



**Digital and Information Technology (DIT) Committee Chair's Report
Public Board Meeting**

30 July 2020

Presented for:	Information
Presented by:	Jas Narang, Chair of the DIT Committee
Author:	Paul Jones, Chief Digital and Information Officer
List of meeting dates:	3 July 2020

Trust Goals	
The best for patient safety, quality and experience	✓
The best place to work	✓
A centre for excellence for research, education and innovation	✓
Seamless integrated care across organisational boundaries	✓
Financial sustainability	✓

Key points	
This summary provides an overview of significant issues of interest to the Board, highlights key risks discussed, key decisions taken and key actions agreed by the DIT Committee.	For information
The revised work programme is attached for information and approval by the Board, at Appendix A (changes highlighted in red text).	Approval

3 July 2020 Digital and Information Technology (DIT) Committee

1. Introduction

The Chair's Report for the Digital and Information Technology (DIT) Committee provides an overview from the meeting held on Friday 3 July 2020 highlighting issues and risks discussed and key actions agreed.

2. Significant Issues of Interest to the Board

Committee Workplan

The Committee reviewed and confirmed the revised workplan, including at Annex A.

Items from the Board

The Enterprise Imaging Project continues to be monitored by the Committee on behalf of the Board.

There are positive signs of progress within the project and some significant milestones reached including the deployment of the xero viewer and the agreements on testing.

Risk and Governance

The Committee reviewed the work undertaken to reset the DIT risk register. This has involved extensive work by the two recently appointed Associate Directors of Digital along with the DIT General Manager. The Committee were happy with the progress and pleased to see that risk management has become a core element of the DIT management processes.

The Committee were also presented with the Cyber Assurance report. This outlines the trusts progress on cyber security and was welcomed by the Committee.

Audit Actions

The Committee accepted the proposal from the CDIO to close 14 of the outstanding 17 audit actions, following the CDIO's letter to the Audit Chair.

Programmes

Guy Dickie, Associate Director of Digital explained the project and programme review or "Project Health-check" that he has undertaken with his team. This explained the additional structure, formality and governance that will shape programme delivery in DIT and how this rigour is being adopted by existing projects.

Yorkshire and Humber Care Record

Lee Rickles, CIO for the Yorkshire and Humber Care Record shared the current status, approach and direction.

KPI and IQPR

The Committee agreed the DIT IQPR submissions to be reported to Board.

Alfresco/Ephesoft

The Committee reviewed the significant progress of the project during the Covid Pandemic to deploy modern scanning and document management tools. These are now live in use in the Trust in ED, with plans to roll out more widely over the coming year.

Board Digital Engagement

The Committee reviewed options for enhancing the Board's awareness of digital opportunities through the NHS Providers offering and the work being conducted by the DIT Training Team. The CDIO, Head of Digital Training and Company Secretary have agreed to meet to further assess and agree appropriate actions around this.

PPM+ Incident from Friday 19 June

The Committee were informed of the events on the 19th June that resulted in the trust entering Silver Command due to PPM+ issues and in the resulting lessons learned process.

PAS Improvement Programme

The Committee were given early sight of the decision to bring outline business cases to July F+P and Board to secure support for upgrades to the Trust PAS environment. The Committee is very supportive of this initiative and believe it is essential to the resilience of the trust.

Review of Meeting

The Chair positively reflected on the meeting discussions and the improvements in the assurance reporting and documentation to the Committee.

3. Publication under the Freedom of Information Act

This paper has been made publicly available under the Freedom of Information Act 2000.

4. Recommendation

The Board is asked to receive and note the Digital and Information Technology Committee Chair's Report.

Jas Narang

Non-Executive Director and Chair of the Digital and Information Technology Committee

July 2020

The Leeds Teaching Hospitals NHS Trust
Digital Committee
Workplan and Calendar of Key Events 2020-21

New additions from DIT Cttee - post Covid-19 review as at 22 June 2020

Work Plan 2020-21					
Dates Agenda Item	28 Feb 2020	3 July 5 June	9 October 21 Aug	26 Feb21 13 Nov	June 2021 Feb21
1. Standing Items					
1.1 Welcome and Introductions; Apologies for Absence; and Declarations of Interest Annual Statement of Independence	X	X	X	X	X
1.2 Approval of Minutes of the Previous Meeting	X	X	X	X	X
1.3 Matters Arising and review of Action Tracker	X	X	X	X	X
1.4 Items from other Board Committees	X	X	X	X	X
2. Risk and Governance					
2.1 Strategic Risks <i>To be included as blue box items for references</i>	X	X	X	X	X
2.2 Cyber Assurance		X		X	
3. National Issues					
3.1 NHSX Priorities			X		
3.2 Performance against key criteria from national bodies <i>(To be included as blue box items for references unless discussion required)</i>	X	X	X	X	X
4. Digital Assurance Areas					
4.1 Audit actions Review following PJ letter to Chair of Audit Cttee	X	X X	X	X	X
4.2 Cyber Preparedness		X		X	
4.2 Digitalisation					
a) Core programmes		X		X	
b) Building the Leeds Way	X		X		X
4.3 Information and Insight	X		X		
4.4 Links to other providers					
a) Leeds Care Record	X			X	

Work Plan 2020-21					
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b) LHCRE		X			X
4.5 Infrastructure and Service Management					
a) Key performance metrics	X	X	X	X	X
b) Infrastructure Investment	X		X		X
5. Operational Issues					
<i>The aim of the Cttee is to function as an assurance Cttee of the Board – we will work hard to ensure that operational issues are addressed in other appropriate meetings and will escalate to the Cttee as needed.</i>					
6. Major projects to review					
6.1 Major projects to be assured at key milestone points	X	X	X	X	X
From Board 6.1 (i) Enterprise Imaging (PACs) – standing agenda item (until can report assurance)	X	X	X	X	X
7. Corporate Governance Reports					
7.1 Review the digital information within the Annual Report (out of committee for 2020)				X	X
7.2 Assurance of the work programme and effectiveness of the Committee to report annually to the Audit Committee in conjunction with attendance by the Chair at Audit mtg (review prior to attendance)			X		
8. Blue Box					
8.1 IGSC Committee minutes	X	X	X	X	X
9. Final Items					
9.1 Issues to raise with other Board Committee's	X	X	X	X	X
9.2 Strategic Issues to Escalate to the Board in the Chairs Summary Report	X	X	X	X	X
Other items					
Any other business	X	X	X	X	X
Date of next meeting	X	X	X	X	X