



GIG
CYMRU
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Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board

SWANSEA BAY UNIVERSITY HEALTH BOARD

DIGITAL, DATA, RESEARCH AND INNOVATION COMMITTEE

CYCLE OF BUSINESS (1 April 2026 – 31 March 2027)

On an annual basis as part of the Governance end of year reporting the Digital, Data, Research and Innovation Committee will receive a Cycle of Business which identifies all routine items for consideration that will be reported throughout the upcoming financial year.

The Cycle of Business has been developed to help plan the management of items of committee business, to ensure adequate reporting and to facilitate forward planning through transparency and collaboration.

Once approved, the Cycle of Business will inform the new Work Programme each year as a starting point for facilitating the management of agendas and Committee business. As the year progresses and the requirement for additional timely business matters to report, these items will be added to the existing routine items already on the Work Programme. The purpose of the Digital, Data, Research and Innovation Committee is to:

- Provide evidence based and timely **advice** to the Board to assist it in discharging its functions and meeting its responsibilities in relation to digital, data, research and innovation, in accordance with its stated objectives and the requirements and standards determined for the NHS in Wales and other relevant bodies
- **Assure** the Board on whether effective arrangements are in place in relation to the quality and impact of the organisations digital, data, research and innovation activities. **Approve** on behalf of the Board policies, procedures and other written control documents in accordance with the Scheme of Delegation.

Further detail on the principal role of the Committee is set out in the [Standing Orders - Swansea Bay University Health Board](#) documentation.

This Cycle of Business covers the period from 1 April 2026 to 31 March 2027.

| Item of Business | Executive Lead | Reporting Frequency | May 2026 | July 2026 | Sep 2026 | Nov 2026 | Jan 2027 | Mar 2027 |
|--|--|----------------------|----------|-----------|----------|----------|----------|----------|
| PRELIMINARY MATTERS | | | | | | | | |
| Minutes of the Previous Meeting | Director of Corporate Governance | All Regular meetings | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Committee Log | Director of Corporate Governance | All Regular meetings | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Committee Work-Programme | Director of Corporate Governance | All Regular meetings | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| GOVERNANCE, RISK AND INTERNAL CONTROLS | | | | | | | | |
| Committee Terms of Reference | Director of Corporate Governance | Annually | | | | | ✓ | |
| Committee Effectiveness Self-Assessment | Director of Corporate Governance | Bi-annually | | ✓ | | | ✓ | |
| Referrals from Other Committees | Director of Corporate Governance | All regular meetings | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Internal Audit Reports | Director of Corporate Governance/Area Lead | Ad-Hoc | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| External Audit Reports | Director of Corporate Governance/Area Lead | Ad-hoc | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Committee Risk Register | Director of Corporate Governance | Quarterly | | ✓ | | ✓ | | ✓ |
| Financial Management | Director of Digital | All regular Meetings | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Artificial Intelligence Governance | Director Digital | As required | | | | | | |
| Clinical Coding Update | Director of Digital | All regular meetings | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| DIGITAL PERFORMANCE | | | | | | | | |
| Operating Performance | Director of Digital | All regular meetings | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Business Intelligence and Analytics | Director of Digital | All regular meetings | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Digital Projects to support Value Based Healthcare | Director of Digital | Quarterly | ✓ | | ✓ | | ✓ | |
| DIGITAL STRATEGY | | | | | | | | |
| Update against the Digital Strategy | Director of Digital | All regular meetings | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Update against the Integrated Medium-Term Plan | Director of Digital | All regular meetings | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Annual Benefits Review | Director of Digital | Annually | | ✓ | | | | |
| RESEARCH AND DEVELOPMENT | | | | | | | | |

| Item of Business | Executive Lead | Reporting Frequency | May 2026 | July 2026 | Sep 2026 | Nov 2026 | Jan 2027 | Mar 2027 |
|---|----------------------------------|----------------------|----------|-----------|----------|----------|----------|----------|
| Deep Dive Presentation | Executive Medical Director | All regular meetings | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Research and Development Strategy | Executive Medical Director | Bi- annually | | ✓ | | | ✓ | |
| Research and Development Annual Report | Executive Medical Director | Annually | | ✓ | | | | |
| Welsh Government Annual Review | Executive Medical Director | Annually | | ✓ | | | | |
| Research and Development Performance Report | Executive Medical Director | Bi-annually | | | ✓ | | | ✓ |
| Voluntary Scheme for Branded Medicines Pricing and Access | Executive Medical Director | Annually | | | | | ✓ | |
| COMMITTEE SUB-GROUPS | | | | | | | | |
| Research and Development Governance Group | Executive Medical Director | Quarterly | | ✓ | | ✓ | | ✓ |
| Information Governance and Cyber Assurance Group | Director of Digital | All regular meetings | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Digital Leadership Group | Director of Digital | All regular meetings | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| IN-COMMITTEE BUSINESS | | | | | | | | |
| Minutes of the previous In-Committee Meeting | Director of Corporate Governance | All regular meetings | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| In-Committee Risk Register | Director of Corporate Governance | Quarterly | | ✓ | | ✓ | | ✓ |
| Sensitive Strategic Issues | Director of Digital | All regular meetings | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |