

DIGITAL MAJOR PROJECTS AUTHORITY COMMITTEE MINUTES

Venue: Room 13, Education Centre
 Sandwell General Hospital

Date: 14th December 2018, 14.30 – 16.00

Members Present:

Mrs Marie Perry, Non - Exec Director (Chair) (MP)
 Mr Richard Samuda, Chairman (RS)
 Mr Mike Hoare, Non-Executive Director (MH)
 Mr Toby Lewis, Chief Executive (TL)
 Mrs Raffaella Goodby, Dir of People & OD (RG)
 Miss Kam Dhami, Director of Governance (KD)
 Mr Siten Roy, Group Director (SR)
 Ms Nicola Taylor, Group Director of Nursing (NT)

In Attendance:

Mr Martin Sadler, Chief Informatics Officer (MS)
 Miss Maxine Hamilton, Interim Executive Assistant (MH)

| Minutes | Reference |
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| 1. Welcome, apologies and declaration of interests | Verbal |
| Apologies noted from Rachel Barlow and Amanda Geary. No declarations of interests were reported. | |
| 2. Minutes of last meeting held on 23rd November 2018 | DMPA (12/18) 001 |
| The minutes of the meeting held on 23 rd November 2018 were accepted as an accurate record. | |
| 3. Matters Arising | DMPA (12/18) 002 |
| Actions arising and logged from the meeting held on 23 rd November are to be reviewed thoroughly and summarised by Martin Sadler to committee members. | |
| 4. IT : Infrastructure | |
| 4.1 Proposed Informatics Scorecard | DMPA (12/18) 003 |
| <p>The proposed informatics scorecard will track the improvements of the Trust’s IT services, which has 3 phases:</p> <ul style="list-style-type: none"> • Stabilisation: October 2018 - March 2019 • Optimisation: April 2019 - March 2020 • Maximisation: April 2020 - September 2021 <p>The scorecard measures the following 6 areas from December through to optimisation:</p> <ul style="list-style-type: none"> • Network connectivity and stability • Device connectivity and stability • Application support and development | |

- Community working
- Service delivery
- Supplier and contract management

Application support and development requires review and needs performance measures. MS to agree the hard measures with MP and TL.

TL wanted to understand how much percentage of the network would be stability - 2% of the network being down would not be ok. An understanding of what is achievable is therefore required. In addition, MP would like some narrative on what stability actually means.

MS informed the meeting that stabilisation would take longer than 6 months but TL felt that the stabilisation matrix required more work, with a set of stabilisation matrix up to March 2019.

Service Delivery

RS asked whether there would be a clear set of objectives from each item under the 'optimise' column and informed the meeting that data on turnaround times was needed.

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| 5. Unity | |
| 5.1 Unity Implementation Progress Report | DMPA (12/18) 004 |
| <p>Ms Barlow advised her report to the Committee outlines the IT & business readiness for a Unity Dress Rehearsal on 4th February 2019, which would enable Go-Live in March 2019.</p> <p>Ms Perry voiced concerns that the full plan was not documented and Ms Barlow informed the meeting that documentation issues would be resolved by the end of next week.</p> <p>Mr Sadler advised that the Citrex solution was being tested at the moment and that substantive back office resources would be recruited, for which there will be an additional 7 people to manage Citrex. Extra staffing will back-fill resources with Cerner experience for them to become Cerner experts.</p> <p>Mr Sadler advised that surveys for device requirements have been looked at and will be concluded in the next week.</p> <p>Mrs Perry asked if we thought we now know everything we needed to know and queried if we have flushed our all live issues on Cerner/Unity programme. Ms Barlow advised that we now have the right Programme Manager in place that is dedicated to the project.</p> | |
| 6. Governance | |
| 6.1 Strategic Board Assurance Framework | DMPA (12/18) 005 |
| <p>The Strategic Board Assurance Framework is to be refreshed in December 2018.</p> | |
| 7. Meeting Effectiveness / Matters to raise to Trust Board | Verbal |
| <ul style="list-style-type: none"> • Outages are now isolated to only parts of the business. • We are in a much better position. • Communication between IT and clinical teams is improved. | |
| 8. Any Other Business | Verbal |

No other items of business were raised.

Date and Time of Next Meeting

The next meeting is scheduled for Friday 22nd January 2019, 14.00-15.30 in Room 11, Education Centre, Sandwell General Hospital.

Signed

Print

Date