

## Audit and Governance Committee paper

How this paper relates to our strategy	Setting standards <input type="checkbox"/>	Increasing and informing choice <input checked="" type="checkbox"/>	Demonstrating efficiency, economy and value <input checked="" type="checkbox"/>
<b>Paper title</b>	Information for Quality – managing risks		
<b>Agenda item</b>	<b>6</b>		
<b>Paper number</b>	[AGC (18/03/14) 445) NJ]		
<b>Meeting date</b>	18 March 2015		
<b>Author</b>	Nick Jones, SRO & Director of Compliance and Information		
<b>For information or decision?</b>	Information		
<b>Recommendation</b>	The Committee is asked to note this update		
<b>Resource implications</b>			
<b>Implementation</b>	In progress.		
<b>Communication</b>	Extensive stakeholder communication		
<b>Organisational risk</b>	Medium.		
<b>Annexes</b>	N/a		

### 1. Introduction

This report updates the Audit & Governance Committee (AGC) on the progress of the programme specifically in the areas covered by the AGC terms of reference.

### 2. Progress

- i. Since the last meeting of the AGC the business case, along with associated digital expenditure controls, was submitted to Department of Health (DH) on 18 December 2015. The DH itself is subject to wider

Cabinet Office controls that exist to raise the standard of digital and technology projects across government. New projects must meet the 'Digital by Default Service Standard' - ensuring designs meet the needs of users. As such, in our submission and subsequently at meetings with DH colleagues, we have sought to address these expectations.

- ii. Approval has not yet been given, despite an early indication that the process should be relatively quick. There is some frustration on our part as to the delay and there has been insufficient clarity as regards how best to amend or revise our submission.
- iii. Inevitably, the delay to approval has a knock-on consequence both on the delivery schedule of the overall Programme (it was expected that work would be completed by the end of 2016/17) and costs.
- iv. In relation to costs, Authority has agreed to expenditure of £720,000 to end of March 2015. This is not going to be exceeded as programme management costs are predictable – with programme technical expenditure scheduled from April 2015. However delays incurring additional programme management expenditure reduce the amount available next year – putting at risk the improvements we can achieve. Delays to date are likely to incur approximately £40,000 in additional costs in 2016/17.
- v. We are working hard with DH to ensure these risks are mitigated, in particular that as far as possible all necessary information required is clarified and submitted to satisfy DH and Cabinet Office colleagues and we continue to review costs and options to minimise the impact on original proposals. A further oral update on progress will be provided at the meeting.
- vi. At its January 2015 meeting, the Authority noted the above approved the overall and revised IfQ budget of £1.85m to the Programme completion date of end March 2016 (that is £720,000 committed to date with a further £1.1m expenditure in 2015/16 financial year) and to receive progress reports on this expenditure at each meeting of the Authority.
- vii. At that meeting the Authority also agreed the principal outcomes from the report of the extensive consultation undertaken in 2014 and the recommendations from the IfQ Advisory Group that met in December 2014 to consider the report. The Authority agreed the following, in summary:
  - The Register: To a 'data dictionary' and the establishing of a standing group to maintain the integrity of the data the HFEA collects and holds – together with the mandating of a NHS number for patients (to act as a single identifier);

- Data submission: A root and branch review of the basis by which information is submitted by centres, including a new clinic portal providing enhanced functionality enabling clinics to 'see' their submitted data; and the implementation of a secure mechanism for the electronic submission of donor goodwill messages and pen portrait information.
  - Website: The HFEA website should, amongst other things, be redeveloped with a more intuitive design to make information more user-friendly, less complex and organised around a typical user journey.
  - Choose a Fertility Clinic (CaFC) structure, information and outcome data: A raft of changes relating to simplifying data presentation; patients' feedback about clinics' performance to be given greater prominence; and to the outcome measures given prominence.
- viii. Since the last meeting of AGC good progress has been made with the strategy for data migration. Members are reminded that data migration has not taken place and is not anticipated to start until the 2015-16 business year. Avoca, a specialist healthcare data specialist has been commissioned to support the development of our migration strategy. A draft report has been submitted setting out the key risks (to our proposed approach) to date – and the IfQ Programme Board looks forward to interrogating the report and management response on 16 March 2015.

### **3. Governance**

- i. The IfQ programme board has continued to meet and has reported progress to the December 2014 and January February 2015 meeting of the Corporate Management Group (CMG).
- ii. At the last meeting we reported that a Government Gateway Review has been commissioned. This is on track to take place on 25 – 27 March 2015 inclusive – with the review feedback provided to the SRO on the final afternoon. The review team (less one member unavoidably detained elsewhere) met with the SRO and colleagues on 5 March 2015 for a preparation and orientation meeting. The team is led by a senior official from the Ministry of Defence supported by two colleagues experienced in information and technology - from NHS England and from a local provider body.
- iii. An issue relating to the risk of 'sabotage' raised at the last meeting is covered under Matters Arising.

#### **4. Internal Audit**

- i. Progress as regards internal audit recommendations received at the December meeting of AGC is shown elsewhere in the papers.
- ii. The next phase of the IfQ internal audit programme is to observe deliberations as regards the data migration strategy and implementation (see above). The first key milestone - for a member of the internal audit team to observe the next meeting of the IfQ Programme Board is on 16 March 2015. The contractors engaged to develop a migration strategy will be presenting their findings here, and subsequent actions and milestones will be agreed at that point.

#### **5. Report from the our tender panel**

In accordance with Standing Financial Instructions the committee is requested to note that one contract has been awarded since the last meeting, to Avoca Systems Ltd for the development of a data migration strategy for £10,000 plus VAT, £12,000 inclusive.

#### **Recommendation**

The Committee is asked to note this report.