

Digital & Data Committee

(DRAFT FOR APPROVAL)

Cycle of Business

(1st March 2022 – 1 April 2023)

The Digital & Data Committee should, on annual basis, receive a cycle of business which identifies the reports which will be regularly presented for consideration. The annual cycle is one of the key components in ensuring that the Committee is effectively carrying out its role.

The Cycle of Business covers the period 1st March 2022 to 1st April 2023.

The Cycle of Business has been developed to help plan the management of Committee matters and facilitate the management of agendas and committee business.

The principal role of the Committee is set out in the Standing Orders 1.0.1.

The Committee is an independent member committee of the Board and has no executive powers, other than those specifically delegated in the Terms of Reference.

The purpose of the Committee is to provide scrutiny on behalf of the Board on all matters relating to digital & data. The Committee provides a level of assurance to the Board that all appropriate actions are being taken to reduce risks in these areas.

Digital & Data Committee Cycle of Business (1st March 2022 – 1st April 2023)

Strategic Objectives	Provide high quality, evidence based and accessible care	Work with Communities and partners to reduce inequality, promote well-being and prevent ill health	Ensure sustainability in all that we do, economically, environmentally and socially	Co-create with staff and partners a learning and growing culture
Threats to the Strategic Objectives	<ul style="list-style-type: none"> Failure to deliver a high quality, safe and effective service that improves population health Failure to provide timely health and wellbeing care & services Failure to deliver a service user and carer focussed service. 	<ul style="list-style-type: none"> Failure to engage effectively with our communities to inform, develop and deliver an effective, safe and responsive service that meets the health needs of our communities Failure to engage, listen and act on issues / feedback that would help to reduce inequalities, promote wellbeing and prevent ill health within our communities. 	<ul style="list-style-type: none"> Failure to make robust, informed decisions for our communities and execute them within a sound system of Governance Failure to deliver and maintain financial sustainability Failure to continually adapt and respond to a changing environment. Failure to adopt new technology and innovations to enable change and sustainability 	<ul style="list-style-type: none"> Failure to listen, learn and respond appropriately to the views of our staff and partners to enable continual improvement in our services and culture. Failure to engage, listen and act on feedback to shape services and culture. Failure to engage constructively with partners and have a mutual understanding of each other's issues. Failure to sustain an engaged and effective workforce.

Item of Business	Executive Lead	Reporting period	Mar 2022	April 2022	May 2022	June 2022	July 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023
Preliminary Matters															
Minutes of the previous Board Meeting	Director of Corporate Governance	Every Meeting	✓			✓			✓			✓			✓
Action Log	Director of Corporate Governance	Every Meeting	✓			✓			✓			✓			✓
Internal Control & Risk Management															
Digital & Data Committee Annual Report	Director of Corporate Governance	Annually				✓									
Digital & Data Committee Annual Self-Assessment	Director of Corporate Governance	Annually				✓									
Digital & Data Committee Terms of Reference	Director of Corporate Governance	Annually	✓												
Digital & Data Committee Annual Cycle of Business	Director of Corporate Governance	Annually	✓												✓
ICT															
DHSSG – Highlight Report to Committee	Director of Digital	Quarterly	✓			✓			✓			✓			✓
ICT Business Continuity	Director of Digital	Annually	✓						✓						
Information Governance															



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IGG – Highlight Report to Committee	Director of Corporate Governance	Quarterly	✓			✓			✓			✓			✓
Governance & Assurance															
Organisational Risk Register	Director of Corporate Governance	Quarterly	✓			✓			✓			✓			✓
Internal & External Audit Reports	Director of Digital/ Director of Corporate Governance	Following finalisation of the report findings (as appropriate)	✓			✓			✓			✓			✓
All Wales Independent Member Network Highlight Report	Director of Corporate Governance	Quarterly	✓			✓			✓			✓			✓
SIRO Annual Report 2021/22	Director of Digital	Annually							✓						
Improving Care															
Digital programme Assurance Report	Director of Digital	Every Meeting	✓			✓			✓			✓			✓
Critical Incidents Report	Director of digital	Every Meeting	✓			✓			✓			✓			✓