

# Joint Digital Committee Terms of Reference

<b>Document Owner: Joint Director of Corporate Affairs and Communications</b>
<b>Related Documents: N/A</b>

<b>Review Date: April 2027</b>
<b>Issue Date: April 2026</b>
<b>Version: 1.0</b>
<b>Authorisation Date: April 2026</b>

## 1. Constitution

The Committee is established as a Committee of the Group Board of Directors for Wirral University Teaching Hospital NHS Foundation Trust and Wirral Community Health and Care in order to ensure effective governance in respect of digital activity, maturity, and security across both Trusts.

## 2. Authority

The Committee is authorised by the Group Board to investigate any activity within its terms of reference. It is authorised to seek information it requires of any employee (or contractor working on behalf of the Trust) and all employees (or contractors working on behalf of the Trust) are directed to co-operate with any request made by the Committee. The Committee is authorised to obtain legal advice or other professional advice from internal or external sources.

## 3. Objectives and Duties

The primary purpose of the Committee is to provide assurance to the Board on the delivery of the Digital Strategy and arrangements for cyber security and the management of other digital risks, and to maintain oversight of key digital programmes and investments.

The Committee will deliver the following objectives, along with any others that are assigned by the Board of Directors during the course of the year.

### 3.1 Digital Strategy and Transformation

- To review and endorse the Digital Strategy, recommending it for approval to the Board
- To monitor delivery of the strategy and any associated agreed outcomes
- To ensure digital plans align with the wider organisational strategy and the wider operating environment, i.e. working across system partners
- To monitor the plans for developing and evolving the Trusts' digital maturity

### 3.2 Digital Systems and Operational Performance

- To monitor key performance indicators for the Digital agenda
- To review and recommend to the Board and/or relevant Committee any significant investments or proposals which would fall outside establishment
- To ensure that digital programmes are operating effectively and efficiently and that appropriate controls and processes are in place when implementing digital programmes and systems,.
- To evaluate and monitor the safe, ethical, and transparent introduction of AI, automation, and emerging technologies into clinical and operational settings.
- To seek assurance that staff across the organisation have the digital skills, training, roles, and support needed to use systems effectively and adopt new technologies

### 3.3 Information Governance

- To seek assurance that the controls and processes governing information and information sharing are robust and adhere to the requirements of the regulator i.e. Information Commissioners' Office
- To monitor the controls in place to deliver the Freedom of Information requests and Subject Access Requests

### 3.4 Risk Management

- To oversee operational and strategic risks and the mitigating actions put in place to address these, and to escalate these to the Board if required
- To receive assurance on digital clinical safety governance, and to oversee the effectiveness of associated digital clinical risk management frameworks.
- To oversee cyber security measures, performance, and resilience, including cyber risk, incident preparedness and response, compliance with the Data Security and Protection Toolkit (DSPT), and Data Protection legislation
- To seek assurance that the relevant regulatory requirements are being met in relation to the digital agenda

## 4. **Equality and Diversity**

The Committee will have regard for the NHS Constitution and ensure that it complies with relevant legislation and best practice in the conduct of its duties.

## 5. **Membership**

The Committee shall consist of:

- 3 Non Executive Directors, one of whom will be the Chair
- Joint Chief Finance Officer
- Joint Chief Strategy Officer
- Joint Executive Managing Director
- Joint Chief Medical Officer
- Chief Information Officer

## 6. **Attendance**

Meetings of the Committee may be attended by:

- Joint Chief Nursing Officer
- Joint Chief People Officer
- Chief Clinical Information Officer
- Chief Nursing Information Officer
- Chief Pharmacy Information Officer
- Deputy Director for Digital
- Governor Representative

The Committee may invite any other person, as required, to attend a meeting.

**7. Conflicts of Interest**

Notwithstanding the definition of material interests applicable to Directors as set out in the constitution, due consideration of interests will be regularly monitored.

**8. Quorum and Frequency**

A quorum shall be at least three members, to include 2 Non Executive Directors and 1 Executive Director.

Meetings shall be held at least 4 times a year.

**9. Reporting**

The minutes of all meetings shall be formally recorded.

**10. Conduct of Committee Meetings**

The agenda and supporting papers will be sent out at least four working days prior to the Committee, unless there are exceptional circumstances authorised by the Chair.

Authors of papers must use the standard template and indicate the purpose of the paper – e.g. decision, discussion, assurance, approval.

Presenters of papers can expect all committee members to have read the papers and should keep to a verbal summary outlining the purpose of the report and its recommendations. Committee members may question the presenter.

**11. Performance Evaluation**

As part of the board's annual performance review process, the committee shall review its collective performance each year.

**12. Review**

The terms of reference of the committee shall be reviewed by the board when requested but at least annually.