

Digital Committee Terms of reference

1. Purpose

The Digital Committee (the Committee) is established as a Committee of the Board of Directors.

The Committee will also provide assurance on the delivery of the Trust's Digital, Data and Technology Strategy with initial focus on the contribution that the Digitising Health and Care Records pillar of the Strategy makes.

The Committee's primary purpose at least until the end of 2024/25 is to provide assurance to the Board on the delivery of the Digitising Health and Care Records pillar of the Trust's Digital, Data and Technology Strategy and specifically the "Connect" programme, which encompasses the implementation of the new Electronic Patient Record (EPR).

The Committee's annual review process will take into consideration the progression of the EPR programme and implementation of the Digital Strategy to assess the ongoing need for this Committee.

2. Duties and responsibilities

The Committee has no executive powers other than those specifically delegated in these terms of reference. The duties and responsibilities of the Committee are as follows:

- i. Seeking assurance, on behalf of the Board of Directors, that digital programmes are:
 - a. operating effective programme governance.
 - b. delivering in line with the agreed implementation plan and able to achieve the agreed and approved programme milestones.
 - c. effectively planning and managing programme and organisational resources, and that there is adequate capacity to deliver the necessary activities to achieve each programme milestone.
 - d. operating an effective approach to programme risk and issue management, and that the level of residual risk is understood and within an acceptable level.
 - e. operating an effective approach to Clinical Risk Management, and that the level of residual risk is understood and within an acceptable level.
 - f. delivering an achievable plan to implement the necessary organisational change that will be enabled by the investment, in order to achieve the intended programme outcomes and benefits, noting that financial assurance of benefits is the responsibility of the Finance and Benefits Assurance Group.

- g. undertaking effective horizon scanning to maintain awareness of internal and external factors that could impact on programme delivery.
- ii. Ensure that risks and issues escalated within governance structures are being mitigated or resolved effectively, and that sufficient progress is made in line with approved plans.
- iii. Ensure that risks arising from digital programmes are being managed appropriately by programme leadership and programme governance, in line with the Trust’s Framework for Risk Management.
- iv. Oversee the development and refresh of the Trust’s Digital, Data and Technology Strategy, to ensure that it remains aligned with Making a Difference – the Next Chapter.
- v. Provide strategic leadership in determining within a portfolio, programme and project framework the delivery of the digital portfolio aligned with the strategy and investment plans.
- vi. Provide oversight of the development of plans for the Trust’s investment in Digital, Data and Technology, giving consideration to priorities across digital, informatics, performance and information, resulting from clinical, operational and corporate needs and transformation priorities.
- vii. Monitor financial performance of digital delivery against agreed investment plans ring-fenced budgets.
- viii. To seek assurance that relevant regulatory requirements, including Clinical Risk Management, in relation to the digital agenda are being met.

3. Accountable to

This group is accountable to the Board of Directors.

4. Reports to

Reports to	Reporting methods (e.g. minutes, progress report, assurance report)	Frequency
Board of Directors	A regular summary report of key areas of discussion and outcomes from the Committee meeting will be presented to the next Board of Directors meeting held in public	After each meeting
	Minutes will be circulated to all members of the Board of Directors	After each meeting

5. Reporting structure - receives Meeting Assurance Reports from

Connect Programme Board

6. Membership and attendance

Membership

Designation
Three Non-Executive Directors (including the Committee Chair and Deputy Chair)
Chief Medical Officer (Development)
Chief Finance Officer
Chief Strategy Officer

Standing invitations

Designation
Chief Executive
Assistant Chief Executive
Information Technology Transformation Director
Chief Clinical information Officer
Chief Nursing and AHP Information Officer
IT Director
Performance and Information Director

7. Quorum

Four members, of which at least one must be a Non-Executive Director

8. Meeting Roles and Responsibilities

Chair	Ros Roughton, Non-Executive Director
Lead Officer	David Black, Chief Medical Officer (Development)
Meeting Administrator	Claire Coles, Senior Business Manager – Chief Executive’s Office

9. Meeting frequency

The Digital Committee will meet bi-monthly, to align with scheduling of Board of Directors meeting held in public.

10. Process for reviewing effectiveness (tick all that apply)

- Annual review of terms of reference
- Annual report including review of work plan delivery and attendance
- Effectiveness questionnaire completed by members
- Internal / external audit review

11. Document control

Version	1.6
Status	Current
Author	Chris Monk, Information Technology Transformation Director
Approval body	Digital Committee
Date approved	15 April 2024
Ratification body	Board of Directors
Date ratified	23 July 2024
Issue date	9 August 2024
Review date	March 2025