

Trust Board
08 June 2023

AGENDA ITEM	18.2	
TITLE OF PAPER	Integrated Digital Committee Minutes (OPEN) 2023-04-26 - DRAFT	
Confidential	No	
Suitable for public access	YES	
PLEASE DETAIL BELOW THE OTHER SUB-COMMITTEE(S), MEETINGS THIS PAPER HAS BEEN SUBMITTED.		
STRATEGIC OBJECTIVE(S):		
Quality of Care		
People		
Modern Healthcare		
Digital	✓	<p>The prime purpose of the Integrated Digital Committee (IDC) is to provide assurance to the Trust Board of:</p> <ul style="list-style-type: none"> the Trust's Digital Strategy, which focuses on using digital technology and innovations to improve clinical pathways, safety and efficiency, and empower patients the prioritisation and development of the Trust's digital assets and programme of work in support of the Trust's strategic objectives how external partner activities and relationships, such as Surrey Heartland ICS, NHS Digital, NHS England and others, impact and contribute to the Trust's digital priorities the education of staff in the benefits that technology will bring, and the changes needed to working practices and culture for its effective delivery
Collaborate		
EXECUTIVE SUMMARY		
	<p>The Minutes of the OPEN Session of the Integrated Digital Committee Meeting held on 26 April 2023 are attached for approval. The key points are:</p> <ul style="list-style-type: none"> The minutes of the previous meeting were ratified BAF Risks were reviewed Digital KPIs were presented and reviewed From a digital programme perspective, the Committee was informed of delays to the final migration of data from the PACS archive, and of the successful go-live of Surrey Safe Care in the Urgent Treatment Centre 	

	<ul style="list-style-type: none"> The Surrey Heartlands ICS digital portfolio was presented, a single co-produced integrated digital and data strategy would be developed collaboratively over the coming months
RECOMMENDATION:	<i>The Board is asked to RECEIVE these minutes</i>
SPECIFIC ISSUES CHECKLIST:	
Quality and safety	Digital initiatives impact quality and safety by enabling improvements to both, but can also creating risk when processes are not followed, or systems fail
Patient impact	Digital initiatives impact the overall patient experience and the reputation of the Trust in the community
Employee	Digital initiatives impact staff, empowering and supporting their work, but can also introduce further burden and processes
Other stakeholders	Digital initiatives impact the wider health economy, sometimes requiring our partners to change their way of working to accommodate our new systems and processes
Equality & diversity	Digital initiatives impact all aspects of the Trust's activities and so equality and diversity must be implicitly considered to ensure no compromise
Finance	Digital initiatives carry their own cost of ownership but can also have financial implications if in-built and hidden system processes produce data that results in changes to charges and invoicing, or if data is not submitted in time for mandatory submission deadlines.
Legal	Digital initiatives impact all aspects of the Trust's activities and can contribute to error that may result in legal challenge
Link to Board Assurance Framework Principal Risk	<p>Digital Transformation (ePR programme) 3.1 3.1a 3.1b</p> <p>Critical Systems Maintenance and Replacement 3.2</p> <p>Cyber Security and Data Protection 3.3 3.3a.</p>
AUTHOR NAME/ROLE	Nicki Rayment – Head of Digital Programme Delivery Reviewed by Laura Ellis-Philip, Director of Digital (CDIO/SIRO)
PRESENTED BY DIRECTOR NAME/ROLE	Don Iro, Non-executive Director (Chair of the Integrated Digital Committee)
DATE	26 May 2023
COMMITTEE ACTION	RECEIVE



INTEGRATED DIGITAL COMMITTEE MEETING (OPEN)

MINUTES

26 April 2023

12:30 – 13:00 HRS

MS TEAMS

PRESENT		
	Don Iro (DI)	Non-Executive Director (<i>Chair</i>)
	Simon Marshall (SM)	Chief Finance Officer
Joined: 12:39	David Fluck (DF)	Medical Director
	Laura Ellis-Philip (LEP)	Director of Digital
	Arun Thiyagarajan (AT)	Non-Executive Director
	Victoria Otley-Groom (VOG)	Chief Information Officer – Surrey Heartlands ICS
APOLOGIES		
	Julie Smith (JS)	Chief Executive
	James Thomas (JT)	Chief Operating Officer
	Andy Field (AF)	Chairman
	Tom Smerdon (TS)	Director of Strategy and Sustainability
	Louise Mckenzie (LM)	Director of Workforce Transformation
	Andy Carne (AC)	Chief Clinical Information Officer
	Filipe Alves (FA)	Chief Nursing Information Officer
	Faris Zakaria (FZ)	Divisional Director SS&iMSK (Clinical Safety Officer)
MINUTE TAKER	Nicki Rayment (NR)	Head of Digital Programme Delivery
IN ATTENDANCE		
	Kam Dhaliwal (KD)	IG Manager
	Anthony Tweh	Council of Governors Representative
	Malcolm Cressey	Council of Governors Representative
Joined 12:33	Dr Lilly Evans	Council of Governors Representative
ITEM No.	OPEN ONLY	ACTION No.
IDC 9	Introduction	
IDC 9.1	<p>Introductions and apologies</p> <p>DI welcomed attendees and conveyed that the meeting was being recorded.</p> <p>It was noted that representatives from the Council of Governors were in attendance, these being Anthony Tweh, Malcolm Cressy and Dr Lilly Evans.</p> <p>Apologies received from JS, JT, AF, TS, LM, AC, FZ.</p> <p>LEP advised that the meeting would be quorate upon the arrival of DF.</p>	

IDC 9.2	Declaration of interest None raised	
IDC 10	Minutes of meeting 8 February 2023	
IDC 10.1	LEP advised these minutes had been previously reviewed, circulated and presented to Trust Board and were here for formal approval. Committee Action: The Committee APPROVED the minutes of the closed session of the IDC 8 February 2023.	
IDC 11	Matters Arising	
IDC 11.1	Open Session Action Log 21/11/22 3.2.1- Summarised report of Surrey Heartlands CDIO/CCIO forum. It was explained that the group was still in development and the digital portfolio that was presented in the Surrey Heartlands report today covered this. Proposed for closure. CLOSED 08/02/23 13.2 – Review timings of IDC to be more in alignment with Trust Board. This was under discussion with the Corporate Affairs Lead. ONGOING 08/02/23 4.1- Provide feedback to IDC on the discussion and outcome of the enhanced executive meeting. This had been intended to be presented today but as AC was not able to attend this action would remain open. ONGOING 08/02/23 4.2.1 – Include details on longest outstanding FOIs on the FOI KPI report. Completed and included in report, proposed for closure. CLOSED 08/02/23 4.2.2 – Provide clarification on the risk relating to Stockcrowd with respect to the DPIA rejection. Completed, sent to TS. Proposed for closure. CLOSED 08/02/23 5.2 – Propose prioritisation for digital programme. Completed. Proposed for closure. CLOSED . Committee Action: The Committee REVIEWED the Action Log.	
IDC 12	Board Assurance Framework – risk review	
IDC 12.1	Review of Strategic Risks 3.1 & 3.1a LEP advised that during a discussion in the closed meeting it was agreed that a new risk, 3.1b, would be created to capture the risk relating to clinical engagement. Committee Action: The Committee REVIEWED the Strategic Risks	
IDC 12.2	Digital KPIs and Alignment DF joined the meeting at 12:39, making the Committee quorate. LEP took the committee through the report with the following key points:	

	<ul style="list-style-type: none"> • Subject Access Requests (SARs) – a good standard of performance was being maintained with only 2 in March being closed outside the 30-day limit. It was noted that there had been a significant increase in the number of requests compared to the previous year, from 2,160 to 3,013. The SARS team had decreased in size however were much better placed to respond due to the digitisation of paper records. • Freedom of Information Requests (FOIs) – performance was reported as stable with improvement continuing over time. • Information Governance (IG) Training – compliance of the Executive and Non-Executive Directors was now included in this report and confirmed to all be in compliance. • Tendable – a reduction had been observed, this had been discussed at the Information Governance Steering Group with additional action being taken to address. • Data Protection Impact Assessment (DPIA) – it was reported that a change of culture over the last two years had seen an increase in the number of DPIAs as it was now understood these needed to be completed for all digital initiatives. It was explained that this helped to provide good protection for patient data and therefore for patient safety. • Temporary Access Cards – this new report was presented and demonstrated the active use of temporary access cards for Surrey Safe Care against those that had been logged in compliance with the standard operating procedure. It was highlighted that this was an area that required improvement. • IG Incidents – It was reported that there had been 97 incidents raised in the financial year 22/23, 12 had been reported on the Data Security & Protection Toolkit (DSPT) and 2 had been reported to the Information Commissioner Office (ICO). <p>Committee Action: The Committee RECEIVED the Digital KPI report.</p>	
<p>IDC 13</p>	<p>Reports and Updates</p>	
<p>IDC 13.1</p>	<p>Digital Services Programme Report</p> <p>The report was taken as read with two points being highlighted.</p> <p>The migration of the archived data from Philips PACS to Sectra had not been progressing at expected performance levels which meant there was a risk that this would not be completed by the cessation of the Philips contract at the end of June. This had been escalated with Sectra and a senior level meeting was due to be held to agree the way forward, a request had also been made to Philips to have a fix only contract past the end of June as mitigation. It was confirmed that this was impacting all Trusts in the Consortium.</p> <p>NR reported that Surrey Safe Care had gone live in the Urgent Treatment Centre (UTC) the previous day and had so far been going well with issues being resolved quickly.</p> <p>LEP advised that from a project management perspective, the Surrey Safe Care programme and the general digital programme were being</p>	

	<p>co-joined into one with NR having oversight.</p> <p>Committee Action: The Committee RECEIVED the report.</p>	
<p>IDC 13.2</p>	<p>Surrey Heartlands ICS Digital Plans and Progress Update</p> <p>VOG presented the Surrey Heartlands Digital Data and Technology portfolio and explained this was grouped into four areas, System Oversight, Service Delivery, Capability Across Organisations and Strategic Partnerships. It was advised that this report was presented monthly at the Digital Data Technology Innovation Board (DDTI) and provided a single version of the truth for activity on a month-by-month basis.</p> <p>A digital highlight report was shared that summarised the Surrey Heartlands responsibilities in relation to the vision, plan, and priorities and how that played into each organisation.</p> <p>VOG explained that the ICS vision, “working with people in Surrey Heartlands to create better and healthier lives empowered by digital”, was underpinned by five objectives that had been signed up to by Chief Executives. The Board were informed that in addition to the current three-year plan, a five-year plan was being finalised as a national requirement and that this would come through Trust Board and be shared with this Board.</p> <p>The highlights from the four areas of the portfolio were presented, the key points being:</p> <ul style="list-style-type: none"> - Digital Maturity Assessments were being reviewed and validated across the system - Integrated Care Board (ICB) annual operating plan had been submitted - Data navigator tool was being investigated to give an as-is position across the ICB in preparation for the federated data platform activities - 12-month roadmap had been prepared - The Community of Interest Network (COIN) re-procurement to be noted - An approach to working as collaborative equal partners to shape a single co-produced integrated digital and data strategy <p>DI asked for further clarification on timescales. VOG explained that timescales differ across the programme, however for the integrated digital and data strategy it was hoped that an emerging draft would be available early September to work on collaboratively.</p> <p>VOG raised that a new ICB Clinical Strategy would be published in the next couple of months and once this was available there would be further work to respond to the joint strategic needs assessment.</p> <p>Committee Action: The Committee RECEIVED the report.</p>	

IDC 13.3	<p>IG Steering Group Minutes</p> <p>This item was taken as read.</p> <p>Committee Action: The Committee RECEIVED the report.</p>	
IDC 14	ANY OTHER BUSINESS	
	None raised.	
IDC 15	SUMMARY REFLECTIONS	
IDC 15.1	<p>Reflection of BAF Risks 3.1 and 3.1a</p> <p>No further reflections were raised following the business of today's meeting.</p>	
IDC 15.2	<p>AAA Report escalations</p> <p>No issues had been identified to be raised.</p>	
IDC 16	DATE OF NEXT MEETING	
	<p>Wednesday 26 July 2023, 10.30 – 13.00, Room 3, Chertsey House, St Peter's Hospital</p>	
	The meeting closed at 13:00 hours	