

DIGITAL MAJOR PROJECTS AUTHORITY COMMITTEE MINUTES

Venue: Room 11, Education Centre
Sandwell General Hospital

Date: 25th January 2018, 14.00 – 15.30

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)
Ms Nicola Taylor, Group Director of Nursing (NT)

In Attendance:

Mr Martin Sadler, Chief Informatics Officer (MS)
Ms Katie Gray
Ms Stephanie Pooley

Minutes	Reference
1. Welcome, apologies and declaration of interests	Verbal
Apologies noted from Rachel Barlow, Siten Roy and Amanda Geary.	
2. Minutes of last meeting held on 14th December 2018	DMPA (01/19) 001
The minutes of the meeting held were accepted as sufficient record to proceed the business of the committee.	
3. Matters Arising	verbal
The committee discussed the prior summary provided by Martin Sadler. It was agreed to reconcile the prior document and archive relevant matters arising and provide a forward log. MS agreed to complete this for the next meeting.	
4. Informatics milestones	DMPA (01/19) 003
<p>MS presented his paper, which updated the committee on delivery since IT turnaround began in October 2018. Marie Perry welcomed the detail offered. Toby Lewis challenged the clarity of whether progress had been achieved on each item and what had been concluded. MS talked through the five of twelve outcomes that he considered had been completed and acknowledged that other outcomes were taking longer than anticipated. Mike Hoare questioned whether this represented a bandwidth issue, which MS acknowledged. Raffaella Goodby asked about progress with the training matrix for employees, which MS believed remained incomplete. He indicated that he was in ongoing discussions with Bethan Downing and would feedback to a future committee. RG suggested that this work must be complete by the end of March.</p> <p>TL suggested that the milestones needed to be tracked by the DMPA and that a simple table might be presented to the next meeting. MS agreed.</p>	
Action: MS to turn turnaround milestone plan into simple tracked table.	
5. Unity Technical readiness update	DMPA (01/19) 004

TL reminded the DMPA of the commitment made by MS to deliver technical readiness for Unity not later than the end of January. MS discussed each readiness item but indicated that the IT function could not honour the commitment made. A number of outstanding issues remained including:

- 724 (back up PCs)
- Screwdriver and citrix
- Inter site failover
- Remote and community access
- IP addresses
- Printing
- Wifi
- Infrastructure bandwidth and stability
- And Unity timelag

More positively he indicated that a satisfactory arrangement was in place for N3, subject to contract confirmation, and that discussions with NHS digital and others were framing a timeline of April for completion. This was welcomed by the committee, notwithstanding a faster timetable indicated at the prior meeting. MR stressed the scale of work likely to be involved in this switchover, which MS acknowledged and was developing a plan to deliver.

Richard Samuda and MR both asked specific technical questions about items on the list, and TL suggested to the chair that progress on this matter was disturbing and off track. He undertook to meet with MS and in his team in following days and to provide an email update to the chair about the 14 readiness items that he perceived existed. This was agreed.

6. Unity implementation update and FDR	DMPA (01/19) 005
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Katie Gray, on behalf of Rachel Barlow, talked the meeting through the document which summarised readiness for February FDR. It was acknowledged that the FDR was on a smaller scale that initially envisaged and that devices would be tested subsequently. KG was asked to brief the committee next time on any areas of FDR which had been stepped down.

KG indicated continued concern about technical readiness, which had been discussed under the prior item, and about training completeness. RG noted that she had now taken responsibility for this from 1/1/19 and that the next digital committee would see a discussion to firm up a final plan. She expected that basic training would be completed sufficient for FDR but acknowledged that there was much to do more generally. E-learning would be the basis for the ongoing training available in the Trust.

KG outlined the involvement of digital champion, clinical leaders and the executive in the programme. RS repeated his prior request for the executive to bring a briefing of team readiness inside the organisation for Unity.

7. 24.7 coverage proposal	Presentation (aka 006)
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MS briefed the committee on work undertaken since November to ensure that we had back up and resilience for key infrastructure, servers and applications. He displayed a presentation showing 100% coverage of this work by the end of March, and noted that a fail-safe contract was now in place. The concern expressed was that this only applied to known equipment, but MS clarified that this contract was a catch all contract.

MP noted the immense progress that this represented and MS suggested that supplier management was not an active part of the work done by the department. KD noted that that was part of the well led plan for the Trust for 2019/20 in IT, estates and procurement.

6. Any Other Business	Verbal
No other items of business were raised but it was noted that the audit scope with RSM had now been agreed and that work on risk management was pending for later in Q4.	
Date and Time of Next Meeting	
The next meeting is scheduled for Friday 22 nd February 2019, 14.00-15.30 in Room 13, Education Centre, Sandwell General Hospital. MS tendered his apologies.	

Signed

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Date