

**Executive Summary**  
**Report to the Board of Directors**  
**Held on 28 March 2023**

<b>Subject</b>	Establishment of new Digital Committee – Terms of Reference
<b>Supporting TEG Member</b>	David Black, Medical Director (Development)
<b>Author</b>	Chris Monk, Information Technology Transformation Director
<b>Status</b>	Approve

**PURPOSE OF THE REPORT**

The paper asks the Board of Directors to review the draft terms of reference for a Digital Committee and approve its establishment as a Committee of the Board of Directors.

**KEY POINTS**

- Findings from the recent external developmental Well-led review endorsed recent consideration given to establishing a Digital Committee [*Recommendation 14 - The Trust should convene its proposed Digital, Data and Technology Board and consider forming a Research Committee to oversee and focus efforts on these strategic priorities*]. This recommendation is included within the draft Well-led Development Plan.
- Recent learning discussed with the Board regarding decision making around movement to 'Milestone 2 Gateway' of the Electronic Patient Record (EPR) System Implementation noted the need to give consideration to the governance structure through which assurance relating to delivery of the EPR System is provided to the Board of Directors.
- This paper details a proposition to establish a Digital Committee as a new Board Committee to address both drivers noted above. The draft Terms of Reference for this proposed Committee are appended to this paper.
- The Digital Committee will, as a Committee of the Board of Directors, provide oversight and assurance of the activities required to translate the Digital, Data and Technology Strategy into action across the five Pillars of Work: Digitising Health and Care Records; Digitally Enhancing Patient Experience; Digitally Enhancing Staff Experience; Supporting Integrated Care and Data Informed Innovation. The initial focus will be on Pillar 1: Digitising Health and Care Records, which includes the Programme responsible for the Electronic Patient Record and the Laboratory Information Management System.
- The Committee's annual review process will take into consideration the progression of the EPR programme and implementation of the Digital Strategy to assess the ongoing need for this Committee.
- Enacting the recommendation to establish a Digital Committee will transfer the oversight of the EPR System implementation from the workplan of the Finance and Performance Committee to this new Committee, therefore enabling enhanced focus and scrutiny in this area.
- Following the approval of this new Board Committee, all standing documents describing the governance architecture of the Board of Directors will be updated and presented for approval in line with document control processes.

## IMPLICATIONS

AIM OF THE STHFT CORPORATE STRATEGY		TICK AS APPROPRIATE
1	Deliver the Best Clinical Outcomes	✓
2	Provide Patient Centred Services	✓
3	Employ Caring and Cared for Staff	✓
4	Spend Public Money Wisely	✓
5	Develop a Sustainable Organisation	✓
6	Deliver Excellent Research, Education and Innovation	✓

## RECOMMENDATIONS

The Board of Directors is asked to **APPROVE** a recommendation for the establishment of a Digital Committee as a Committee of the Board of Directors and to agree its draft Terms of Reference which will be approved for adoption at the first meeting of the Committee.

## APPROVAL PROCESS

Meeting	Date	Approved Y/N
TEG	22 March 2023	Y
Board of Directors	28 March 2023	

## Digital Committee

### DRAFT Terms of reference

#### 1. Purpose

The Digital Committee (the Committee) is established as a Committee of the Board of Directors.

The Committee will also provide assurance on the delivery of the Trust's Digital, Data and Technology Strategy with initial focus on the contribution that the Digitising Health and Care Records pillar of the Strategy makes.

The Committee's primary purpose at least until the end of 2024/25 is to provide assurance to the Board on the delivery of the Digitising Health and Care Records pillar of the Trust's Digital, Data and Technology Strategy and specifically the "Connect" programme, which encompasses the implementation of the new Electronic Patient Record (EPR).

*The Committee's annual review process will take into consideration the progression of the EPR programme and implementation of the Digital Strategy to assess the ongoing need for this Committee.*

#### 2. Duties and responsibilities

The Committee has no executive powers other than those specifically delegated in these terms of reference. The duties and responsibilities of the Committee are as follows:

- i. Seeking assurance, on behalf of the Board of Directors, that digital programmes are:
  - a. operating effective programme governance.
  - b. delivering in line with the agreed implementation plan and able to achieve the agreed and approved programme milestones.
  - c. effectively planning and managing programme and organisational resources, and that there is adequate capacity to deliver the necessary activities to achieve each programme milestone.
  - d. operating an effective approach to programme risk and issue management, and that the level of residual risk is understood and within an acceptable level.
  - e. operating an effective approach to Clinical Risk Management, and that the level of residual risk is understood and within an acceptable level.
  - f. delivering an achievable plan to implement the necessary organisational change that will be enabled by the investment, in order to achieve the intended programme outcomes and benefits, noting that financial assurance of benefits is the responsibility of the Finance and Benefits Assurance Group.

- g. undertaking effective horizon scanning to maintain awareness of internal and external factors that could impact on programme delivery.
- ii. Ensure that risks and issues escalated within governance structures are being mitigated or resolved effectively, and that sufficient progress is made in line with approved plans.
- iii. Ensure that risks arising from digital programmes are being managed appropriately by programme leadership and programme governance, in line with the Trust’s Framework for Risk Management.
- iv. Oversee the development and refresh of the Trust’s Digital, Data and Technology Strategy, to ensure that it remains aligned with Making a Difference – the Next Chapter.
- v. Provide strategic leadership in determining within a portfolio, programme and project framework the delivery of the digital portfolio aligned with the strategy and investment plans.
- vi. Provide oversight of the development of plans for the Trust’s investment in Digital, Data and Technology, giving consideration to priorities across digital, informatics, performance and information, resulting from clinical, operational and corporate needs and transformation priorities.
- vii. Monitor financial performance of digital delivery against agreed investment plans ring-fenced budgets.
- viii. To seek assurance that relevant regulatory requirements, including Clinical Risk Management, in relation to the digital agenda are being met.

### 3. Accountable to

This group is accountable to the Board of Directors.

### 4. Reports to

Reports to	Reporting methods (e.g. minutes, progress report, assurance report)	Frequency
Board of Directors	A regular summary report of key areas of discussion and outcomes from the Committee meeting will be presented to the next Board of Directors meeting held in public	After each meeting
	Minutes will be circulated to all members of the Board of Directors	After each meeting

**5. Receives Reports from**

Electronic Patient Record (EPR) Programme Board

**6. Membership and attendance**

**Membership**

<b>Designation</b>
Three Non-Executive Directors (including the Committee Chair and Deputy Chair)
Medical Director (Development)
Chief Executive
Chief Finance Officer
Director of Strategy and Planning

**Standing invitations – to be confirmed**

<b>Designation</b>
Information Technology Transformation Director
Chief Clinical information Officer
Chief Nursing Information Officer
IT Director
Performance and Information Director

**7. Quorum**

Four members, of which at least one must be a Non-Executive Director

**8. Meeting Roles and Responsibilities**

<b>Chair</b>	The name of the Non-Executive Director who will Chair the meeting
<b>Lead Officer</b>	David Black, Medical Director (Development)
<b>Meeting Administrator</b>	The name of the minute taker / person who arranges the meetings / produces the agenda / collates and circulates papers

**9. Meeting frequency**

The Digital Committee will meet bi-monthly, to align with scheduling of Board of Directors meeting held in public.

**10. Process for reviewing effectiveness** (tick all that apply)

- Annual review of terms of reference
- Annual report including review of work plan delivery and attendance
- Effectiveness questionnaire completed by members
- Internal / external audit review

**11. Document control**

Version	1
Status	Draft
Author	Chris Monk, Information Technology Transformation Director
Approval body	Digital Committee
Date approved	Date approved must be recorded
Ratification body	Board of Directors
Date ratified	Ratification date must be recorded
Issue date	Issue date to be recorded when uploaded to intranet
Review date	This should be one year from the approval date

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