

**DIGITAL, DATA AND INNOVATION COMMITTEE/ PWYLLGOR DIGIDOL, DATA AC ARLOESI**

**07 October 2025**

**TABLE OF ACTIONS/ TABL GWEITHREDOEDD**

Minute No.	Meeting Date	Subject	Action	Lead	Timescale	Progress
DDIC(25)03	22.04.25	DDIC Terms of Reference	<p>To liaise with Lisa Gostling on the merits of adding a representative from Workforce/Organisational Development to the DDIC Membership.</p> <p>To identify a suitable Workforce/Organisational Development representative to join the DDIC Membership</p>	HT  LG	<p><del>31 May 25</del> <del>29 Aug 25</del></p> <p>17 Dec 25</p>	<p><b>Complete:</b> Attendance at the committee will form part of the remit and objectives of the interim Assistant Director of Organisational Development once appointed.</p>
DDIC(25)07	22.04.25	Digital Strategic Plan	To liaise with Sharon Daniel regarding incorporating within Board Member Patient Safety walkabouts how digital systems are being adopted in clinical settings.	HT	<p><del>31 May 25</del> <del>29 Aug 25</del> 17 Dec 25</p>	<p><b>In Progress:</b> Raised with Sharon Daniel on 13 May 2025.</p> <p><b>Update:</b> Huw Thomas will contact Sharon Daniel to continue discussions and achieve a resolution.</p>
DDIC(25)34	22.07.25	Digital Operational Plan	To explore AI accountability and governance and to establish appropriate frameworks and arrangements.	HT/AT	<p><del>29 Aug 25</del> 17 Dec 25</p>	<p><b>Complete:</b> An update is on the agenda for the January 2026 DDIC meeting.</p>

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DDIC(25)44	22.07.25	Assurance and Risk Report	To contact Rhian Bond to obtain an implementation date for Welsh Health Circular 03-22: Further extending the use of Blueteq in secondary care	AT	<del>29 Aug 25</del> 17 Dec 25	<b>In Progress:</b> Currently working through the deployment and implementation plan.  <b>Update:</b> Contact made but no response received. Will contact Rhian Bond. Update will be brought to the January DDIC meeting.
DDIC(25)46	22.07.25	Business Cases	To discuss with the Chair whether DDIC or IC-DDIC is the most appropriate meeting for discussing business cases.	AT	29 Aug 25	<b>Complete:</b> Mrs Joanne Wilson confirmed that all business cases should be submitted to full Committee meetings before onward submission to Board.
DDIC(25)54	07.10.25	Table of Actions from the meeting held on 22 April 2025	To develop a timeline for scheduling business cases and liaise with Mrs Joanne Wilson to align the governance process, to ensure timely submission to DDIC and Board.	AT	17.12.25	<b>In Progress:</b> Meeting scheduled with JW on 12.01.26.
DDIC(25)55	07.10.25	Information Governance Sub-Committee (IGSC) 3A's Update and IGSC Annual Report	To progress the business case for records storage facilities, as a priority, ensuring all requested information is incorporated.	AT/HT	17.12.25	<b>In Progress:</b> Issues to be addressed through the annual planning cycle 2026/2027.
DDIC(25)56	07.10.25	Information Governance Assurance Report	To bring an update to the next DDIC meeting on how IG training is being embedded in staff training requirements.	AT	17.12.25	<b>Complete:</b> On the agenda for the January DDIC meeting.
DDIC(25)57	07.10.25	Data Quality Deep Dive	To add quality kitemarks for documents to the Data Quality Deep Dive Workplan	AT	<del>17.12.25</del> 14.04.2025	<b>In Progress:</b> Update to be provided to 14 April 2026 DDIC.

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DDIC(25)58	07.10.25	Analytical and Modelling Work	To present a further update on Analytical and Modelling Work to the next DDIC meeting, ensuring all requested information is incorporated.	AT	17.12.25	<b>Complete:</b> On the agenda for the January DDIC meeting.
DDIC(25)59	07.10.25	Digital Strategic Plan, Including Business Plans	To arrange a meeting with Mrs Joanne Wilson to review the timescales for Digital Strategic Plan and assess the feasibility of its submission to Board in January 2026. If required, schedule an Extraordinary DDIC to facilitate discussion and approval.	HT/LD/MD/AT	17.12.25	<b>In Progress:</b> Meeting scheduled with JW on 13.01.26.
DDIC(25)64	07.10.25	Digital Innovation & Transformation Benefits Realisation Report 2024/25	To present a deep dive report on Digital Inclusion to a future DDIC meeting.	AT	17.12.25	<b>Complete:</b> On the agenda for the January DDIC meeting.
DDIC(25)67	07.10.25	National and Regional Landscape	To engage with Mrs Joanne Wilson regarding the governance arrangements of sub-committees/groups such as the AI sub-Committee to ensure the appropriate and effective reporting structures are established.	AT/HT	17.12.25	<b>Complete:</b> To be discussed at January DDIC meeting.

Key: HT: Huw Thomas AT: Anthony Tracey LD: Lee Davies MD: Maynard Davies