

## 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
<b>Governance and Risk</b>							
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					✓
Assurance on Governance Arrangements Report: combined report including: <ul style="list-style-type: none"> <li>Corporate Risks Assigned to DDIC (3.1.20)</li> <li>Operational Risks Assigned to DDIC (3.1.20)</li> <li>Internal and External Audit Reports (3.1.8)</li> <li>Monitoring of Ministerial Directions</li> <li>Monitoring of Welsh Health Circulars (WHCs)</li> </ul>	HT	RW	✓ V	✓	✓	✓	✓
National and Regional Landscape	HT	HT		D	✓		
<b>Digital</b>							
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	✓				
Recommendations of Patient Flow and E-Obs	HT	AT		✓			

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RISP – Radiology Informatics System Programme <ul style="list-style-type: none"> <li>RISP – Feedback on how the system is working</li> </ul>	HT	AT		✓	✓		
LIMS – Laboratory Information Management System	HT	AT		✓			
Digital Partner Update	HT	AT	✓	✓	✓	✓	
Cyber Security Updates incl CAF compliance (3.1.8 & 10) – <b>In-Committee</b>	HT	AT	✓	✓	✓	✓	
Digital Inclusion (from SRC workplan)	HT	AT		✓		✓	
Planning Objective (PO) Update Report (3.1.18)	HT	DW		✓			
Proposal of Ambient AI within the Health Board <ul style="list-style-type: none"> <li>Mini proposal on the use of AI Scribes</li> </ul>	HT	DW		✓	D	✓	
Digital leadership with Allied Health Professionals and Health Scientists (action from DDIC 22/4/25)	HT	AT			✓		
Digital Innovation & Transformation Benefits Realisation Report 2024/25	HT	AT			✓		
<b>Data</b>							
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		D	D	✓		✓
Annual Review IGSC TORs (10.3)	AT		✓				✓
Data Quality Report (3.1.9) <ul style="list-style-type: none"> <li>Data Quality Deep Dive</li> </ul>	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		D	✓		
<b>Research and Innovation</b>							
Research and Innovation Context Report	LP	CH/SH	✓				
Research and Innovation Sub-Committee (RISC) 3A's update (10.3)	LP	CH/SH	✓	✓	✓	✓	

AGENDA ITEM/ ISSUE	LEAD	Responsible Officer	22 Apr 2025	22 Jul 2025	7 Oct 2025	15 Jan 2026	Apr 2026
<ul style="list-style-type: none"> <li>Update on commercial research delivery</li> </ul>	LP	SH			✓		
<ul style="list-style-type: none"> <li>Update on support embedding R&amp;I in the health board</li> </ul>	LP	SH				✓	
<ul style="list-style-type: none"> <li>Update on oncology research trials</li> </ul>	LP	SH				✓	
Annual Review RISC TORs (10.3)	LP	CH	✓				✓
RISC Workplan (3.1.24)	LP	CH	✓				✓
Research & Development Implementation of the NHS Framework and Strategic Plan (10.4.1)	LP	CH	✓	✓			✓
Research and Development Framework Annual Update	MH	CH/SH				✓	
Commercialisation of Research, Innovation (Tritech Business Plan and KPI Monitoring for Tritech Institute) (3.1.17)	LP	CH/SH				✓	
TriTech Peer Review Report	LP	CH		✓			
TriTech Business Plan	LP	CH				✓ & IC	
Research & Innovation Annual Report (3.1.15)	LP	CH/SH	✓				
University Partnership Arrangements Update (3.1.16)	LP	CH/SH	✓			✓	
<b>For Approval</b>							
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"> <li>Draft Business Case on single point of contact, patient service centre and possibly CRMPRM consultation</li> </ul>	HT	AT		✓	✓	✓	
<b>Administration</b>							
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	CSO	N/A	✓	✓	✓	✓	

AGENDA ITEM/ ISSUE	LEAD	Responsible Officer	22 Apr 2025	22 Jul 2025	7 Oct 2025	15 Jan 2026	Apr 2026
meeting							
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

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