed this would be explored and brought back for information at the next Committee Meeting.</p> <p>DL advised the Committee with regard to DHCW0264 Data Promise, this was similar to DHCW0263 as it was waiting action from Welsh Government to progress a campaign on how public information is used. CD commented that there was a need to ensure DHCW was aligned with Welsh Government stance on this due to potential reputational risks.</p> <p>DS asked if there was an ongoing delay in addressing this risk, if it would impact on the Research and Innovation Strategy and NDR Programme Delivery? In response, DL</p>		<p>progressed.</p>
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	<p>confirmed there could be an impact on these as both programmes were looking to innovate data within their remit.</p> <p>ACTION 2021115-A05 The Chair commented that there were some old risks on the Corporate Risk Register, and it was agreed these would be reviewed in detail at the next Committee in February to see how they could be progressed.</p> <p>The Digital Governance and Safety Committee resolved to:</p> <p>Note the status of the Corporate Risk Register, Note the Corporate Risks assigned to the Committee and Discussed the Information Services Directorate and Information Governance Deep Dives.</p>		
3.5	<p>Incident Review and Organisational Learning Report</p> <p>Michelle Sell, Chief Operating Officer (MS) introduced the report and confirmed that the Incident Review and Organisational Learning Group was new to the organisation and continued to evolve. MS expressed thanks to Julie Ash, Head of Corporate Services for her support in establishing the group.</p> <p>MS advised there had been two no surprises notifications reported to Welsh Government relating to Clinical Incidents in Q2, however these were not classed as serious incidents, in addition, there was one no surprise notification reported to Welsh Government that related to a workforce issue during the quarter.</p> <p>MS added that the Incident Review and Organisational Learning Group Terms of Reference were included in the report for approval.</p> <p>The Digital Governance and Safety Committee resolved to:</p> <p>Note the Incident Review and Organisational Learning Report for assurance and approve the Terms of Reference included in the report.</p>	Noted, Assured and Approved	None to note

<p>3.6</p>	<p>Assurance Reports</p> <p>Information Governance Assurance Report</p> <p>DS asked for the services that required retrospective assurance outlined in the report, when the Committee can expect and update in these areas? ACTION 2021115-A06 DL confirmed timeframes would be explored and an update would be provided at the next Committee meeting.</p> <p>The Chair thanked DL for inclusion of the Information Governance Benchmarking exercise which was included in the report and asked if DHCW were comfortable with the progress being made by other Health Boards, Trusts and Special Health Authorities? In response, DL confirmed overall success rates were good, however how quality was measured across Wales could be further explored. In response, James Quance, Head of Internal Audit (JQ) commented that this is something that could be built into the Audit Work Plan with the support of Audit Wales colleagues.</p> <p>The Chair commended the team on the quality of the report.</p> <p>Information Services Assurance Report</p> <p>AW explained a Power BI team had been established and work was being undertaken to look and quality and governance process for published reports.</p> <p>AW confirmed that DHCWs first submission to gain Digital Economy Act Accreditation had been unsuccessful, however, work was being undertaken with the Office of National Statistics and an action plan had been developed with Swansea University to progress this further</p> <p>The Digital Governance and Safety Committee resolved to:</p> <p>Receive the reports for assurance.</p>	<p>Assured</p>	<p>ACTION – DL – Timeframes for services requiring retrospective assurance be included in the Wales Informatics Assurance Report for the next Committee Meeting.</p>
<p>3.7</p>	<p>Digital Programme Overview Update</p> <p>MS presented the Digital Programme Overview which summarised the progress of national digital projects where DHCW had a significant role, such as managing the project or programme overall, or certain stages such as the procurement of a new system. The Governance of these</p>	<p>Assured</p>	<p>None to note</p>

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projects is undertaken by external Boards with a Senior Responsible Officer usually from the wider NHS.

MS confirmed that the Digital Programme Overview would also be shared with the SHA Board in November 2021.

In regard to the e-Prescribing programme, MS explained that this was not established yet, however a Programme Director and Senior Responsible Officer had recently been appointed which was positive.

With the Pharmacy programme, MS advised that implementation was underway with the final implementation date scheduled for 26 November. This had been a very successful implementation project with joined up, collaborative working

DS thanked the team for the report, advising it was exactly what the Committee hoped to receive. DS suggested to further improve the report to include end dates and also, if possible, to have the next major milestone for each project included in the report.

DS also commented the report highlighted the issues around resource which the SHA Board and Committee members were aware of, but questioned if the key area of concern was within Architecture resource? In response, Architecture resource was an issue, however, across the organisation, resources were still being diverted to support COVID-19 demands and priorities.

The Chair commended the team for the work that had been undertaken in producing the report.

The Committee acknowledged and discussed the risks and issues around resources to deliver the projects and emphasised the importance of this being a critical part of the IMTP planning process.

The Digital Governance and Safety Committee resolved to:

	<p>Note the progress of projects within the DHCW portfolio for assurance.</p>		
	<p>National Data Resource Project Update</p> <p>Rebecca Cook, National Data Resource Programme Director (RC) introduced the report and confirmed the following:</p> <p>The NDR programme was formally established in 2019 to deliver the local and national data platforms that underpin the Digital and Health Care record.</p> <p>Delivery of the programme was a collaboration between DHCW, NHS Wales, Social Care Wales, and Welsh Government.</p> <p>The NDR Programme reports into Welsh Government as part of the Digital Priorities Investment Fund.</p> <p>RC highlighted to date the programme had:</p> <ul style="list-style-type: none"> • Established programme governance structures; • Undertaken mass recruitment; • Engagement across multiple channels and organisations; • Established commercial and academic partnerships; • Received investment across Wales for data infrastructure and modernisation; • Explored cloud deployment; • Evaluated API management tools. <p>Key challenges to date included:</p> <ul style="list-style-type: none"> • Information Governance; • Resources; • Management of expectations; • Competing priorities; • Shared delivery vision. 	<p>Noted</p>	<p>None to note</p>

	<p>RC explained that it had been made clear that the NDR programme needed to deliver at pace, therefore, to ensure the programme met its objectives there had been a strategic reset of the programme to articulate clearly what the programme would deliver with clear timeframes. RC added that work was being undertaken with the planning team to ensure clear dependencies for project delivery were articulated within the IMTP.</p> <p>RC provided an overview of the NDR Programme Governance and explained all terms of reference for subgroups were currently out for consultation.</p> <p>RC invited George Olney, Chief Architect (NDR Programme) to provide an overview of what the NDR would look to deliver within its project plan.</p> <p>The Committee empathised with the challenges faced within the NDR programme and welcomed the strategic reset for the programme and emphasised the importance of the programme delivering some quick wins as a priority.</p> <p>The Digital Governance and Safety Committee resolved to: Note the National Data Resource Project Update.</p>		
4	Closing Matters		
4.1	<p>Any other Urgent Business</p> <p>The Chair commented on the recent Data Centre Power Outage which impacted on GP Practice Systems and the Committee were encouraged to note that lessons learnt from this would be taken through the Incident Review and Learning Group.</p> <p>The Digital Governance and Safety Committee resolved to: Note the Any Other Business.</p>	Noted	None to note
4.2	<p>Items for Chair’s Report to the Board</p> <p>The Chair confirmed that the resource requirement being correctly articulated and reflected in the IMTP planning</p>	Noted	None to note

	process would be highlighted to the SHA Board in the November meeting.		
4.3	<p>Date and Time of Next Meeting</p> <p>Wednesday 16 February 2022</p> <p>13:00 – 16:00</p> <p>MS Teams</p>	Noted	None to note