

DIGITAL HEALTH AND CARE WALES

ANNUAL REPORT OF THE DIGITAL GOVERNANCE AND SAFETY COMMITTEE

Agenda Item	2.6ii
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Name of Meeting	SHA Board
Date of Meeting	30 March 2023

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

Executive Sponsor	Chris Darling, Board Secretary
Prepared By	Carys Richards, Corporate Governance Coordinator
Presented By	Chris Darling, Board Secretary

Purpose of the Report	For Approval
Recommendation	
SHA Board is being asked to: APPROVE the Annual Report of The Digital Governance and Safety Committee 2022/23	

1 IMPACT ASSESSMENT

<u>STRATEGIC OBJECTIVE</u>	Development of the new Digital Organisation
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CORPORATE RISK (ref if appropriate)	N/A
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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>HEALTH CARE STANDARD</u>	Governance, leadership and accountability
If more than one standard applies, please list below:	

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

Acronyms			
DHCW	Digital Health and Care Wales	SHA	Special Health Authority

2 SITUATION/BACKGROUND

- 2.1 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.
- 2.2 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 relation to health and care and the SHA Board agreed the Committee would be known as the Digital Governance and Safety Committee.

3 SPECIFIC MATTERS FOR CONSIDERATION BY THIS MEETING (ASSESSMENT)

- 3.1 The purpose of the Digital Governance 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.
- 3.2 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.

3.3 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 2

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
- 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.

3.5 The committee met four times during the period 1 April 2022 and 31 March 2023. This is in line with its Terms of Reference. The Digital Governance and Safety Committee achieved an attendance rate of 92% for this period.

	12.05.22	04.08.22	03.11.22	02.02.23	Attendance
Rowan Gardner (Chair)	✓	✓	✓	✓	100%
David Selway (Vice Chair)	✓	✓	✓	✓	100%
Marilyn Bryan Jones (appointed as IM from September 2022)	N/A	N/A	✓	✓	100%
Total	100%	100%	100%	100%	100%

3.6 During the financial year 2022/23 the Digital Governance and Safety Committee reviewed the following key items at its public meetings:

3.6.1 Standing items presented at each Committee meeting throughout the year are as follows;

Forward Workplan (informed by the Annual Cycle of Business as noted below)

The workload 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.

Digital Programme Overview Update

The Digital Programme update gives a high-level overview of the Programme Portfolio noting by exception the status of programmes that need to be highlighted to the Committee based on rag status.

With regards to specific programmes the Committee requested an update on the National Data Resource which was taken to the August 2022 private meeting and subsequently the Chair and Vice Chair met with the Executive Director for Strategy and the NDR Programme Director for further assurance on how the NDR was programmed for success and agreed that as it develops it would become a regular item on the agenda.

CANISC was also discussed at length during the period as DHCW's highest Corporate risk with a deep dive taken to the November 2022 private meeting. The risk has subsequently been mitigated against and reduced in score.

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 into all corporate risks assigned to the DG&S Committee that have remained on the corporate risk register since 1 April 2021 were undertaken, one of which was included for discussion in the public session and the remaining four were taken to the private session.

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
Noting the development of the Welsh Information Governance Toolkit in the May 2022 meeting.
- Informatics Assurance Report
- Information Services Assurance Report
During the May 2022 meeting it was noted that the Digital Economy Act (DEA) accreditation had been achieved with regards to SAIL.

3.6.2 In addition, the following items were presented to the Committee for oversight and endorsement;

Annual Cycle of Business (informing the Forward Workplan)

It was identified by members of the committee along with Board Secretary and Executive Medical Director as part of the Annual Cycle of Business and development meetings that the following items should be presented to the Committee throughout the period for oversight and discussion:

- Patient Identity
- Your Privacy Your Rights
- Keeping Patient Data Safe
- Review of Information Governance and Cyber Security Training across the NHS
- University Status
- Official Statistics Publishing

Policies and Strategies

The Research & Innovation Strategy was presented to the committee as it developed throughout the year cumulating in it being endorsed by the Committee prior to SHA Board approval and it was published in September 2022 with an action plan being developed to implement the work which will be fed back into the Committee at future meetings.

In addition, the Intellectual Property Policy which was discussed by the Committee during the February 2022 meeting, with a recommendation that further legal input is sought and input into the policy before it can be endorsed by the Committee. This work is currently ongoing and the Committee expect to see the revised policy in early 2023-24.

As an ongoing Corporate Governance led procedure all organisational policies are being reviewed with any that require immediate attention, submitted for consultation, followed by approval by the Committees. During the period, the Committee reviewed and approved/endorsed the following policies:

- Disaster Recovery Policy
- Principles & Standards of Privileged Access Management

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.

3.7 During the financial year 2022/23 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 is presented at each committee meeting throughout the period
- Procurement assurance security process
- Cyber incident response plan
- Cyber 3 Year Plan incl investment case
- Cyber Resilience Unit Posture Report
- National Data Resource Update
- Staff Identity
- NIIAS Reporting and Accessing

4 KEY RISKS/MATTERS FOR ESCALATION TO BOARD/COMMITTEE

4.1 The Digital Governance and Safety Committee is of the opinion that the draft Digital Governance and Safety Committee Annual Report 2022/23 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.

5 RECOMMENDATION

5.1 SHA Board is being asked to **APPROVE** the Annual Report of the Digital Governance and Safety Committee 2022/23.

6 APPROVAL / SCRUTINY ROUTE

Person / Committee / Group who have received or considered this paper prior to this meeting		
PERSON, COMMITTEE OR GROUP	DATE	OUTCOME
Digital Governance & Safety Committee	February 2023	Approved
Management Board	February	Noted