

MEETING SUMMARY REPORT 02 MAY 2024

CONTEXT

The meeting theme was on “Digital Transformation in a financially challenging time” For the foreseeable, we will be working within greater financial constraints. However, the expectation from the public, the sector and our colleagues will be to improve how we deliver. We are committed to identifying where a shift to digital ways of working can support more productive service delivery and support a better working environment.

The Network Terms of Reference has been finalised.

Digital Capabilities Network Summary Report on 07 March 2024 can be found [here](#).

RECOMMENDATIONS FOR THE BOARD

1. Every digital transformation project needs a clear aim and detailed quantifiable benefits of implementation for all people affected.
2. Ensure aim and benefits are understood and visibly supported by senior managers for duration of project.
3. Adopt a user-centred approach to digital transformation projects. Actively engage all those who will be affected from the outset. Regular, frequent communication of progress.
4. Streamline governance processes. Promote national, standardised approach to procurement and governance to reduce duplication and repetition of poor practice. Listen to the voice of subject matter experts.
5. Share developments and promote collaboration opportunities across Scotland and other countries such as projects in Estonia, Taiwan, and Catalonia.
6. Identifying Senior Responsible Officers (SRO's) for systems and solutions once they become 'business as usual' to keep them up to date with a focus on measuring and communicating benefits.

BREAK OUT ROOMS

- ❖ **Session 1** (25 minutes)
Topic – What is the worst transformation change project you have been a part of and what did it teach you?
- ❖ **Session 2** (25 minutes)
Topic – What are the core components of a successful digital transformation project?
- ❖ **Session 3** (20 minutes)
Topic – What core components do you need to maintain/sustain a digital transformation project?

THEME SUGGESTIONS FOR FUTURE MEETINGS

- How to improve partnership working.
- Making time for digital learning and innovation..
- Digital skills as part of Personal Development Plans.
- Digital Skills Capabilities Framework:
 - How to develop recognition pathways for digital skills in health and care.
 - Digital skills as a competency for senior managers.
- Microsoft Office 365 – promotion, learning and use of apps

NEXT MEETING

The next meeting will be on **Thursday 27 June 2.00 pm-4.00 pm**.

An invitation will be circulated via existing communication channels.