

PWYLLGOR ADNODDAU CYNALIADWY SUSTAINABLE RESOURCES COMMITTEE

DYDDIAD Y CYFARFOD: DATE OF MEETING:	24 October 2023
TEITL YR ADRODDIAD: TITLE OF REPORT:	Digital Governance – Digital Oversight Group
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Huw Thomas, Director of Finance
SWYDDOG ADRODD: REPORTING OFFICER:	Anthony Tracey, Digital Director

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Ar Gyfer Penderfyniad/For Decision

ADRODDIAD SCAA

SBAR REPORT

Sefyllfa / Situation

The purpose of this paper is to provide the Sustainable Resources Committee (SRC) with a proposal on the establishment of a Digital Oversight Group under the Sustainable Resources Committee, to take forward the key programmes to support the Health Board's digital response to the Strategic and Planning Objectives of the Health Board.

It is proposed that the Digital Oversight Group will replace the work and functions of the Agile Digital Business Group, which it is proposed be disestablished.

The draft Digital Oversight Group Terms of Reference are presented for review and approval (Appendix 1).

Cefndir / Background

As Hywel Dda University Health Board (HDdUHB) moves from strategy into delivery, the requirement to provide digital services becomes more important as much of the transformation is based around the ability to harness and exploit digital and digital solutions. To that end the need to have a strong governance process around the delivery and prioritisation of the digital plan is essential. The governance arrangements need to be in place and appropriately designed and operating effectively to ensure the safety, security, integrity and effective use of ICT systems and information to support the delivery of high quality, safe healthcare across the whole of the Health Board's activities.

Within the national and local context, as outlined in within the Digital Response, the Health Board is faced with a challenging list of development and implementation requirements to ensure the organisation has the systems and information necessary to support new ways of working and the modernisation agenda. It will therefore be necessary to ensure that there is an appropriate prioritisation mechanism to determine which initiatives move ahead and when. It will also be crucial to ensure that initiatives are resourced appropriately so that they can deliver anticipated benefits.

Asesiad / Assessment

Robust governance

As a Health Board there is currently too much fragmentation and diversity in the digital solutions we have in place, and the ways in which they are used. Therefore, all proposals for digital investment will be reviewed at the Digital Oversight Group. All business cases that have a digital element will be scrutinised by the Digital Oversight Group prior approval by the Board.

Each business case must demonstrate how they show alignment with the Health Board's strategic aims and good programme management. Guidance and advice will be provided to assist with developing business cases, to ensure that there is a clear line of governance and oversight from the Board/Executive Team downwards. It is acknowledged that there are additional key governance forums and the need to ensure consistency of messaging.

In addition, the Digital workplan will be scrutinised and managed via the Digital Oversight Group who have overall responsibility for the resource commitments and prioritisation of the current work plan and any new business cases, projects and development requests.

The purpose of the Digital Oversight Group will be to: -

- Provide oversight over the overall digital response to A Healthier Mid and West Wales. This may result in recommendations for further development.
- Scrutinise business cases which would require Board approval. This may result in recommendations for further work or onward ratification by the Board following review by the Sustainable Resources Committee.
- Provide scrutiny of procurement approaches utilised in support of business cases, particularly where these may be complex or include risk-sharing or novel commercial arrangements.

In keeping with the agile approach to approvals and assurance the Group will have a small membership as follows: -

- Director of Finance (Chair)
- Independent Member(s)
- Digital Director
- Director of Corporate Governance/Board Secretary

Supported by: -

- Chief Clinical Information Officer (CCIO)
- Informatics Lead Nurse
- Therapies Representative
- Deputy Head of Operational Procurement for HDdUHB, NHS Wales Shared Services Partnership
- Regional Partnership Programme Manager
- Digital Health & Care Wales (DHCW) Representative

The Committee should note the inclusion of a Digital Health and Care Representative, as this will allow direct links to the national programme, to ensure that the required synergy is seen. The Group will meet on a bimonthly basis in the first instance until established and move onto a quarterly basis.

There will also be 2 other operational groups to provide assurance and delivery:

- Clinical Informatics Group
- Programme Assurance Group

Argymhelliad / Recommendation

The Committee are asked to:

- **APPROVE** the disestablishment of the Agile Digital Business Group.
- **APPROVE** the Digital Oversight Group Terms of Reference.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	3.8 Receive reports relating to the Health Board's Digital Programme to ensure benefits realisation from the investments made.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not Applicable
Galluogwyr Ansawdd: Enablers of Quality: Quality and Engagement Act (sharepoint.com)	6. All Apply
Parthau Ansawdd: Domains of Quality Quality and Engagement Act (sharepoint.com)	7. All apply
Amcanion Strategol y BIP: UHB Strategic Objectives:	All Strategic Objectives are applicable
Amcanion Cynllunio Planning Objectives	All Planning Objectives Apply
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2021-2022	9. All HDdUHB Well-being Objectives apply

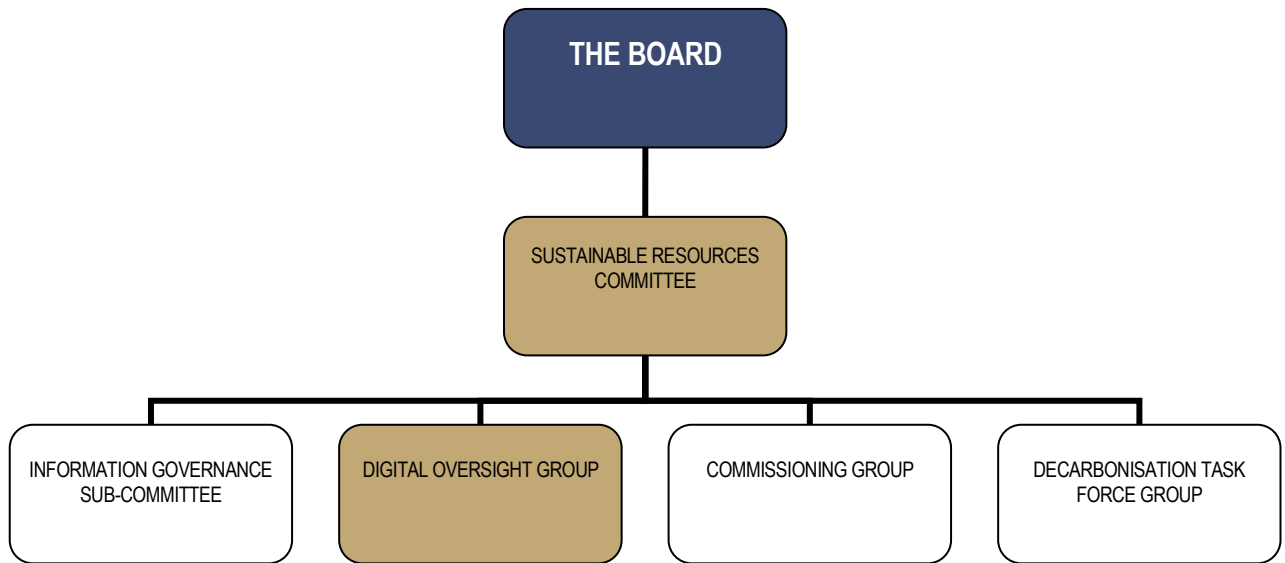
Gwybodaeth Ychwanegol:

Further Information:

Ar sail tystiolaeth: Evidence Base:	Not Applicable
Rhestr Termiau: Glossary of Terms:	Contained with the Report, and Terms of Reference

Partion / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Adnoddau Cynaliadwy: Parties / Committees consulted prior to Sustainable Resources Committee:	Not Applicable
---	----------------

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	Not Applicable
Ansawdd / Gofal Claf: Quality / Patient Care:	Not Applicable
Gweithlu: Workforce:	Not Applicable
Risg: Risk:	Not Applicable
Cyfreithiol: Legal:	Not Applicable
Enw Da: Reputational:	Not Applicable
Gyfrinachedd: Privacy:	Not Applicable
Cydraddoldeb: Equality:	Not Applicable



TERMS OF REFERENCE

DIGITAL OVERSIGHT GROUP

Version	Issued to:	Date	Comments
V1	Sustainable Resources Committee	24.10.2023	For Approval

DIGITAL OVERSIGHT GROUP

1. Constitution

- 1.1 The Digital Oversight Group ('the Group') has been established as a group of the Sustainable Resources Committee and constituted from 17 October 2023. This Group has replaced the Agile Digital Business Group.

2. Principal Duties

- 2.1 The Digital Oversight Group shall provide scrutiny over the key programmes of work in support of the Health Board's digital response to provide assurance to the Board, via the Sustainable Resources Committee.

3. Operational Responsibilities

- 3.1 The Group will, in respect of its provision of assurance to the Sustainable Resources Committee, ensure:
- 3.1.1 The oversight over the overall digital response to A Healthier Mid and West Wales. This may result in recommendations for further development.
 - 3.1.2 The scrutiny of business cases which would require Board approval. This may result in recommendations for further work or onward ratification by the Board following review by the Sustainable Resources Committee.
 - 3.1.3 The scrutiny of procurement approaches utilised in support of 3.1.2, particularly where these may be complex or include risk-sharing or novel commercial arrangements.
 - 3.1.4 The oversight of the implementation of digital programmes of change in support of 3.1.2 across the Health Board and/or region as appropriate.
 - 3.1.5 The oversight of the contract management arrangements in place for digital contracts in place over £1m over the contract duration.
 - 3.1.6 The scrutiny of benefits realisation assessments of investments made in support of 3.1.2.
 - 3.1.7 The assessment, and provision of recommendations, which improve the digital response and provide assurance over the value for money in any digital investments made by the Health Board or made on behalf of partner organisations.

4. Membership

- 4.1 The membership of the Group shall comprise:

Title
Director of Finance (Chair)
Director of Digital (Vice-Chair)

Director of Corporate Governance/Board Secretary
Independent Member (Digital)
Independent Member (Legal)
In Attendance
Chief Clinical Information Officer
Informatics Lead Nurse
Therapies Representative
Deputy Head of Operational Procurement for Hywel Dda UHB, NHS Wales Shared Services Partnership (NWSSP)
DHCW Representative
Regional Partnership Programme Manager
Secretariat support

- 4.2 The membership of the Group will be reviewed initially on a 6-monthly basis, and thereafter on an annual basis.

5. Quorum and Attendance

- 5.1 A quorum shall consist of no less than a third and must include as a minimum the Chair or Vice Chair of the Group, and at least two other Members, including one Independent Member to provide the required scrutiny.
- 5.2 Any senior officer of the Hywel Dda University Health Board (HDdUHB) or from a partner organisation may, where appropriate, be invited to attend.
- 5.3 The Group may also co-opt additional independent external 'experts' from outside the organisation to provide specialist knowledge.
- 5.4 Should any member be unavailable to attend, they may nominate a deputy to attend in their place, subject to the agreement of the Chair.
- 5.5 The Group may ask any or all of those who normally attend but who are not members to withdraw to facilitate open and frank discussion of particular matters.

6. Agenda and Papers

- 6.1 The Group's Secretary is to hold an agenda setting meeting with the Chair and the Group Lead at least **six weeks** before the meeting date.
- 6.2 The agenda will be based around the Group work plan, identified risks, matters arising from previous meetings, issues emerging throughout the year and requests from Group members. Following approval, the agenda and timetable for receipt of papers will be circulated to all Group members.
- 6.3 All papers should have relevant sign off before being submitted to the Group Secretary.

- 6.4 The agenda and papers for meetings will be distributed **seven** days in advance of the meeting.
- 6.5 The draft minutes and table of actions will be circulated to members within **ten** days to check the accuracy.
- 6.6 Members must forward amendments to the Group Secretary within the next **seven** days. The Group Secretary will then forward the final version to the Group Chair.

7. Frequency of Meetings

- 7.1 The Group will meet bimonthly and shall agree an annual schedule of meetings. Additional meetings will be arranged as determined by the Chair of the Group in discussion with the Group lead.
- 7.2 The Chair of the Group, in discussion with the Group Secretary shall determine the time and the place of meetings of the Group and procedures of such meetings.

8. Accountability, Responsibility and Authority

- 8.1 The Group will be accountable to the Sustainable Resources Committee for its performance in exercising the functions set out in these terms of reference.
- 8.2 The Group shall embed the HDdUHB's vision, corporate standards, priorities and requirements, e.g., equality and human rights, through the conduct of its business.
- 8.3 The requirements for the conduct of business as set out in HDdUHB's Standing Orders are equally applicable to the operation of the Group.

9. Reporting

- 9.1 The Group, through its Chair and members, shall work closely with the Board's other committees, including joint/sub committees and groups to provide advice and assurance to the Board through the:
 - 9.1.1 joint planning and co-ordination of Board and Committee business; and
 - the
 - 9.1.2 sharing of information.
- 9.2 In doing so, the Group shall contribute to the integration of good governance across the organisation, ensuring that all sources of assurance are incorporated into the Board's overall risk and assurance framework.
- 9.3 The Group may establish sub-groups or task and finish groups to carry out on its behalf specific aspects of Group business. The Group will receive an update following each sub-groups meetings detailing the business undertaken on its behalf.

- 9.4 The Group's Chair, supported by the Group Secretary, shall:
- 9.4.1 Report formally, regularly and on a timely basis to the sustainable Resources Committee on the Group's activities. This includes written updates on activity as well as the presentation of an annual report within 6 weeks of the end of the financial year;
 - 9.4.2 Bring to the Sustainable Resources Committee's specific attention any significant matters under consideration by the Group.

10. Secretarial Support

- 10.1 The Group Secretary shall be determined by the Group Lead/Chair.

11. Review Date

- 11.1 These terms of reference shall be reviewed on at least an annual basis by the Group for approval by the Sustainable Resources Committee.