

# Terms of Reference – D&D Governance Group

## 1.1 Name of Group

Digitalisation and Data Governance Group

## 1.2 Purpose

Digitalisation and data is key to ensuring the continued efficient and effective operation of the system and will impact and involve all parts of the organisation. To ensure that the Digitalisation Strategy is delivered effectively and co-ordinated with other company strategies this Governance Group of senior managers is required.

Our evolving Data Governance is focussed on the development and utilisation of people, process and technology to leverage data as a valuable asset, enabled through appropriate data ownership, accessibility, security, quality and knowledge. The development, delivery and implementation of these key aspects must be managed centrally and not in business department silos, that has previously occurred.

## 1.3 Aims and Responsibilities

The aims and responsibilities of this group are defined as:

- 1) Taking responsibility for the strategic oversight of the Digitalisation Strategy and Action Plan across the organisation focussed on the following themes:
  - Improving data quality
  - Improving data accessibility
  - Increasing data value and use
  - Increasing data capability and innovation
  - Increasing customer and stakeholder interaction
- 2) Provide strategic oversight of the increasing industry-wide digitalisation and data sharing requirements, including but not limited to, Ofgem, BEIS and Innovate UK's joint initiative 'Modernising Energy Data';
- 3) Oversee the portfolio of digitalisation and data focussed projects as part of the Action Plan, providing strategic direction to remove barriers to enable successful delivery;
- 4) Helping to unblock projects, where not able to be resolved by a relevant project Steering Group, that deliver cross-department benefits by securing the necessary priority and resource within each department;
- 5) Providing advice and support to other data projects or initiatives as required;
- 6) Raising, and helping resolve, cross-department challenges to advance the data maturity across the organisation.

## 1.4 Membership

This Group will be chaired by the Operations Director and regular members will be:

- DSO and Future Networks Manager;
- Information Resources Manager;
- DSO Digitalisation & Data Manager;
- Business Plan Manager;
- Logistics Manager.

### **1.4.1 Member substitutes**

Members shall be able to, by exception, nominate a substitute for a specific meeting, where it is understood that the substitute has the decision making capability associated with that member's role.

### **1.4.2 Period of membership**

The members of the Group will be formally reviewed annually and as required by the Chair to ensure the Group remains fit for purpose to deliver its aims and responsibilities.

### **1.4.3 Member accountability**

Members will be responsible for ensuring that the decisions and other actions taken within the Group are appropriately disseminated and reported to the wider business in a timely manner to support the Group's aims and responsibilities.

## **1.5 Sub-groups**

Sub-groups for digitalisation and data related projects, in the form of Project Steering Groups, will be formed for each project and provide regular updates to the Group for discussion within the Group meetings.

Sub-groups for departments and activity directly related to digitalisation and data will also be formed, as required, providing regular updates on activity, the need for development, change of process and procedure to inform the Group in relation to prioritisation of portfolio activity.

## **1.6 Meetings**

### **1.6.1 Frequency**

Meetings shall be held quarterly, usually lasting two hours and not more than two and a half hours.

Where there is a clear need the Chair can call an ad hoc meeting.

### **1.6.2 Organisation and documents**

Meetings will be arranged by the Secretariat, completed by the DSO Digitalisation & Data team.

The detail and papers for the meeting will be shared a minimum of five working days before the meeting and to include, as a minimum:

- Agenda
- Minutes and actions from previous meeting
- Sub-group updates.

Detailed minutes and actions for each meeting will be captured by the Secretariat and shared with all attendees. A summary of the minutes and actions will be produced and shared on WPD's website.

### **1.6.3 Location**

Meetings will be held face to face at Avonbank where practicable, or over video conference as required.

### **1.6.4 Attendees**

The attendees will typically be limited to the Chair and the Members identified in Section 1.4. Additionally attendees, to provide specific updates on a topic will be requested to attend as required.

## **1.7 Review**

The Group, its members and its terms of reference will be reviewed annually, approved by the Chair and presented at the first full meeting of the calendar year for discussion and ratification.