

Digital Committee

Terms of Reference

1. Constitution

- 1.1. The Digital Committee is constituted as a standing Committee of each of the University Hospitals Bristol and Weston NHS Foundation Trust Board of Directors and the North Bristol NHS Trust Board of Directors (hereafter collectively referred to as “the Boards”). The Digital Committee (hereafter referred to as “the Committee”) operates as a Committee in Common of both Boards.
- 1.2. The Committee has no executive powers, other than those specifically delegated by the Boards in these Terms of Reference which are incorporated within the Trusts’ respective Standing Orders.

2. Purpose

- 2.1. The Committee is responsible for assuring the Boards on matters concerning all aspects of, digital strategy, the operational delivery of digital services and delivery of the digital transformation programmes across both Trusts.
- 2.2. The scope of the Committee covers:
 - Digital strategy and transformation, digital systems, policy and operational performance, cyber security, and digital risks.

3. Duties

- 3.1. Digital Strategy & Transformation
 - Receive, scrutinise, shape and approve the Trusts’ digital strategy(s).
 - Monitor delivery of the Trusts’ digital strategy(s), ensuring that the desired outcomes are achieved.
 - Ensure that the Trusts have appropriate digital plans which aligns with the Trusts’ broader business plan.
 - To review and monitor strategic risks within the Committee’s area of responsibility, as set out in the Group Board Assurance Framework.
- 3.2. Digital Systems, Policy and Operational Performance
 - Ensure the Trusts have robust and effective digital policies and processes in place, including cyber security, information governance and records management.
 - Monitor key performance indicators relating to operational digital and IMT performance.
- 3.3. Business Cases and Capital Expenditure
 - Receive, scrutinise, shape and approve significant digital capital/revenue business cases, in line with the delegated authorisations set out in the Trusts’ respective Standing Financial Instructions and Schemes of Reservation and Delegation.
 - Monitor key performance indicators and benefits realisation relating to significant digital capital/revenue investments.
- 3.4. In carrying out these duties, the Committee will:
 - Work collaboratively with system partners to improve the alignment of digital systems and processes within BNSSG; and
 - Liaise with other Committees to ensure coordinated and comprehensive oversight of cross-cutting themes.

4. Membership

- 4.1. Members of the Committee shall be appointed by the Board and shall comprise:
- Two Non-Executive Directors, one of whom shall be appointed as the Committee Chair
 - Group Chief Digital information Officer
 - Group Chief Finance and Estates Officer
 - Group Chief Medical and Innovation Officer
 - Group Formation Officer.
- 4.2. In the absence of the Committee Chair and/or an appointed deputy, the remaining members present shall elect one of themselves to chair the meeting.

5. Quorum and Attendees

- 5.1. The quorum necessary for the transaction of business shall be:
- At least one Non-Executive Directors
 - At least two Executive Directors.
- 5.2. The Committee may invite non-members to attend all or part of its meetings as it considers necessary and appropriate, at the discretion of the Chair.
- 5.3. Regular attendees of the Committee include:
- Deputy Joint Chief Digital Information Officer
 - Joint Chief Systems and Product Officer
 - Joint Chief Technology Officer
 - Joint Chief Data & Analytics Officer
 - Chief Clinical Information Officer: Nursing, Midwifery & AHPS (CCIO) UHBW
 - Chief Clinical Informatics Officer (CCIO) NBT.
- 5.4. Other Group Executive Directors may attend on an ad hoc basis.

6. Frequency

- 6.1. The Committee shall meet a minimum of six times per annum.
- 6.2. Additional meetings may be called at the request of the of the Chair.

7. Authority

- 7.1. The Committee is authorised:
- To investigate any activity within its terms of reference
 - To seek any information required from any employee of the Trusts in order to perform its duties, and to direct all employees to cooperate with any requests made by the Committee
 - To obtain, at the Trusts' expense, outside legal or other professional advice on any matter within its terms of reference, and
 - To call any employee to be questioned at a meeting of the Committee as and when required
 - To secure the attendance of outsiders with relevant experience and expertise if it considers this necessary.

8. Meeting administration

- 8.1. The Trust Secretariat shall act as the secretary of the Committee.

- 8.2. Papers will be circulated in accordance with the Trusts' Standing Orders and minutes will be circulated to all members.

9. Reporting

- 9.1. An exception report will be provided to the Boards via the Committee Chair – highlighting business transacted and making any recommendations as deemed appropriate within the remit of the Committee.
- 9.2. The Committee will conduct an annual review of its effectiveness.

Version 1.1

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