



**Information Governance and Informatics Committee
Minutes of the meeting held on 9.5.19
in the Boardroom, Carlton Court, St Asaph**

Present:

Mr John Cunliffe	Independent Member– Committee Chair
Ms Lucy Reid	Independent Member

In Attendance:

Ms Christine Couchman	BCUHB Programme Manager (WCCIS) <i>(part meeting)</i>
Mr Andrew Griffiths	Director of Informatics Services, NWIS <i>(part meeting)</i>
Mrs Wendy Hardman	Head of Information Governance <i>(part meeting)</i>
Mrs Grace Lewis-Parry	Board Secretary
Dr Melanie Maxwell	Caldicott Guardian
Dr Evan Moore	Executive Medical Director
Mrs Justine Parry	Assistant Director Information Governance and Assurance
Ms Tracey Williams	Head Of Informatics Performance & Improvement <i>for Chief Information Officer</i>
Ms Diane Davies	Corporate Governance Manager

Agenda Item Discussed	Action By
<p>IG19/14 Chair’s Opening Remarks</p> <p>The Chairman welcomed everyone to the meeting. He advised that Prof Jo Ryecroft Malone was no longer a member of the Committee as she had left Bangor University. It was understood that a replacement University nominated Independent Member would be appointed shortly to BCUHB.</p>	
<p>IG19/15 Apologies for Absence</p> <p>Apologies were received from Mr Dylan Williams and Cheryl Carlisle.</p>	
<p>IG19/16 Declarations of Interest</p> <p>None were received.</p>	
<p>IG19/17 Draft minutes of the previous meeting held on 14.2.19 and Summary Action Log</p> <p>The minutes were approved as an accurate record subject to the amendment of IG19/8.1 to read “<i>He alluded to workforce challenges, although these were shared by other Health Boards</i>”</p> <p>No matters arising were raised.</p> <p>Updates were noted to the summary action log.</p> <p>The Committee continued to raise their concerns with the quality of some of the</p>	<p>DD</p> <p>Officers in</p>

documentation submitted.	attendance
<p>IG19/18 NHS Wales Informatics Service (NWIS) update</p> <p>IG19/18.1 The Director of Informatics Services, NWIS provided a verbal update. He reported on progress with NWIS developments and plans including: Digital Patient Services, GP record transfers, ED system, WCCIS, National Data depository, Pharmacy Stock Control / E-Prescribing and taking care of day to day operational business.</p> <p>IG19/18.2 Discussion ensued in which the Committee raised a number of concerns in relation to the developments outlined. The Committee questioned how many North Wales GP practices were involved in the digital patient record pilot, as well as the volume of patients utilising the My Health online service which the Director of Informatics Services, NWIS undertook to provide following the meeting. In addition, the Committee raised their concern in respect of the disconnect that was apparent at times between national and local discussions, emphasising that delays in making decisions were impacting on developing efficient primary and community care patient records and greater focus and pace was also required to address secondary care digital patient records. The Head of Informatics Performance & Improvement highlighted local business continuity concerns and advised that BCU were mindful of feeding into emerging national solutions. Whilst primary care record developments was welcomed by all, the Head of Informatics Performance and Improvement also highlighted perceptions that secondary care 'digital' records were considered to be significantly less developed than primary care ones, urging for more work in this area.</p> <p>IG19/18.3 The Committee expressed their concern on the perception that the length of national IT solution development time in comparison to other external organisations was too long and protracted. The outcomes of the Public Accounts Committee report, discussed at an earlier Committee, were highlighted. In the discussion which followed the complexities of the developments were acknowledged as was the underpinning requirement to improve safety, quality, engagement and communication through the commitment to develop a digital patient record solution. The Committee emphasised the need for pace to sustain transformation and underpin strategic plans for the Health Board and the need for local support to prioritise requirements and deliver 'first class solutions'. Considerable debate ensued in respect of the development of digital patient record systems including patient choice, variety of systems at GP surgeries, local needs, pace of development and supplier type behaviour. The Director of Informatics Services, NWIS was keen to emphasise NWIS' commitment to support Health Boards with their local needs.</p> <p>IG19/18.4 In discussion about E-Prescribing, the Committee questioned the time taken to develop the system and advised that BCU was in the process of procuring a pharmacy system. The Director of Informatics Services, NWIS agreed to explore this further.</p> <p>IG19/18.5 The Committee Chair questioned how BCU's priorities and objectives were considered during national procurement processes. The Board Secretary reminded that BCU's digital strategy development needed to include input from NWIS. The Committee provided examples of operational frustration and issues due to national system and project delays, especially in respect of WCCIS and LIMS systems.</p>	AG

<p>IG19/20.2 The Committee was pleased to note the positive verbal update on clinical coding provided by the Executive Medical Director. It was recognised that BCU's Audit Committee tracked progress in respect of the Wales Audit Office recommendations</p> <p>IG19/20.3 Discussion ensued on the level of national system failures that had impacted on clinical services as well as malware related events. The NWIS Director undertook to provide further detail on planned downtime to provide further context. He also provided an update on 2 major incidents which had occurred, assuring that improvement plans had been put in place to address them.</p> <p>IG19/20.4 The Committee was concerned to note potential risk relating to various versions of different operating systems which needed to be maintained in order to support other IT systems, albeit appreciating the potential cost implication.</p> <p>IG19/20.5 The Board Secretary requested that future reports include a Health Records section to include detail on health record digitalisation, operational issues and progress on the Digital Health Record outline business case. A statement was required to clarify that management of health records performance in line with the Data Protection Legislation was included within the IG assurance report for completeness. In addition, information needed to be provided on the number of BCU systems, including ownership, as well as training needs analysis.</p> <p>It was resolved that the Committee noted the report agreed additional measures to be included in future reports.</p>	<p>AG</p> <p>TW</p>
<p>IG19/21 Welsh Community Care Information System (WCCIS) status report</p> <p><i>The BCUHB WCCIS Programme Manager joined the meeting for this item</i></p> <p>IG19/21.1 The BCUHB WCCIS Programme Manager introduced the paper which set out the current position, costs to date and background to enable the Committee to review performance and delivery of the roll out of this core National IT system. She pointed to concerns and challenges highlighted within the report which had led to significant programme delays.</p> <p>IG19/21.2 The Committee Chair voiced his continuing concern regarding continuance of this national programme which BCU had been the first Health Board to sign up to. The WCCIS Programme Manager explained the 2 phase approach being proposed to move forward the programme along with her concerns. The NWIS Director shared the national commitment and deployment order positions. Discussion ensued on commitment, data migration, expenditure, product capability and commercial matters.</p> <p>IG19/21.3 The Committee requested that the BCUHB WCCIS Programme Manager draft a letter for the consideration of the Committee chair outlining the concerns raised. The Board Secretary emphasised how the lack of progress on this programme had impacted on BCUHB. She reported that the Ynys Môn pilot would enable a gateway review to take place, following which a decision on whether or not to continue could be considered.</p> <p>It was resolved that the Committee</p>	<p>CC</p>

<p>agreed that the NWIS Director would liaise with the BCUHB WCCIS Programme Manager to provide support</p> <p>agreed a timeline be included</p> <p>agreed that an update would be provided within 6 weeks of the 'go live' date to the Committee Chair</p>	<p>AG</p> <p>CC</p> <p>CC/DW</p>
<p>IG19/22 Single Cancer Pathway and Eye Care Measure Data Compliance Notice</p> <p>The Head of Informatics Performance & Improvement briefly highlighted requirements to comply with data change control notices relating to Single Cancer Pathway and Eye Care Measures. She explained workarounds being implemented in order to provide compliance with the measures provision required until version 19.2 of WPAS could be implemented in all sites. The report highlighted a resource requirement for cancer services which was being pursued by the service separately. Following discussions, it was agreed any updates and information of further change control notices issued would be included within future quarterly assurance reports. It was noted that the risks were being managed and a timeline was in place.</p> <p>It was resolved that the Committee noted the approach to meeting data compliances as:</p> <p>Eye care measure</p> <ul style="list-style-type: none"> • The service will move to booking in line with the ECM pathway requirements when Welsh Patient Administration System (WPAS) v19.2 is made available in the Centre and East areas in July and August 2019, avoiding the use of an interim PTL solution. • Service leads and Information are working together to develop a PTL solution for the West area until the implementation of WPAS. <p>Single Cancer Pathway</p> <ul style="list-style-type: none"> • The information team are working with Cancer Services to develop a robust SharePoint solution that supports compliance until the implementation of Tracker 7 in September for East and Central. It will be used in West until WPAS is implemented. • Cancer Services have requested additional staff resources to track the additional patient pathways and collect the necessary data to support the management and reporting of the single cancer pathway. 	<p>TW</p>
<p>IG19/23 IT change management policy</p> <p>IG19/23.1 The Head of Informatics Performance & Improvement advised that the policy had been developed to support 200 plus system owners within the organisation whom were not within the IT Department to provide a framework for change management and mitigation of risk. The Executive Medical Director stated that the Executive Team recognised this need.</p> <p>IG19/23.2 Whilst the Committee was supportive of the development, a number of issues were pointed out within the document. These included typographical errors and the need to strengthen monitoring, escalation and training arrangements. The Board Secretary advised that significant more work was required which included further consultation, cross referencing against other BCU policies and impact assessments. She clarified that the Committee was not responsible for the implementation of the policy as indicated within the document.</p>	

<p>It was resolved that the Committee Provide comments directly to support revision and that the draft is amended in line with discussion held. The policy would then be represented to the committee for approval at its next meeting</p>	<p>TW TW</p>
<p>IG19/24 BCUHB Digital Strategy Development Update</p> <p>IG19/24.1 The Head of Informatics Performance & Improvement advised that the draft was being reviewed and updated. The delay in publication of a “final” version for review was due to national work in the process of being developed e.g. architecture review, and it was BCU’s Chief Information Officer’s intention to ensure alignment.</p> <p>IG19/24.2 The Committee questioned whether BCU could develop a BCU strategy which would be reviewed and amended as national developments emerged. The Committee also raised concern with the potential length of delay indicated. The Head of Informatics Performance & Improvement agreed to discuss the issue with BCU’s Chief Information Officer and provide clarity on the timeline for presentation to the Health Board and preceding Committee scrutiny.</p> <p>It was resolved that the Committee noted the verbal update</p>	<p>TW</p>
<p>IG19/25 Information Governance Policy</p> <p>IG19/25.1 The Head of Information Governance joined for this item. It was noted that the strategic aims and purpose of the revised strategy was to describe the governance arrangements to deliver Information Governance and assurance within BCUHB and set out the overall principles to promote a culture of best practice around the processing of information and the use of information and systems. She highlighted the introduction of a more robust IG Assurance tool, IG training and audit work undertaken the previous year.</p> <p>IG19/25.2 The Committee requested that</p> <ul style="list-style-type: none"> • more clarity could be provided in respect of strategy/plan (2.1) ; • more generic reference be provided in section (4.2) ; • clarity be provided regarding the delegation/appointment of the Senior Information Risk Officer (6.2); • positive impacts be highlighted in respect of (10.1) – as opposed to negative; • amend reference from ‘will’ to ‘can’ re cysgair and cysyllt (10.2); • amend to reflect less specificity (10.4) <p>It was resolved that the Committee ratified the IG Strategy subject to the amendments agreed</p> <p><i>The NWIS Director left the meeting</i></p>	<p>WH</p>
<p>IG19/26 Chair Assurance report – Information Governance Group</p> <p>The Caldicott Guardian presented this item. The Committee questioned lessons learnt from IG incidents within the report as well as access to records. In the update provided by the Assistant Director Information Governance and Assurance it was agreed that the</p>	

<p>Committee would be advised of progress in respect of the information data breach in due course. The Caldicott Guardian also highlighted developing work within clinical audit in respect of the importance of good record keeping.</p> <p>It was resolved that the Committee noted the report</p>	JP
<p>IG19/27 Review of Corporate Risks Assigned to the Information Governance and Informatics Committee</p> <p>IG19/27.1 It was noted that the Committee considered, in November 2018, that corporate risk CRR10 Informatics was too nebulous, covering many strands of service delivery and limited the ability of the Health Board to focus on and address key issues. Following further discussion of the Committee, it was recommended that the risk be disaggregated into three key components i.e. National Infrastructure and Products, Health Records and Infrastructure capacity, resource and demand</p> <p>IG19/27.2 The Committee considered the risks and provided the following comments:</p> <p>CRR10a National Infrastructure and Products</p> <ul style="list-style-type: none"> • Amend 'date opened' to appropriate date • Increase initial risk likelihood risk rating to 5 • Amend wording line 2 – 'as' planned to read 'when' planned • Amend assurances line 1 to 'Public Accounts Committee' • Agreed scoring with exception of initial risk likelihood as above <p>CRR10b Informatics – Health Records</p> <ul style="list-style-type: none"> • Amend Risk title to read 'Acute' Health Records • Amend typo in third sentence 'could' • Agreed scoring <p>CRR10c Informatics – Infrastructure capacity, resource and demand</p> <ul style="list-style-type: none"> • Amend 'date opened' to appropriate date • Amend controls in place item 1) to read 'approved plans for 2019' and update item 4) • Agreed scoring <p>It was resolved that the Committee agreed amendments to the risks as noted</p>	EM/TW
<p>IG19/28 Draft Committee annual report 2018/19</p> <p>IG19/28.1 The Committee reviewed the draft Committee annual report. A discussion on membership and attendance ensued.</p> <p>IG19/28.2 In addition, it was agreed that</p> <ul style="list-style-type: none"> • amend the "overall RAG status against the Committee's annual objectives" to 'Amber' • amend the "Positive assurance RAG status in respect of overseeing the development of BCU's strategies and plans".... to 'Amber' • amend the Cycle of Business to include NWIS Director item (supported by written 	

<p>report) to each meeting</p> <ul style="list-style-type: none"> • amend Terms of Reference, following agreement of Audit Committee, to Committee title as “Digital and Information Governance Committee (DIGC)” <p>It was resolved that the Committee</p> <ul style="list-style-type: none"> • reviewed the draft Committee Annual Report 2018-19 • agreed amendments • reviewed Terms of Reference • reviewed and approved the amended Cycle of Business 2019/20 • approved that Chair’s Action be taken to agree the final version for submission to Audit Committee 	DD
<p>IG19/29 Issues of Significance to Inform the Chair’s Assurance Report</p> <p>To be agreed outside of the meeting.</p>	
<p>IG19/30 Summary of InCommittee business to be reported in public</p> <p>It was resolved that the Committee noted the report</p>	
<p>IG19/31 Date of next meeting</p> <p>9.30am on 15.8.19 in the Boardroom, Carlton Court</p>	
<p>Resolution to Exclude the Press and Public That representatives of the press and other members of the public be excluded from the remainder of this meeting having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest in accordance with Section 1(2) Public Bodies (Admission to Meetings) Act 1960.”</p>	