

DIGITAL, DATA AND INNOVATION COMMITTEE WORK PLAN APRIL 2026 – MARCH 2027

Currently, Digital, Data and Innovation Committee (DDIC) meets quarterly. Based on this, the following table represents a proposal to incorporate the duties as outlined in the Committee's Terms of Reference into a basic work plan April 2026 – March 2027, including standing agenda items (denoted by *).

AGENDA ITEM/ ISSUE	LEAD	Responsible Officer	PURPOSE	21 Apr 2026	21 Jul 2026	4 Sept 2026	20 Oct 2026	21 Jan 2027
PAPER DEADLINE					30 June 2026	21 Aug 2026	29 Sept 2026	29 Dec 2026
INTRODUCTIONS								
Welcome and Apologies*	Chair	All	N/A	✓	✓		✓	✓
Declarations of Interests*	Chair	CSO	N/A	✓	✓		✓	✓
GOVERNANCE								
Minutes from previous meeting*	Chair	CSO	Approval	✓	✓		✓	✓
Matters Arising & Table of Actions (ToAs) *	Chair	All	Information	✓	✓		✓	✓
Matters Arising (not on agenda) *	Chair	CSO	N/A	✓	✓		✓	✓
Annual Review of DDIC Terms of Reference (TORs) (12.1)	Chair	JW	Approval	✓				
DDIC Annual Report 2025/26 on Committee's activity for onward submission to the Board (10.4.1)	Chair	CSO	Approval	✓				
Self-Assessment of Committee Effectiveness: Outcome Report (10.5)	Chair	JW	Assurance	✓				
Self-Assessment of Committee Effectiveness: 6 month Report	Chair	JW	Assurance				✓	
Assurance and Risk Report: combined report including: - Corporate Risks Assigned to DDIC (3.1.20) - Operational Risks Assigned to DDIC (3.1.20) - Internal and External Audit Reports (3.1.8) - Monitoring of Ministerial Directions Monitoring of Welsh Health Circulars (WHCs)	HT	RW	Assurance	✓	✓		✓	✓
DIGITAL								
Planning Goal 5: People First, Digital Always (3.1.18): - To bring the benefits of digitisation and technological advances into healthcare - Create digital pathways between hospital, community and home - Support our staff with digital tools to deliver safe, effective, quality care - Closure report - General update report	HT	DW	Assurance	✓	✓		✓	✓
Digital Strategic Plan (2.1.1 & 3.1.1) (PO9)	HT	AT	Assurance	✓	✓		✓	✓
Digital Operation Plan	HT	AT	Assurance	✓				✓
Digital Partner Update	HT	AT	Assurance	✓	✓		✓	✓
Summary of Progress Against Board Approved Business Cases	HT	AT	Assurance					
Digital Inclusion	HT	AT	Assurance		✓			
Current use of AI	HT	AT	Information					
In Year Delivery of Programmes	HT	AT	Assurance				✓	
Digital Innovation & Transformation Benefits Realisation Report	HT	AT	Assurance				✓	

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2025/26								
RISP – Radiology Informatics System Programme	HT	AT	Assurance					
RISP – Radiology Informatics System Programme: Lessons Learnt	HT	AT	Assurance				✓	
Patient Services Centre Business Case	HT	AT	Recommend, for onward ratification by Board		✓			
Proposal of Ambient AI within the Health Board Proposal on the use of AI Scribes	HT	DW	Information		D		✓	✓
EDRS Re-procurement (Document Management System)	HT	AT	Assurance		✓			
In-Committee EDRS Re-procurement (Document Management System)- Financials	HT	AT	Assurance		✓			
In-Committee Key performance indicators	HT	AT	Assurance				✓	
In-Committee Cyber Security Updates incl CAF compliance (3.1.8 & 10)	HT	AT	Assurance	✓	✓		✓	✓
In-Committee Laboratory Information Management System (LIMS)	HT	AT	Information	✓				
DATA								
IGSC Workplan (3.1.24)	AT	AT	Information	✓				
Annual Review IGSC TORs (10.3)	AT	AT	Approval	✓				
Information Governance Sub-Committee (IGSC) 3A's update (10.3)	AT	AT	Information	✓	✓		✓	✓
IGSC Annual Report (10.4.1)	AT	AT	Approval	✓				
Data Quality Report (3.1.9)	AT		Assurance		✓			
Information Governance Assurance Report (2.1.3, 3.1.6,7 & 8)	HT	AT	Assurance				✓	
Data Protection Impact Assessment Assurance Report (3.1.11)	HT	AT	Assurance					✓
Microsoft Enterprise Agreement Renewal	HT	AT	Approval	✓				
AI Framework	HT	AT	Information		✓			
Digitalisation of Health Records	HT	AT	Assurance				✓	
Extracting Insight From Data	HT	AT	Emdorsement		✓			
RESEARCH AND INNOVATION								
Research & Innovation Annual Report (3.1.15)	LP	CH/SH	Assurance	✓				
Research and Development Framework Annual Update	MH	CH/SH	Assurance	✓				
RISC TORs Annual Review (10.3)	LP	CH	Assurance	✓				
RISC Workplan (3.1.24)	LP	CH	Assurance	✓				
Research and Innovation Sub-Committee (RISC) 3A's update (10.3)	LP	CH/SH	Assurance	✓	✓		✓	✓
Research & Development Implementation of the NHS Framework and Strategic Plan (10.4.1)	LP	CH	Assurance				✓	
Research Project Presentation	LP	SH	Information	✓				
University Partnership Arrangements Update (3.1.16)	LP	CH/SH	Assurance		✓			✓
TriTech Business Plan	LP	CH	Assurance		✓			
Centre for Social Innovation	LP		Assurance				✓	

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IMPACT AND OUTCOMES								
Update on Impact of Flow System	HT	AT	Assurance					
Analytical and Modelling Work including Presentation	HT	AT	Assurance					
FOR ASSURANCE								
National and Regional Landscape	HT	HT	Assurance				✓	
FOR APPROVAL								
Policies (as required) (3.1.24)	HT	HT	Approval	✓	✓		✓	✓
R&D Finance Policy	HT				✓			
Business Cases (as and when required for scrutiny before onward ratification at Board) (3.1.5)								
• EDRMS Re-procurement (Document Management System) (21.07.26)	HT	AT	Recommend, for onward ratification by Board	✓	✓		✓	✓
• Workforce Asset Scheduling-2027/28 OBC (20.10.26)								
MEETING GOVERNANCE								
Agenda setting meeting with Chair & Exec Lead (at least 6 weeks before the meeting)	CSO	N/A	N/A	✓	✓		✓	✓
Draft agenda to go to Executive Team	CSO	N/A	N/A	✓	✓		✓	✓
Call for papers (at least 6 weeks before the meeting to receive papers at least 14 days before the meeting)	CSO	N/A	N/A	✓	✓		✓	✓
Disseminate agenda/papers 7 days prior to meeting	CSO	N/A	N/A	✓	✓		✓	✓
Add actions to the Action Tracker within two days of the meeting and send notification to action owners	CSO	N/A	N/A	✓	✓		✓	✓
Circulated minutes to Lead Director within 7 days of the meeting	CSO	N/A	N/A	✓	✓		✓	✓
Issue minutes and TOA to Members (including the Committee Chair) following Lead Director review	CSO	N/A	N/A	✓	✓		✓	✓
Produce 3A's Report for Board	CSO	N/A	N/A	✓	✓		✓	✓

Chair: Maynard Davies **Vice Chair:** Chantal Patel **Lead Executive:** Huw Thomas

HT	Huw Thomas	JW	Joanne Wilson	MH	Mark Henwood	AT	Anthony Tracey
RW	Rachel Williams	DW	Daniel Warm	SA	Shaun Ayres	LP	Leighton Phillips
CH	Chris Hopkins	SH	Sally Hore	CSO	Committee Services Officer	D	Deferred

V Verbal

SO	Planning Goals	What we want to achieve (tangible outcomes – how do these align /fit with our current principal risks?	How we expect to deliver this (actions)	Committee Alignment
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Thriving Teams	Goal 1 – Healthy, thriving teams <i>Lead – Lisa</i>	- Sustainable workforce in hospitals and communities - Shape organisational culture - To celebrate success and promote innovation	- Creating a positive workforce culture - Delivery of workforce stabilisation programme, in particular applying the approach to medical staff - Implementing the Research and Innovation Strategic Plan (2025 – 2030)	PODCC
	Goal 2 – Customer Service Excellence <i>Lead – Sharon</i>	- To promote a culture of speaking up safely - Promote equality, diversity and inclusion - Provide excellent bilingual services	- Compassionate experiences - Customer service excellence - Community connectedness	QSEC
Healthier Communities	Goal 3 - '20Four7' population health <i>Lead – Ardiana</i>	To reflect population health priorities that build in equality of opportunity and human rights, together with plans to reduce health inequalities	- Strengthen prevention services - Advance population health programmes - Monitor performance	SPC
	Goal 4 - Community by design <i>Lead – Andrew</i>	To ensure that Hywel Dda has a clear vision and strategic direction that secures the long-term sustainability of the organisation, both at local community and wider system levels	Develop and deliver a primary care and community services strategic plan	SPC
Great Care	Goal 5 – People First, Digital Always <i>Lead – Huw</i>	- To bring the benefits of digitisation and technological advances into healthcare - Create digital pathways between hospital, community and home - Support our staff with digital tools to deliver safe, effective, quality care	- Delivery of Digital Strategic Plan - Progress digital, technology and AI adoption	DDIC
	Goal 6 – Safe, timely, high quality care <i>Lead – Andrew</i>	- Ensure patient safety is a priority - Safe and sustainable planned care and community services - Promote high ethical standards - To act as a catalyst for change, providing independent and objective perspectives. This includes having the courage to speak up about any concerns - Improved experiences and outcomes for those using our urgent and emergency care services - Implementation of national Mental Health and Women's Health strategies in Hywel Dda that meet local needs	- Improve patient pathways, embed safety dashboard & remove clinical variation - Promote a way of working that is open, transparent and accountable - Deliver the programme commitments made as part of the Clinical Services Plan and Community by Design strategic delivery plan - Improve efficiency and productivity and reduce waste, harm and variation - Develop and deliver an Urgent and Emergency Care strategic delivery plan to improve standards, in line with the existing strategy, ahead of the new hospital network - Develop and deliver a flexible, open access mental health model in Hywel Dda - Develop and deliver the Women's Health Plan for Wales in Hywel Dda - Implement Hywel Dda's learning disability transformation programme	FPC
Positive Futures	Goal 7 - Future Orientated <i>Lead – Ardiana</i>	- Connected and resilient communities - Establish how we will strengthen how we listen and incorporate the voice of our future generations	- Embed the Principles of Social Model for Health & Wellbeing - Delivering our Decarbonisation Delivery Plan - Encourage collaboration with others	SPC
	Goal 8 - Fit for purpose, modern facilities and services <i>Lead – Lee</i>	- Determine and implement sustainable models for services within the Clinical Services Plan programme - Deliver our Programme Business Case to develop fit for purpose and modern community and hospital facilities	- Provide an addendum to our Programme Business Case to allow us to proceed with the development of community and hospital schemes - Develop the Clinical Services Plan to make changes to services, and consider other services that may need	SPC

			support, to allow us to provide safe and sustainable services for the future	
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