Data Delivery Group
Terms of Reference

Ambition:

To develop a High Level Delivery Plan (HLDP) for the Data Vision for Scotland that reflects work being taken forward by partners across Scotland.

Remit:

To oversee the development of the HLDP and its delivery.

Accountability:

The group will report to the Central Government Digital Transformation Board overseeing the delivery of Scotland's 2017 Digital Strategy.

Ways of working:

- The DDG will meet twice during the development of the HLDP (early 2019) and then every three months after that; the frequency of meetings will be kept under review.
- Members of the group provide advice representing specific organisations or constituencies.
- The group can commission task and finish groups to deliver specific projects that contribute towards the group's aim.
- The group will receive progress delivery reports, planned activity, and updated risk registers every six months
- Papers will be sent around a week ahead of the meeting. Following the open government approach, papers will also be published on blogs and gov.scot, and open engagement in policy development will be encouraged via other digital methods.
- On very rare occasions where a matter is discussed in the DDG in confidence members are expected to maintain confidentiality until the group approves disclosure.
- For a meeting to be quorate there should be at least 10 members present, including the chair.

Attendance:

Members are expected to attend or dial-in to all meetings, and are asked to advise the secretariat if need to offer apologies for a meeting and are/are not nominating an appropriate representative to attend in their place.

Secretariat:

Coordination of and support to the DDG's business and meetings will be provided by the Data, Statistics and Digital Identity Division within Digital Directorate, Scottish Government.

Agreed on 27 March 2019

Membership:

Chair - Sarah Davidson, Director General Organisational Development & Operations, Scottish Government

Roger Halliday - Deputy Director, Digital, Scottish Government
Tim Ellis - Deputy Director, Strategy and Performance, Scottish Government
Ken Macdonald – Head of ICO Regions
Nayha Sethi - University of Edinburgh
Ruchir Shah - Head of Policy, Scottish Council for Voluntary Organisations
Paul Lowe – National Records of Scotland
Rod Murray-Smith – University of Glasgow/Universities Scotland
Gillian Docherty – DataLab (*alternate Brian Hills, Head of Data*)
David Smith – Scottish Enterprise
Stuart Fancey – Scottish Funding Council
Geoff Huggins – NHS National Education Scotland
Marion Bain – Public Health Reform Programme, SG (*alternate Phillip Couser, NHS NSS*)
Lorna Ramsay – NHS National Services Scotland
Paul Dowie – Improvement Service
Kevin Collins – Edinburgh City Region deal
Janet Edgell – Accountable Officer and Operations Director, Registers of Scotland
Mary McAllan – Director of Business, Scottish Government
Matthew Rice – Open Rights Group
Tommy Laughlin – Scotland IS
Gordon Watson – CEO, Loch Lomond & The Trossachs National Park
Local Government Representative – Peter Tolland, North Lanarkshire Council
Gareth Williams – Head of Policy, Scottish Council for Development and Industry (SCDI)

New members may be invited onto the group as necessary, or onto working groups examining specific issues. Such appointments will be discussed and approved by the group.

Review:

The DDG's Terms of Reference will be reviewed on an annual basis.

Agreed on 27 March 2019