

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.

AGENDA ITEM/ ISSUE	LEAD	Responsible Officer	21 Apr 2026	21 Jul 2026	20 Oct 2026	21 Jan 2027
Governance						
Welcome and Apologies	Chair	All	✓	✓	✓	✓
Declarations of Interests	Chair	CSO	✓	✓	✓	✓
Minutes from previous meeting	Chair	CSO	✓	✓	✓	✓
Matters Arising (not on agenda)	Chair	All	✓	✓	✓	✓
Table of Actions (ToAs)	Chair	CSO	✓	✓	✓	✓
DDIC Terms of Reference (TORs) Review (12.1)	Chair	JW	✓			
DDIC Annual Report (10.4.1)	Chair	CSO	✓			
Self-Assessment of Committee Effectiveness: Outcome Report (10.5)	Chair	JW	✓			
Self-Assessment of Committee Effectiveness: 6 month Report	Chair	JW			✓	
Assurance and Risk Report: combined report including: <ul style="list-style-type: none"> • 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	✓	✓	✓	✓
Digital						
Planning Objective (PO) Update Report (3.1.18): <ul style="list-style-type: none"> • Closure report • General update report 	HT	DW	✓	✓	✓	✓
Digital Annual Plan	HT	AT				
Digital Strategic Plan (2.1.1 & 3.1.1) (PO9)	HT	AT	✓	✓	✓	✓
Digital Operation Plan	HT	AT	✓			✓
Digital Partner Update	HT	AT	✓	✓	✓	✓

AGENDA ITEM/ ISSUE	LEAD	Responsible Officer	21 Apr 2026	21 Jul 2026	20 Oct 2026	21 Jan 2027
Summary of Progress Against Board Approved Business Cases	HT	AT				
Digital Inclusion	HT	AT		✓		
Current use of AI	HT	AT				
In Year Delivery of Programmes	HT	AT			✓	
Digital Innovation & Transformation Benefits Realisation Report 2025/26	HT	AT			✓	
RISP – Radiology Informatics System Programme	HT	AT		✓		
Patient Services Centre Business Case	HT	AT		✓		
Proposal of Ambient AI within the Health Board <ul style="list-style-type: none"> Proposal on the use of AI Scribes 	HT	DW		✓		✓
In-Committee Cyber Security Updates incl CAF compliance (3.1.8 & 10)	HT	AT	✓	✓	✓	✓
In-Committee Laboratory Information Management System (LIMS)	HT	AT	✓			
Data						
IGSC Workplan (3.1.24)	AT	AT	✓			
Annual Review IGSC TORs (10.3)	AT	AT	✓			
Information Governance Sub-Committee (IGSC) 3A's update (10.3)	AT	AT	✓	✓	✓	✓
IGSC Annual Report (10.4.1)	AT	AT	✓			
Data Quality Report (3.1.9)	AT			✓		
Information Governance Assurance Report (2.1.3, 3.1.6,7 & 8)	HT	AT			✓	
Data Protection Impact Assessment Assurance Report (3.1.11)	HT	AT				✓
Microsoft Enterprise Agreement Renewal	HT	AT	✓			
AI Framework	HT	AT		✓		
Research and Innovation						
Research & Innovation Annual Report (3.1.15)	LP	CH/SH	✓			
Research and Development Framework Annual Update	MH	CH/SH	✓			
RISC TORs Annual Review (10.3)	LP	CH	✓			
RISC Workplan (3.1.24)	LP	CH	✓			
Research and Innovation Sub-Committee (RISC) 3A's update (10.3)	LP	CH/SH	✓	✓	✓	✓

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Research & Development Implementation of the NHS Framework and Strategic Plan (10.4.1)	LP	CH		✓		
Research Project Presentation	LP	SH	✓			
University Partnership Arrangements Update (3.1.16)	LP	CH/SH		✓		✓
TriTech Business Plan	LP	CH		✓		
Impact and Outcomes						
Update on Impact of Flow System	HT	AT				
Analytical and Modelling Work including Presentation	HT	AT				
For Assurance						
National and Regional Landscape	HT	HT			✓	
For Approval						
Policies (as required) (3.1.24)	HT	HT	✓	✓	✓	✓
Business Cases (as and when required for scrutiny before onward ratification at Board) (3.1.5)						
<ul style="list-style-type: none"> EDRMS Re-procurement (Document Management System) (21.07.26) Workforce Asset Scheduling-2027/28 OBC (20.10.26) 	HT	AT	✓	✓	✓	✓
Meeting Governance						
Agenda setting meeting with Chair & Exec Lead (at least 6 weeks before the meeting)	CSO	N/A	✓	✓	✓	✓
Draft agenda to go to Executive Team	CSO	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	✓	✓	✓	✓
Disseminate agenda/papers 7 days prior to meeting	CSO	N/A	✓	✓	✓	✓
Issue a draft TOA within two days of the meeting	CSO	N/A	✓	✓	✓	✓

AGENDA ITEM/ ISSUE	LEAD	Responsible Officer	21 Apr 2026	21 Jul 2026	20 Oct 2026	21 Jan 2027
Circulate minutes and TOA to the Lead Director within 7 days of meeting	CSO	N/A	✓	✓	✓	✓
Issue minutes and TOA to Members (including the Committee Chair) following Lead Director review	CSO	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						