

Digital, Data, Research & Innovation Committee Log 2025-26

Meeting Date	Type of Meeting	Minute Ref	Agenda Item (Number & Title)	Raised by	Narrative	Type of Action	Action Taken	Assigned to (individual)	Supporting (additional staff members)	Due by	Update	Status
10.07.2025	Public Committee	75/25	Action Log		To demonstrate the Clinical Coding AI solution and to arrange a demonstration.	Action	Logged Action	Director of Digital (MJ)	Assistant Director of Digital Intelligence (LM)	Mar-26	To be included on the March 2026 agenda.	Underway (with update)
13.11.2025	Public Committee	86/25	NHS Wales App	Digital IM (Andrew Griffiths)	AG requested a position statement on the benefits being realised from digital adoption, including both financial and non-financial impacts (such as reduced calls to GP practices and outpatient efficiencies), and suggested raising the profile of comparative cluster engagement with GP practices.	Action	Logged Action	Director of Digital (MJ)	assistant director of digital transformation (DR)	Jan-26	engage with DHCW to understand national work, including how they are working with Welsh Government and primary care to ensure parity in GP appointment booking. Following the DDRI discussion, Deirdre received an email from DHCW and spoke with Matt Cornish (Programme Director for the App), who confirmed the need to align the App with existing primary care tools such as Ask My GP. Deirdre will continue working with DHCW and Sam Page (Head of Primary Care, Swansea Bay) to maximise opportunities and align with national direction, with updates included in the overall progress report.	Underway (with update)
13.11.2025	Public Committee	88/25	Business Intelligence and Analytics	Digital IM (Andrew Griffiths)	AG proposed developing a paper for the Committee on Optimising Analytical Resources across the organisation and exploring the potential for using wider collaborative data, such as the National Data Repository (NDR), for benchmarking and best practice comparisons.	Action	Logged Action	Director of Digital (MJ)	Assistant Director of Digital Intelligence (LM)	Jan-26	1.12.2025: MJ informed that the action needed to be paused for now, while the team worked through some more steps on the Organised for Success Programme. MJ said he could link in with AG on the action.	Underway (with update)
13.11.2025	Public Committee	89/25	Digital Strategy and Plan	Exec Lead DDRI: Director of Digital (MJ)	MJ committed to holding a senior team meeting to review the Quarter 4 delivery plan, assess mitigations, produce a comprehensive risk report, and share this report with the Committee ahead of the next meeting	Action	Logged Action	Director of Digital (MJ)		Jan-26	Senior Team meeting was held to discuss Q4. Resources have been prioritised for delivery of Q4 digital annual plan. Plans and risks are presented within the Strategy/Planning paper at DDRI.	Underway (with update)
13.11.2025	Public Committee	92/25	Committee Log		MJ committed to engage with Tina Ricketts, Director of Workforce and OD, to clarify the scope and expectations for the Digital Workforce Plan, ensuring it is developed collaboratively and aligned across both Digital and Workforce/OD Committees.	Action	Logged Action	Director of Digital (MJ)		Jan-26	Paper on digital workforce plan on the DDRI agenda for January. Meeting between DOD and DOWF scheduled for late January. Emailed for update.	Underway (with update)
22.01.2026	Public Committee	04/26	Committee Risk Register		MJ to seek national clarification on plans for digital end-of-life care planning and determine any required local actions, including whether a standalone solution is needed.	Action	Incoming Referral	Director of Digital (MJ)		Mar-26	Emailed for update	Open
22.01.2026	Public Committee	08/26	Exploring Digital Ageism		A follow-up report on Exploring Digital Ageism was requested within 12 months, ensuring it aligns with a wider population-health approach by maximising the use of metrics across all protected characteristics to inform service planning and improvement.	Action	Logged Action	Director of Digital (MJ)		Mar-26	Emailed for update	Underway (with update)
22.01.2026	Public Committee	12/26	Governance Approach to Artificial Intelligence (AI)		CM will prepare the forthcoming AI position paper, which will outline the updated governance arrangements for AI, summarise recent and emerging organisational developments, and set out any implications for existing processes, oversight structures, and assurance mechanisms. The paper will also include recommended next steps to strengthen governance, monitoring, and reporting in relation to AI activity across the organisation.	Action	Logged Action	Director of Digital (MJ)	Assistant Director of Digital Technology (Carl Mustad)	Mar-26	Emailed for update	Open
22.01.2026	Public Committee	19/26	Terms of Reference		LC to make the required amendments to the ToR and bring the updated report to the March Committee	Action	Logged Action	Director of Corporate Governance (HL)	Head of Compliance (LC)	Mar-26	ToR to be brought to the March Committee	Underway (with update)
22.01.2026	Public Committee	18/26	Committee Log		AG proposed a visit to Llansamlet to see the coders using the new software, and he also suggested that a demonstration of the clinical coding tool be added to the Committee's visit schedule for future follow-up.	Action	Logged Action	Director of Digital (MJ)		Mar-26	AC emailed MJ on 26.02.2026 to discuss progress with the action	Underway (with update)
26.02.2026	Public Committee	25/26	Digital COP Dashboard		Performance and Finance referral: Digital COP Dashboard Referral was agreed during the discussion of the IPR and the associated performance management sections. The Committee noted the need for further development of the Digital COP Dashboard and improved data drill down capability. Jean	Referral	Incoming Referral	Digital IM (Andrew Griffiths)				Open

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26.02.2026	Public Committee	29/26	Committee Terms of Reference		Performance and Finance referral: Minor amendments were agreed, the principal change being the inclusion of the Three A's Report as a formal reporting mechanism to the Board. The Committee discussed whether the section relating to arrangements for information management should be transferred to the DDRI Committee. It was agreed that @Hazel Lloyd (Swansea Bay UHB - Corporate Governance) Hazel Lloyd would confirm the appropriate positioning following discussion with Andrew Griffiths.	Referral	Incoming Referral	Digital IM (Andrew Griffiths)				Open