GIG CYMRU NHS WALES | Bwrdd Iechyd Prifysgol Betsi Cadwaladr University Health Board

**Digital and Information Governance Committee
minutes of the meeting held on 29.9.19
in the Boardroom, Carlton Court, St Asaph**

Present:

Mr John Cunliffe	Independent Member– Committee Chair
Professor Nicky Callow	Independent Member
Mrs Cheryl Carlisle	Independent Member
Ms Lucy Reid	Independent Member

In Attendance:

Dr David Fearnley	Executive Medical Director
Dr Melanie Maxwell	Caldicott Guardian
Mrs Justine Parry	Assistant Director Information Governance and Assurance
Mr Dylan Williams	Chief Information Officer
Ms Diane Davies	Corporate Governance Manager

Agenda Item Discussed	Action By
DIG19/1 Chair's Opening Remarks The Chairman welcomed everyone, including Professor Nicky Callow to her first meeting as a member of the Committee and Dr David Fearnley as recently appointed Executive Medical Director and Lead Director of the Committee.	
DIG19/2 Apologies for Absence Apologies were received from Mrs Dawn Sharp.	
DIG19/3 Declarations of Interest None were received.	
DIG19/4 Draft minutes of the previous meeting held on 9.5.19 and Summary Action Log The minutes were approved as an accurate record Updates were noted to the summary action log including: IG19/19 – action to be reopened until completion WCCIS – The Committee questioned whether there was an option for BCU to explore additional functionality should the national programme not deliver. The Chief Information Officer advised that this could be addressed following evaluation of the benefits provided,	

however a strategic view would need to be sought from Welsh Government via the Executive Medical Director.	
DIG19/5 DIGC Terms of Reference (ToR) **DIG19/5.1** The Committee discussed the Terms of Reference, following the amendment to name of the Committee and a number of suggestions were put forward for consideration at the next meeting. These included • Amend references to Informatics throughout the ToR to 'Digital' • Include reference to the SIRO only (not named director role) • Include Lead Director of Information Governance department in attendance (following Director portfolio changes) • Include section relating to Chair and Vice Chair appointments in line with other Board committees' ToR **DIG19/5.2** It was also agreed that clarity be sought on the Director whom fulfilled the SIRO role, understanding that the Chief Information Officer was currently deputising this duty until such time as this was agreed within Executive Team portfolio discussion. **It was resolved that** the Committee sought clarity on the points raised for consideration at the next meeting.	DD/DF DF
DIG19/6a Revised Informatics Operational plan **DIG19/6a.1** The Chief Information Officer presented this item. He drew attention to issues in moving forward delivering WCCIS health functionality and confirmed that no commercial decision had been taken to date. With respect to WEDS, in response to the Committee Chair's question as to the operational impact on BCU, he advised that various options for the Emergency Department system were being discussed by the Board during the current week. It was emphasised that the new ED facility at Ysbyty Gwynedd would need to be prioritised. The Chief Information Officer also outlined downstream effects being encountered at Wrexham Maelor. The Committee requested a briefing be provided at the next meeting. **DIG19/6a.2** A discussion ensued on digital solution involvement with the organisation's Improvement groups which included a disconnect with plans. The Chief Information Officer confirmed that work was in hand to address moving forward the health record storage facility in redevelopment of the Ablett unit. He also advised that whilst there was technical ability within the directorate to deal with digital mobile workforce plans, there were issues in relation to rollout capacity to be addressed. The Executive Medical Director also advised that this area needed to be more considered more within core business discussion. DIG19/6a.3 The committee chair also raised a number of additional questions: - the delivery timescale for SKYPE for GP's by NWIS, - the potential disconnect in timescales for the redevelopment of Ablet with proving a solution for storage of health records,and the additional cost pressures from the new national negotiation for Microsoft licences.	DW

It was resolved that the Committee noted the report	
DIG19/6b Informatics Operational plan 2019/20 progress monitoring report **DIG19/6b.1** The Chief Information Officer presented this item, highlighting the key issues within the report. The Executive Medical Director invited discussion on the 'RAG' status of WCCIS reporting. Following feedback from the Committee, the Chief Information Officer agreed to provide more consistency in the completion of all status reports moving forward. **DIG19/6b.2** The Committee also questioned progress and decisions taken regarding CHAI, internet protocol telephony and office 365. **It was resolved that** the Committee noted the report and financial implications highlighted	
DIG19/7 Informatics quarter 2 assurance report **DIG19/7.1** The Chief Information Officer presented this item which provided updates on National Audit Office Report: review of Information Communication Technology (ICT) Asset Management and Compliance assurance reporting on • Clinical Coding National targets • Patient Records • System Management • ICT Security • ICT Service Desk • National and Local Systems Availability • Data Standards Change Notices (DSCN) The continued positive improvement in clinical coding was acknowledged **DIG19/7.2** The Chief Information Officer drew particular attention to Health Record activity, including the effect of the National Infected Blood Inquiry and significant storage issue due to the embargo on the destruction of any case note types for the period of the inquiry (est. 5 years). It was noted that Year 1 costs would be met within the Health Records and Informatics budgets, with 2-5 year cost pressures to be addressed with the Finance and Performance Committee (F&PC). The Committee stressed the need to digitise health records at the earliest opportunity, in the discussion which followed the Chief Information Officer agreed to circulate work that had been shared with the F&PC on the cost effectiveness of scanning. **DIG19/7.3** Following discussion regarding national system outages, the Committee acknowledged the Executive Medical Director's assurance that the testing of disaster recovery plans would need to be addressed by the SIRO, including accountability and clinical risks. He provided examples of current services which were utilising their plans effectively. **DIG19/7.4** A discussion ensued on the consideration, prominence and integration of IT within operational plans, in which the committee questioned whether Clinician feedback could also be acquired through focus groups which the Chief Information Officer agreed to follow up along with the suggestion of developing a Digital Impact Assessment.	DW DW

It was resolved that the Committee noted the assurance report	
DIG19/8 Draft informatics section of 3 year forward plan In discussion of the draft section, the Committee emphasised the need to demonstrate how informatics contributes to improving Referral to Treatment (RTT), unscheduled care and financial performance. The Chief Information Officer agreed to feedback the Committee's comments to his team and ensure that benefits were also reflected within the plan. **It was resolved that** the Committee noted the draft plans	
DIG19/9 Chair assurance report : Digital Transformation Group **DIG19/9.1** Whilst the Chief Information Officer reported that there had been attendance issues, it was acknowledged that the group was being superseded by an Improvement Group. Positive developments with local authorities in respect of Clare Closer to Home were highlighted, noting that integration within Primary Care required further work. Budgetary planning feedback was also noted. **DIG19/9.2** The Executive Medical Director explained information governance restrictions which had been highlighted in the integration of pharmacy with some GP practices. **It was resolved that** the Committee noted the report	
DIG19/10 IT change management policy The Committee was disappointed to note continuing typographical errors within the policy which had been re-presented following similar feedback at the previous meeting. The monitoring and escalation arrangements section of the policy was discussed and amendments were agreed. **It was resolved that** the Committee amend the policy as discussed take chair's action to approve the policy document following the amendments agreed	DW
DIG19/11 Wales Audit Office 2014 and 2018 Clinical Coding Audit management response Questions were raised regarding some management responses not fully addressing the recommendations. However, it was noted that the actions within the report provided had been updated as at July 2019 in preparation for the August postponed DIGC meeting. Therefore it was agreed that the Chief Information Officer would update the response, along with other positive work that he outlined within the meeting, following which the revised and updated report would be provided to the Committee Chair for consideration before submission to the Audit Committee. **It was resolved that** the Committee	DW

Agreed that the management response be further updated before submission to the Audit Committee.	
DIG19/12 NWIS update **DIG19/12.1** The Committee discussed the report and agreed that it would be preferable for a template to be developed by the Chief Information Officer and Executive Medical Director in order that future reports provided information that was contextualised for BCU and provided a more balanced overview. **DIG19/12.2** The Committee raised concern regarding the national data centre outage, including further detail provided by the Chief Information Officer on BCU impact. He agreed to circulate a further updated report following the meeting. **It was resolved that** the Committee noted the update	DW/DF DW
DIG19/13 Information Governance annual report 2018/19 **DIG19/13.1** The Assistant Director Assurance and Risk presented the annual report. She highlighted information provided within the following sections: IG operational plan; caldicott & confidentiality; SIRO (including information security issues and Serious IG incidents); complaints, concerns and outcomes; audits; requests for information; training and achievements. The Committee requested further detail on how many of the 20 complaints detailed within section 6 of the report were upheld. It was noted that the decline in Freedom of Information (FOI) compliance had been mainly due to enquiry complexity however, process mapping was being undertaken with Leads to make improvements. **DIG19/13.2** The Assistant Director Assurance and Risk took onboard feedback relating to quarterly reporting dates and readability of graphs for future reporting. She also agreed to provide a briefing note on the digitalisation of personnel records following a discussion on non-compliance. **It was resolved that** the Committee noted and ratified the annual report 2018/19	JP JP
DIG19/14 Information Governance quarterly assurance report In discussion of lessons learned regarding FOIs, the Assistant Director Assurance and Risk agreed to provide further information in respect of Exemptions **It was resolved that** the Committee noted and ratified the IG Quarter1 assurance report	JP
DIG19/15 Chair Assurance report : Information Governance Group **It was resolved that** the Committee noted the report	

DIG19/16 Caldicott : Principles into Practice ~ **Outturn report 2019 and Improvement Plan 2019/20** The Caldicott Guardian presented this item which provided a work programme to assess compliance with the Caldicott Principles on an annual basis. The Committee questioned partial compliance with G9 – formal contractual arrangements with all contractors and support organisations that include their responsibilities in respect of information governance and confidentiality. The Assistant Director Risk and Assurance undertook to clarify timescales in relation to the national procurement team in this regard. **It was resolved that** the Committee noted the report and actions taken within the workplan	JP
DIG19/17 Summary of InCommittee business to be reported in public **It was resolved that** the Committee noted the report	
DIG19/18 Issues of Significance to Inform the Chair's Assurance Report To be agreed outside of the meeting.	
DIG19/19 Date of next meeting 9.30am on 21.11.19 in the Boardroom, Carlton Court	
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."	