



DIGITAL HEALTH AND CARE WALES ANNUAL REPORT OF THE DIGITAL GOVERNANCE AND SAFETY COMMITTEE

Agenda Item	2.3
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Name of Meeting	Digital Governance and Safety Committee
Date of Meeting	27 February 2025

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

Executive Sponsor	Chris Darling, Director of Corporate Affairs/Board Secretary
Prepared By	Julie Robinson, Corporate Governance Coordinator
Presented By	Laura Tolley, Head of Corporate Governance/ Deputy Board Secretary

Purpose of the Report	For Endorsement
Recommendation	The Committee is being asked to
ENDORSE the Annual Report of the Digital Governance and Safety Committee 2024/25 for APPROVAL to the SHA Board.	

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
If more than one standard applies, please list below:	

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

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

<u>EQUALITY IMPACT ASSESSMENT STATEMENT</u>	Date of submission: N/A
Choose an item.	Outcome: N/A
Statement: N/A	

IMPACT ASSESSMENT	
QUALITY AND SAFETY IMPLICATIONS/IMPACT	No, there are no specific quality and safety implications related to the activity outlined in this report.
LEGAL IMPLICATIONS/IMPACT	No, there are no specific legal implications related to the activity outlined in this report.
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
Rowan Gardner, Committee Chair	January 2025	Approved

Acronyms			
DHCW	Digital Health and Care Wales	SHA	Special Health Authority
WASPI	Wales Accord on the Sharing of Personal Information	AUP	Acceptable Use Policy
NIIAS	National Integrated Intelligent Audit Solution		

3 SITUATION / BACKGROUND

- 3.1 In accordance with best practice and good governance, the Digital Governance and Safety 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. In line with Schedule 3 of the Standing Orders, the SHA Board nominated a committee which covers oversight and scrutiny of quality, safety, information governance, data quality, security and risk. In addition, the remit of the Committee would extend to include Organisational Learning in digital in relation to health and care and have oversight of DHCW Major Programmes. The SHA Board agreed the Committee would be known as the Digital Governance and Safety Committee.
- 3.3 The purpose of the Digital and Safety Committee is to advise and assure the SHA Board in discharging its responsibilities with regard to the quality and integrity, safety, security and appropriate use of information and data to support health and care delivery and service improvement and the provision of high-quality digital health and care.
- 3.4 The Committee seeks assurance on behalf of the SHA Board in relation to DHCW's arrangements for appropriate and effective management and protection of information (including patient and personal information) in line with legislative and regulatory responsibilities.

4 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 3 members, comprising:

Chair: Independent Member

Members: Independent Member x 4.

Other usual expected attendees:

- Executive Medical Director (Caldicott Guardian)
- Director of Information and Communication Technology
- Associate Director of Information, Intelligence and Research
- Associate Director of Information Governance
- Director of Corporate Affairs/Board Secretary

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 Digital Governance and Safety Committee achieved attendance rate of 93.75% for this period.

	02.05.24	15.08.24	21.11.24	27.02.25	Attendance
Rowan Gardner (Chair)	✓	✓	✓	✓	100%
David Selway (Vice Chair)	✓	✓	✓	✓	100%
Marilyn Bryan Jones	✓	✓	X	✓	75%
Alistair Klaas Neill	✓	✓	✓	✓	100%
Total	100%	100%	75%	100%	93.75%

4.3 During the financial year 2024/25 the Digital Governance and Safety Committee reviewed the following key items at its public meetings:

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

Forward Workplan (informed by the Annual Cycle of Business)

The workplan as identified by members of the Committee in developmental meetings with Board Secretary and Executive Medical Director around the Annual Cycle of Business is noted at each meeting with the opportunity for further input.

Risk Management Report including 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, deep dives were undertaken on a number of risk areas and the Committee received the Annual Risk Trending Analysis for discussion.

Incident Review and Organisational Learning Report

The Incident Review and Organisational Learning Report is presented as a standing agenda item, with an emphasis on themes and learning trends.

Assurance Reports

At each meeting during the period, the Committee received detailed assurance reports on the following areas:

- Information Governance Assurance Report;
- Informatics Assurance Report;
- Information Services Assurance Report;
- Technical Design Authority – this report was added onto the Cycle of Business for 2025/26 as a standard agenda item and was presented at the November 2024 Committee meeting for the first time.

4.3.2 In addition, the following items were presented to the Committee for oversight and endorsement:

- Section 255 Requests
- Cross Border Ombudsmen Concerns
- Data Protection Officer (SPO) Service for Primary Care
- Section 255 Health & Social Care Act
- Digital Standards

Policies and Strategies

- Information Classification
- Backup Policy
- Problem Management Policy
- Incident Management Policy
- Business Continuity Management Policy
- Availability Management Policy
- Access to Information Policy
- Change Enablement Policy
- Patching Policy
- Service Level Management Policy
- Request Fulfilment Policy
- Cryptographic Policy
- Acceptable Use Policy
- Service Level Target Policy
- NHS Wales Password Policy

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 at the end of each financial year.

4.4 During the financial year 2024/25 the Digital Governance and Safety Committee reviewed the following key items at its **private** meetings:

- Corporate Risk Register – all risks deemed private were reviewed in detail for assurance at each meeting.
- Cyber Assurance Report – this report was presented at each Committee meeting throughout the period.
- National Integrated Intelligent Audit Solution (NIIAS) Reporting and Accessing
- Learning from the Synnovis Attack in London
- Audit + and Power BI Dashboards
- Dental Access Portal Update

5 KEY RISKS / MATTERS FOR ESCALATION TO BOARD / COMMITTEE

- 5.1 The Digital Governance and Safety Committee is of the opinion that the draft Digital Governance and Safety 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	The Committee is being asked to
<p>ENDORSE the Annual Report of the Digital Governance and Safety Committee 2024/25 for APPROVAL to the SHA Board.</p>	