

# Digital & Data Committee

(DRAFT FOR APPROVAL)

## Cycle of Business

(1<sup>st</sup> March 2023 – 1 April 2024)

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 1<sup>st</sup> March 2023 to 1<sup>st</sup> April 2024.

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 (1<sup>st</sup> March 2023 – 1<sup>st</sup> April 2024)**

Item of Business	Executive Lead	Reporting period	Mar 2023	April 2023	May 2023	June 2023	July 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024
<b>Preliminary Matters</b>															
Minutes of the previous Board Meeting	Director of Corporate Governance	Every Meeting	✓		✓			✓			✓			✓	
Action Log	Director of Corporate Governance	Every Meeting	✓		✓			✓			✓			✓	
<b>Internal Control &amp; Risk Management</b>															
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	✓											✓	
<b>ICT</b>															
DHSSG – Highlight Report to Committee	Director of Digital	Quarterly	✓		✓			✓			✓			✓	
ICT Business Continuity	Director of Digital	Annually	✓					✓							
<b>Information Governance</b>															
IGG – Highlight Report to Committee	Director of Corporate Governance	Quarterly	✓		✓			✓			✓			✓	
<b>Governance &amp; Assurance</b>															
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)	✓		✓			✓			✓			✓	

Item of Business	Executive Lead	Reporting period	Mar 2023	April 2023	May 2023	June 2023	July 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024
All Wales Independent Member Network Highlight Report	Director of Corporate Governance	Quarterly	✓		✓			✓			✓			✓	
SIRO Annual Report 2021/22	Director of Digital	Annually						✓							
<b>Improving Care</b>															
Digital programme Assurance Report	Director of Digital	Every Meeting	✓		✓			✓			✓			✓	
Critical Incidents Report	Director of digital	Every Meeting	✓		✓			✓			✓			✓	