

## Digital Excellence Committee

## Terms of Reference

<b>For completion by Author</b>			
Author(s) Name and Title:	Kate Warriner – Chief Digital & Information Officer Ian Gilbertson – Associate Director - Digital Transformation		
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# Contents

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# 1. Constitution and Remit

The Trust's Digital strategy, '**Digital Excellence**' has been encompassed into an overarching programme of work which will also include the Digital Aspirant Programme. The Digital Excellence Committee (DEC) will have strategic oversight of this digital strategy and its implementation.

The ambition of the Strategy is to deliver digital excellence for our patients, our staff and our populations. The vision is to ensure our patient and staff experience of using technology at LHCH is parallel to the care we provide – outstanding. The aim is for digital technology, intelligence and innovation to enable excellent outcomes and safe care.

Digital Excellence will be delivered through three core themes:

- Connecting Digitally with Patients and Families
- Digital Safety and Outstanding Care
- Insight Led Care

At the heart of delivery will be a fundamental focus on delivering excellence for our staff, our people through our clinical divisions. The Digital Excellence themes will be underpinned by a number of cross cutting foundations including a 'Back to Basics' programme, partnerships, collaboration and innovation.

The Digital Aspirant Programme is a high-profile national Programme to be delivered in partnership with and providing national assurance to NHSX and NHS Digital. The objectives of Digital Aspirant are for the Trust to achieve a high level of international digital accreditation, enhance the hospitals Digital Maturity, deliver against an agreed set of milestones and develop a national and international reputation as a leading-edge Trust.

The DEC will provide assurance to the Trust in relation to delivery of both the Digital Excellence and the Digital Aspirant Programme Programme. The DEC will review and advise the Trust on performance against agreed milestone delivery plans.

This programme of work also has strong links to the Regional DigiT@LL strategy which is overseen by the Cheshire and Merseyside healthcare partnership.

# 2. Authority

The DEC will have the following authority:

- Decision making authority on all Programmes and Projects within Digital Excellence in accordance with Trust SFIs and SORD
- Approve Programme documentation and plans
- Approval/Rejection of exception reports
- Approves progress updates on deliverables and benefits
- Decides on scoring of Digital Excellence Programme Risks
- Recommendations for Stakeholder Engagement

### 3. Objectives and Duties

The DEC's main duties are to:

- Provide visible leadership, direction and commitment to the Trust's Digital Excellence strategy and Digital Aspirant programmes of work
- Monitor delivery of the programme's objectives and milestones
- Report delivery of objectives and milestones internally and externally
- Ensure that the programme stays strategically aligned to the aims of the overall Trust's strategic objectives
- Manage risk within the programme, ensuring escalation both internally and to NHS Digital as part of national Digital Aspirant reporting as appropriate
- Ensure a comprehensive and effective approach to stakeholder participation, involvement and communications
- Monitor benefits realisation achievement against trajectory, including agreement of new benefits and changes to plan
- Ensure feed into the Cheshire and Merseyside Health and Care Partnership for consistency of plans across the local economy
- Ensure delivery within approved programme budget
- Ensure technology adoption and spread both locally and more broadly with sharing learning throughout the programme

### 4. Integration

The Committee will consist of representation from all key areas of the Trust as outlined in the membership section.

### 5. Membership

#### Internal

Chief Executive (Chair)  
Chief Digital and Information Officer (Vice Chair)  
Medical Director & Chief Clinical Information Officer  
Director of Finance  
Nursing Digital Lead  
Divisional CCIOs  
Chief Pharmacist (or nominated deputy)  
Divisional Head of Operations  
Deputy Chief Digital and Information Officer  
Head of Digital Service  
Associate Director of Digital Transformation  
Digital Programme Manager

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## External

NHS Digital representative  
Allscripts (by invitation)

## 6. Attendance

All attendees are expected to attend a minimum of 70% of meetings and send an appropriate deputy when they are unable to attend in person.

## 7. Quorum and Frequency

Meetings will normally take place on a six weekly basis.

In order for the group to be quorate the below level attendance will be required:

Chair or nominated deputy  
Chief Digital and Information Officer or nominated deputy  
One rep from Clinical Divisions

If the meeting is not quorate, decisions will be taken and communicated to members.

## 8. Reporting

The Digital Excellence Committee will ensure that the minutes of its meetings are formally recorded and submitted to the Operational Board bi-monthly along with the Chair or Chief Digital and Information Officer report identifying key areas.

Operational risks will be recorded on the Trust Risk Register and individual project risks will be recorded on the project risk log. Project or programme risks will be escalated to the Digital Excellence Committee if they are out of individual project tolerance levels.

The Chief Digital and Information Officer will provide a quarterly update to the Board of Directors.

The Digital Excellence Committee will receive progress updates from:

- Programme Delivery Group
- Operational IT
- Specific project / programme groups

## 9. Conduct of Committee Meetings

The Digital Excellence Committee will develop a work plan with specific objectives which will be reviewed regularly and formally on an annual basis.

Agendas, papers and minutes to be distributed a week prior to meetings.

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## 10. Other Matters

Terms of reference for the meeting will be reviewed on an annual basis