

## MEETING SUMMARY REPORT 22 AUGUST 2024

### CONTEXT

Our fourth meeting explore this question ‘How do leaders demonstrate the commitment and understanding of digital ways of working?’

The aim was to identify the behaviours and attitudes of effective, supportive and committed digital leaders, who can also evidence understanding of the need to measuring impact and progress of digital changes.

During the meeting we created a checklist of the behaviours, attitudes and skills of digital leaders and discussed how to encourage digital leaders to be supportive of their teams learning and development.

Digital Capabilities Network Summary Report from 27 June 2024 can be found [here](#).

### RECOMMENDATIONS FOR THE BOARD

The checklist, included below, will be discussed at the next Digital Capabilities Board on 17<sup>th</sup> September.

### THEME NEXT MEETING

AI in Health and Social Care – guidelines and principles to support our workforce

### NEXT MEETING

The next meeting will be on **Thursday 17 October 2pm-4pm**. An invitation will be circulated via existing communication channels.

### CHECKLIST

**Visible, accountable Digital Leaders are able to evidence a range of skills, behaviours and attitudes**

#### Instructions

- a) Read each statement
- b) If you agree and can identify some supporting evidence tick Yes and make a brief note of evidence.
- c) If you cannot identify any supporting evidence, tick No and add a brief explanatory comment.
- d) Consider undertaking a regular review of evidence and comments every six months.
- e) Discuss your findings with colleagues – including your team, peers and manager. Do they agree with your findings?
- f) Consider undertaking a regular review of evidence and comments every six months.

Item	Yes	Evidence	No	Comment
1. I regularly assess the digital capability development needs of my team/department/organisation.				
2. I'm open to learning new things and to listening to others in order to keep up with future developments.				
3. I understand the technology used in my role/specialist area				
4. I understand the benefits of data and how to analyse and use to make informed decisions.				
5. I demonstrate a commitment to measuring the impact of any digital projects throughout their lifecycle.				
6. I know what people are saying about how digital is used in the services we provide.				
7. I regularly, proactively demonstrate and talk about the benefits of digital to others.				
8. I encourage colleagues to identify creative digital solutions to organisational and delivery problems.				
9. I know the limits of my understanding and can confidently seek expert support where necessary.				
10. I can create the environment to support others through change.				
11. I invest time and energy in my own learning and development to improve myself as a leader.				
12. I believe commitment to digital improvement is evident at a senior manager level in my organisation.				
13. I am approachable by members of my team with ideas on digital innovation.				
14. I discuss my digital capabilities at my support and appraisal meetings.				
15. I continually look to identify digital transformation opportunities within existing processes and behaviours.				
16. I actively engage with subject matter experts on digital matters to stay informed.				

17. I regularly check my understanding of digital opportunities and implementation across my team/service/organisations				
18. I am willing to ask questions if I don't understand digital processes/ideas.				
19. I make timely decisions about digital projects and communicate them to all involved.				

