

DIGITAL, DATA AND INNOVATION COMMITTEE WORK PLAN APRIL 2025 – MARCH 2026

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 2025 – March 2026.

AGENDA ITEM/ ISSUE	LEAD	Responsible Officer	22 Apr 2025	22 Jul 2025	7 Oct 2025	15 Jan 2026	Apr 2026
Governance and Risk							
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					✓
Corporate Risks Assigned to DDIC (3.1.20)	HT	RW	✓ V	✓	✓	✓	
Operational Risks Assigned to DDIC (3.1.20)	HT	RW	✓ V	✓	✓	✓	
Digital							
Digital Context Report	HT	AT	✓				
Digital Strategic Plan (2.1.1 & 3.1.1) (PO9)	HT	AT	✓	✓	✓	✓	
Digital Annual Plan (PO9)	HT	AT	✓				
Summary of Progress against Board Approved Business Cases	HT	AT	✓				
Digital Partner Update	HT	AT	✓	✓	✓	✓	
Cyber Security Updates incl CAF compliance (3.1.8 & 10) – In-Committee	HT	AT	✓	✓	✓	✓	
Digital Inclusion (from SRC workplan)	HT	AT		✓		✓	
Planning Objective (PO) Update Report (3.1.18)	HT	DW		✓	✓	✓	
Data							

AGENDA ITEM/ ISSUE	LEAD	Responsible Officer	22 Apr 2025	22 Jul 2025	7 Oct 2025	15 Jan 2026	Apr 2026
Data Context Report	HT	AT	✓				
Current use of AI	HT	AT	✓				
Information Governance Sub-Committee (IGSC) 3A's update (10.3)	AT		✓	✓	✓	✓	
IGSC Workplan (3.1.24)	AT		✓				✓
IGSC Annual Report (10.4.1)	AT			✓			✓
Annual Review IGSC TORs (10.3)	AT		✓				✓
Data Quality Assurance Report (3.1.9)	AT				✓		
Data Protection Impact Assessment Assurance Report (3.1.11)	HT	AT				✓	
Information Governance Assurance Report (2.1.3, 3.1.6,7 & 8)	HT	AT		✓			
Research and Innovation							
Research and Innovation Context Report	LP	CH/SH	✓				
Research and Innovation Sub-Committee (RISC) 3A's update (10.3)	LP	CH/SH	✓	✓	✓	✓	
Annual Review RISC TORs (10.3)	LP	CH	✓				✓
RISC Workplan (3.1.24)	LP	CH	✓				✓
RISC Annual Report (10.4.1)	LP	CH	✓				✓
Commercialisation of Research, Innovation (Tritech Business Plan and KPI Monitoring for Tritech Institute) (3.1.17)	LP	CH/SH				✓	
Research & Development Implementation of the NHS Framework (10.4.1)	LP	CH/SH	✓				
Research & Innovation Annual Report (3.1.15)	LP	CH/SH		✓			
University Partnership Arrangements Update (3.1.16)	LP	CH/SH	✓			✓	
Research and Development Framework Annual Update	MH	CH/SH				✓	

AGENDA ITEM/ ISSUE	LEAD	Responsible Officer	22 Apr 2025	22 Jul 2025	7 Oct 2025	15 Jan 2026	Apr 2026
For Assurance							
Internal and External Audit Reports (as required) (3.1.8)	HT			✓	✓	✓	
Monitoring of Ministerial Directions (if any)	HT	RW	✓	✓	✓	✓	
Monitoring of Welsh Health Circulars (WHCs)	HT	RW	✓	✓	✓	✓	
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)	HT	AT		✓	✓	✓	
Administration							
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	✓	✓	✓	✓	
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	LG	Leighton Phillips
CH	Chris Hopkins	SH	Sally Hore	CSO	Committee Services Officer	D	Deferred
V	Verbal						

