**NHS Education for Scotland**

**Digital and Information Committee**

**Terms of Reference**

1. **Constitution/context**

1.1 The NHS Education for Scotland (NES) Board has established a Committee to be known as the *Digital and Information Committee;* hereafter referred to as the Committee, which will operate within the terms of the Board’s Standing Orders; Standing Financial Instructions and the Board Code of Conduct.

1.2 The Committee will provide governance and scrutiny within the context of “*Digital”* as defined as the application of technology to deliver business services through the public and private cloud.

1.3 The Committee will provide governance and scrutiny within the context of “*Information”* in relation to the technical aspect of information security*.* The Audit and Risk Committee will provide governance and scrutiny within the context of the NES legal obligations.

1. **Role**

2.1The role of this Committee is to provide oversight, scrutiny and assurance of area four of the NES Strategy 2019-24 (A National Digital Platform, Analysis, Intelligence and Modelling), and the areas of the Scottish Government’s Digital Health and Care Strategy (April 2018) on which NES leads.

1. **Membership**

3.1 Full membership of the Committee shall include the following:

* four non-executive directors of the NES Board;
* one co-opted member with non-voting rights.

1. **Quorum**

4.1 – 4.7 [**Quorum**](https://www.nes.scot.nhs.uk/media/3ctm0ghd/approved-generic-tors.docx)

1. **[Attendees](https://scottish.sharepoint.com/sites/9nes/pl/Shared%20Documents/Committees/Staff%20Governance/Governance/Terms%20of%20Reference/2020.21%20Approved%20ToR/Approved%20generic%20ToRs%20.docx" \l "attend5)**

5.1 – 5.2 [**Attendees**](https://www.nes.scot.nhs.uk/media/3ctm0ghd/approved-generic-tors.docx)

5.3 The Executive Lead, (Director of NES Digital and the NES Digital Service) will attend all meetings.

5.4 The NES Chief Executive may attend any meetings.

5.5 The Committee may require relevant officers to attend at meetings, where specific advice and/or guidance is required on relevant topics.

5.6 The Committee may co-opt additional advisors as required.

1. **Private Member Meetings**

6.1 [**Private Member Meetings**](https://www.nes.scot.nhs.uk/media/3ctm0ghd/approved-generic-tors.docx)

1. **Frequency of Meetings**

7.1 The Committee shall normally meet four times per year.

7.2 The Chair of the Committee, may within reason, convene additional meetings if they deem this necessary, in consultation with the relevant executive lead.

1. **Authority**

8.1 [**Authority**](https://www.nes.scot.nhs.uk/media/3ctm0ghd/approved-generic-tors.docx)

1. **Responsibilities and Duties**

The Committee shall act for the Board to:

9.1 provide assurance to the Board as to the effective strategic management and delivery of NES’s digital work in relation to strategic key performance indicators, resource allocation, strategic risk identification and mitigation and service delivery;

9.2 provide scrutiny and oversight of the corporate governance processes for incorporating in-year commissions into the overall strategic work programme;

9.3 ensure that effective and coherent strategic engagement and communications is progressed with the relevant stakeholders particularly Scottish Government, NHS Boards, Integrated Joint Boards, COSLA and suppliers;

9.4 ensure compliance with statutory and regulatory requirements including, clinical and technical assurance; safety and user acceptability and as per policies and guidance from the Scottish Government and other organisations as appropriate;

9.5 horizon scan so that the Board is kept informed of emerging policies, research, data, technical, clinical or other innovative developments as might have a bearing on the organisation’s approach to development and delivery of its strategies and work programme for digital;

9.6 establish such sub-committees it considers appropriate to ensure its work is suitably informed and supported;

9.7 collaborate effectively and interact constructively with the governance structures of other external organisations as appropriate, as well as the across the internal Committee structures of NES;

9.8 deal with any such matters as may be assigned to the Committee by the Board and make recommendations as might be necessary.

1. **Reporting Arrangements**

10.1 - 10.5 [**Reporting Arrangements**](https://www.nes.scot.nhs.uk/media/3ctm0ghd/approved-generic-tors.docx)

1. **Review**

11.1 [**Review**](https://www.nes.scot.nhs.uk/media/3ctm0ghd/approved-generic-tors.docx)

11.2 The Committee will undertake an annual assessment of their performance, highlighting any steps for further improvement to the way they conduct business.

1. **Conduct of Business**

[**Conduct of Business**](https://www.nes.scot.nhs.uk/media/3ctm0ghd/approved-generic-tors.docx)

Della Thomas, Board Secretary

NES, August 2021