

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

**TABLE OF ACTIONS/TABL GWEITHREDOEDD**

Key: AT-Anthony Tracey; CSt-Clare Strudwick; HT-Huw Thomas; JE-John Evans; JW-Joanne Wilson; LPh-Leighton Phillips; MD-Maynard Davies

MEETING DATE	MINUTE REF	ACTION	LEAD	TIME SCALE	PROGRESS
22/04/2025	DDIC(25)07	Ms Patel enquired whether there would be an opportunity to see how digital systems are being adopted in clinical settings during Board Member Patient Safety walkabouts <ul style="list-style-type: none"> <li>To liaise with Sharon Daniel regarding incorporating within Board Member Patient Safety walkabouts how digital systems are being adopted in clinical settings.</li> </ul>	HT	17/12/2025	Complete This has been agreed by Sharon Daniel.
22/07/2025	DDIC(25)44	Assurance and Risk Report <ul style="list-style-type: none"> <li>To contact Rhian Bond to obtain an implementation date for Welsh Health Circular 03-22: Further extending the use of Blueteq in secondary care</li> </ul>	AT	21/04/2026	Complete Contact made but no response received. Will contact Rhian Bond. Update will be brought to the January DDIC meeting. Update (Jan meeting) - contact made but not response received.
22/07/2025	DDIC(25)44	The assurance and risk report provided updates on Welsh Health Circulars. No date was provided for WHC032-22. <ul style="list-style-type: none"> <li>To contact Jill Paterson to obtain an implementation date for Welsh Health Circular 03-22: Further extending the use of Blueteq in secondary care</li> </ul>	AT	29/08/2025	Complete Update: Contact made but no response received. Update will be brought to the January DDIC meeting. Full rollout is expected by the end of March 2027.

MEETING DATE	MINUTE REF	ACTION	LEAD	TIME SCALE	PROGRESS
07/10/2025	DDIC(25)54	<p>Table of Actions from meeting held on 22 April 2025</p> <ul style="list-style-type: none"> <li>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.</li> </ul>	AT	21/04/2026	<p>Complete</p> <p>Update: Meeting scheduled with JW on 12.01.26.</p> <p>Update (Jan Meeting) Meeting with JW took place on 16.1.26</p>
07/10/2025	DDIC(25)55	<p>The Information Governance Sub-Committee 3As report to DDIC alerted members to the condition of the record storage facility. As part of this discussion Mr Thomas advised the business case would be completed.</p> <ul style="list-style-type: none"> <li>To progress the business case for records storage facilities, as a priority, ensuring all requested information is incorporated.</li> </ul>	AT	21/04/2026	<p>Complete</p> <p>Issues to be addressed through the annual planning cycle 2026/2027.</p> <p>Update provided (Jan meeting) by AT, a full business case regarding options and associated cost pressures to be presented to Exec Team and reported to DDIC</p>
07/10/2025	DDIC(25)57	<p>As part of the data quality discussion, Mr Thomas stated that in a previous DDIC meeting Mr Anthony Tracey had discussed the possibility of adding quality 'kitemarks' to documentation.</p> <ul style="list-style-type: none"> <li>To add quality kitemarks for documents to the Data Quality Deep Dive Workplan</li> </ul>	AT	21/04/2026	<p>In progress</p> <p>Update to be provided to 14 April 2026 DDIC.</p>
07/10/2025	DDIC(25)59	<p>Mrs Wilson queried the timescales and whether the proposal would be ready for submission to the Board in January 2026.</p> <ul style="list-style-type: none"> <li>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.</li> </ul>	HT	21/04/2026	<p>Complete</p> <p>AT 05/03/2026 - A way forward has been agreed.</p>

MEETING DATE	MINUTE REF	ACTION	LEAD	TIME SCALE	PROGRESS
15/01/2026	DDIC(26)78	<p>Digital Operation Plan</p> <ul style="list-style-type: none"> <li>To add revised delivery dates to the timelines in the paper</li> </ul>	AT	21/04/2026	<p>Complete</p> <p>The timelines have been modified as requested</p>

15/01/2026	DDIC(26)78	Digital Operation Plan <ul style="list-style-type: none"> <li>To rework the clarity of the wording in the paper regarding use of word 'phases'.</li> </ul>	AT	21/04/2026	Complete The paper has been revised to provide clearer distinction and usage of the terms "phases" and "tranches".
15/01/2026	DDIC(26)78	Digital Operation Plan <ul style="list-style-type: none"> <li>To bring paper to April IC- DDIC providing an update regarding the LIMS meeting taking place on 22/1/26</li> </ul>	AT	21/04/2026	Complete Update included within the Digital Operational Report to DDIC on 21.04.26
15/01/2026	DDIC(26)79	Digital Partner Update <ul style="list-style-type: none"> <li>To ensure any contract agreements with CGI as a commercial supplier have taken legal advice via Mrs Sian-Marie James</li> </ul>	AT	21/04/2026	Complete Actioned - a meeting has been held between CGI and the Corporate Team
15/01/2026	DDIC(26)80	Patient Services Centre <ul style="list-style-type: none"> <li>To clarify patient data security element in the next version of the Patient Services Centre business case.</li> </ul>	AT	21/04/2026	Complete To be included within the next iteration of the business case, and part of the specification
15/01/2026	DDIC(26)80	Patient Services Centre <ul style="list-style-type: none"> <li>To amend the next version of the Patient Services Centre business case to reflect the DDIC decision to include Primary Care into the business case at the appropriate point.</li> </ul>	AT	21/04/2026	Complete Actioned
15/01/2026	DDIC(26)80	Patient Services Centre <ul style="list-style-type: none"> <li>To share the full details of the Imperial College paper with Ms Meinir Jones</li> </ul>	AT	21/04/2026	Complete Complete -report shared on 06.03.26
15/01/2026	DDIC(26)80	Patient Services Centre <ul style="list-style-type: none"> <li>To provide a verbal update to Board regarding the discussions by DDIC and the changes agreed to the Patient Services Centre business case to include Primary Care.</li> </ul>	MD	21/04/2026	Complete Update provided to Board 29/1/26
15/01/2026	DDIC(26)81	Proposal for the introduction of Ambient AI into HDdUHB <ul style="list-style-type: none"> <li>To bring a discussion to Business Executive Team</li> </ul>	AT	21/04/2026	Complete Presented to BET on 25.02.2026

15/01/2026	DDIC(26)83	<p>Research &amp; Development (R&amp;D) Annual Framework Update</p> <ul style="list-style-type: none"> <li>To provide assurance to April 2026 DDIC regarding funding allocation and if concerns remain to take this to Board.</li> </ul>	LPh	21/04/2026	Complete Huw Thomas has reassigned to Leighton Philips to raise any concerns with Huw Thomas as and when required.
15/01/2026	DDIC(26)84	<p>University Partnership Arrangements Update</p> <ul style="list-style-type: none"> <li>A paper setting out the opportunities that research and innovation presents to the organisation and setting out the best approach to overcoming constraints be brought to Business Executive Team.</li> </ul>	LPh	21/04/2026	Complete Scheduled for BET 25.03.26 but not taken due to time constraints; subsequently agreed to be managed outside BET and removed from the workplan.
15/01/2026	DDIC(26)86	<p>Information Governance Sub Committee (IGSC) 3A's update</p> <ul style="list-style-type: none"> <li>Due to DDIC quoracy not being met, the Executive Medical Director was required to ratify the Committee's decision to approve policies.</li> </ul>	CSt	21/04/2026	Complete Email provided by Mark Henwood ratifying approval
15/01/2026	DDIC(26)86	<p>Information Governance Sub Committee (IGSC) 3A's update</p> <ul style="list-style-type: none"> <li>A discussion to be held regarding IGSC quoracy issues.</li> </ul>	AT	21/04/2026	Complete A review of the IGSC TORs will be undertaken to remove the Independent member from being part of quorum recognising the attendance is in an observer/scrutiny. A follow up conversation with the relevant IM regarding attendance at the Committee
15/01/2026	DDIC(26)88	<p>Information Governance Training Update</p> <ul style="list-style-type: none"> <li>To discuss with the Executive Medical Director issues regarding half of Medical and Dental staff not having undertaken Information Governance training.</li> </ul>	JE	21/04/2026	Complete Complete - a new process has been agreed to ensure that records are updated to evidence training credits.

15/01/2026	DDIC(26)88	Information Governance Training Update <ul style="list-style-type: none"> <li>To explore whether study leave should not be able to be undertaken without mandatory training being in place first, this would be work for PODCC to investigate</li> </ul>	JW	21/04/2026	Complete The Executive Director of Workforce and OD has confirmed that mandatory training should be at 100% compliance before Managers grant study leave. It was agreed this matter did not need to be a substantive item of the PODCC due to the operational nature of the matter.
15/01/2026	DDIC(26)91	Assurance and Risk Report <ul style="list-style-type: none"> <li>To confirm timings of Audit Wales dates</li> </ul>	JW	21/04/2026	Complete On the Audit Wales recommendation it has been agreed that the Audit Wales report relating to digital services will be brought to the May 2026 ARAC Meeting when the DDIC Chair will be in attendance