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**Confirmed Minutes of the Public Health Wales
Knowledge, Research and Information Committee
Public Meeting 8 March 2023, 09:30
Held via Microsoft Teams**

Present:		
Sian Griffiths	(SG)	Committee Chair and Non-Executive Director (Public Health)
Diane Crone	(DC)	Non-Executive Director (University)
Nick Elliott	(NE)	Non-Executive Director (Data and Digital)
In Attendance:		
Sumina Azam	(SA)	Acting National Director of Policy, and International Health, World Health Organisation Collaborating Centre
Iain Bell	(IB)	National Director for Public Health Knowledge and Research
Fliss Bennee	(FB)	Head of Data, Knowledge Directorate
Liz Blayney	(LB)	Acting Board Secretary and Head of the Board Business Unit
Alisha Davies	(AD)	Head of Research & Development Research and Development
Rebecca Hill	(RH)	Senior Public Health Specialist
Angela Jones	(AJo)	Acting Director of Health and Well-being
Meng Khaw	(MK)	National Director of Health Protection Services and Screening Services, Executive Medical Director (Joined at 09:40)
Elen De Lacy	(EDL)	Public Health Research & Development Manager
Kirsty Little	(KL)	Consultant in Public Health, Health Intelligence, Knowledge Directorate
Louisa Nolan	(LN)	Head of Data Science, Knowledge Directorate
Stuart Silcox	(SS)	Assistant Director of Integrated Governance, Quality Nursing & Allied Health Professionals

Apologies		
Jan Williams	(JW)	Chair
Tracey Cooper	(TC)	Chief Executive
Rob Bailey	(RB)	Staff side Representative
Rhiannon Beaumont-Wood	(RBW)	Executive Director of Quality, Nursing and Allied Health Professionals
Secretariat		
Andrew Morton	(AM)	Board Support Officer
<i>The meeting commenced at 09:30</i>		
KRIC 1/2023.03.08 Welcome, Introductions and Apologies		
SG opened the meeting and welcomed everyone.		
The Committee noted that the meeting was being recorded to support the accuracy of the minutes, the recording would be deleted once the minutes had been agreed at the following meeting in June 2023.		
The Committee noted the apologies.		
KRIC 2/2023.03.08 Declarations of Interest		
There were no declarations of interest made, in addition to those already declared on the Declarations of Interest Register.		
KRIC 3/2023.03.08 Minutes, Action Log and Matters Arising		
The Committee considered and approved the minutes of the meeting held on 6 December 2022.		
The Committee considered the two open actions on the action log:		
<ul style="list-style-type: none"> • KRIC 2022/07: The development of academic public health research in Wales: <ul style="list-style-type: none"> ○ IB advised that Eugenia Cronin and Kieron Walsh had been invited to join a steering Committee to develop a vision for academic public health research in Wales. • KRIC 2022/04: The further development of links with the Open University. <ul style="list-style-type: none"> ○ IB advised that the Open University had developed portals for Public Health courses, and that the Organisation had been given the opportunity to review them. IB also confirmed that he was due to meet with the Open University regarding potential partnerships on research areas. 		
The Committee would consider further updates to open actions KRIC 2022/04 and KRIC 2022/07 at the next meeting		
Action: IB		

The Committee **approved** the closure of three completed actions on the action log.

KRIC 4/2023.03.08**Deep Dive: Equality and Research**

IB introduced the Health Inequalities Presentation, noting the key priorities to understand the scale of the inequalities and the scale and quality of the data held. This information would be used to support the Organisation to agree actions to take to address inequalities. IB, SA and RH commented on:

- Areas where evidence and data had already been utilised to demonstrate the cost of health inequalities;
- Welsh Health Equity Status Report initiative (WHESRI), which brought together the data, policies and sources of evidence around health inequities and balanced the data with evidence of interventions, investments and policies in order to reduce gaps in inequalities;
- The Organisations ability to use its tools and researchers to provide reports that help aid Welsh Government decisions;
- MK detailed the perceived issues within Screening Services, highlighting the formation of an Equity Group with representation across the Organisation, and the development of an Equity Strategy and Action Plan. An annual Screening Division Inequalities Report would be produced which would identify inequalities both by programme and by Health Board;
- IB concluded the Deep Dive by acknowledging that there was a great deal of work to do which could not be undertaken internally, and would require additional help and resources.

The Committee went on to discuss:

- Detailed proposals for Screening Services and for the Communicable Disease Inclusion Health Programme;
- The longer-term goal to capture accurate data, noting the links to DHCW and implementation of accurate data capture via registration or GP services;
- Data poverty – the increased use of online services by Health Authorities during the Covid pandemic continued to help facilitate fair and equitable access to health services;
- Digital inclusion and health - Further improvements were needed to the NHS app to facilitate data capture at point of source. This would ensure more accurate data and reliability;
- Utilisation of “Tell us once” was seen an important aspect of overall health care provision. At every point of use, the NHS should share accurate and up to date data to provide the best outcomes for patients. This was recognised as challenging and would require collaboration across the NHS /health services.
- Correct implementation of inclusion/exclusion data and the need to explain to patients the purpose of the data collection.
- The use of digital platforms should be made free to use for all health related uses to ensure equity across the Board.

- The need to ensure non-digital provisions were in place for those who chose not to access healthcare provision using digital platforms.

AD informed the Committee that the WHO had commissioned Public Health Wales to undertake a scoping review of digital inequalities and future use in health care settings, and agreed to present the findings at a future meeting.

Action: AD/LB

The Committee **agreed** to provide a report to the Board on the deep dive into Health Inequalities as discussed at the Committee meeting, though noted further study was required in the areas of collaboration, cohesion, and connectivity across the Organisation.

The Committee asked that items on inclusion, screening and the global work of the Board were all included on future Committee agendas. IB agreed to table a work plan to the June meeting which encompassed these issues, setting out how they could be addressed in the short, medium and longer term and highlighting partners to deliver the work.

Action: IB

KRIC 5/2023.03.08

Research and Evaluation Strategy

KRIC 5.1/2023.03.08

Research and Evaluation Strategy Update

IB introduced the presentation on the Research and Evaluation Strategy, highlighting the five core principles: influential; joined up; open by default; inclusive and multidisciplinary.

He advised that EDL had met with the leads of each of the six themes that had been agreed in the Long Term Strategy, to determine any evidence gaps within the respective areas. EDL would then follow up with relevant stakeholders. It was anticipated that the final strategy would be issued for endorsement at the next Committee meeting.

IB agreed to summarise the work of James Lind which had been used in determining evidence gaps and forward it to the Committee.

Action: IB

The Committee:

- Noted that the private sector would be consulted at a future stage and asked that engagement with existing working partnerships such as local authorities, Natural Resources Wales and the Future Generations Commissioner be considered during the scoping stage;
- Recognised the work of the Welsh Government in developing a framework for NHS Research and Development, due to be signed off in April. IB and EDL had attended feedback meetings to ensure alignment with the framework.

SG asked that the Board be informed of the ongoing development of a strategy for research and evaluation, noting the intention for the Committee to endorse the strategy at the next Committee meeting and provide a recommendation for Board approval thereafter.

Action: IB

KRIC 5.2/2023.03.08 PHW Impact Monitoring Proposal

KL introduced the PHW Impact Monitoring Proposal, highlighting the need to develop a system whereby the impact of the research work of the Organisation in the short and longer term could be effectively monitored. Models used elsewhere were not deemed to deliver the results required by the Organisation and this proposal was deemed to be a more pragmatic approach.

A four tiered approach was proposed:

- A website 'pop up' asking the reason for visiting the website, what they were looking for and whether they had found it;
- Annual survey (aligning with many other organisations);
- Approaching key stakeholders/policy makers;
- A personal interview with the requester of specific information.

It was proposed to use the approach across the full range of data, knowledge and research projects within the Organisation – where information was produced for onward use/dissemination.

The Committee:

- Queried if a system could be developed to quantify the Organisations influence. KL commented that the annual survey and personal interview aspects of the work would include questions asking who was requesting the information; it was acknowledged that pop ups by their nature were brief and this data could not be captured;
- Queried if it would be possible to capture those users where the information delivered had not influenced them. It was recognised that data was often only captured from people for whom the information had a positive impact/effect. KL acknowledged this was a difficult area to quantify, but suggested that the majority of users either responded positively or negatively, and in this respect a balance would be recorded;
- Noted the proposals for impact measurement would be further developed over time;
- Noted that the work had been developed as a cross-Organisational pilot exercise over one year and focused on the Knowledge and Data products. Future focus would be the development of a tool to measure a consistent impact on products.

The Committee **approved** the proposed approach for Public Health Wales to monitor the impact of its work using a suite of interviews and surveys of

stakeholders/ product users, and to monitor and record this impact using a framework and impact tracking system.

The Committee thanked KL for the update and asked for a progress update on the trial at the appropriate time.

Action: KL/LB

KRIC 6/2023.03.08

Break

KRIC 7/2023.03.08

Digital and Data Strategy

KRIC 7.1/2023.03.08

Strategy Progress Update

IB provided an update on the Digital and Data Strategy, noting that this was a cross-Organisational people based Strategy.

IB highlighted that:

- Building the correct infrastructure, architecture and security was paramount as the foundations to the user interfaces being used daily by all users. Cyber security was also recognised as an essential part of the system and had been drawn out separately;
- An alignment with Welsh Government's Digital and Data Strategy was recognised in partnership with Digital Health Care Wales, which would result in improved outcomes and efficiency;
- An architectural review was planned to develop a baseline from which to work upwards from the existing infrastructure. Screening work already undertaken within the Screening Division would form the basis of structures to be developed within a large part of the Organisation;
- A key part of the Data Strategy was seen to be the shift towards automation and less data input. The Observatory data would be provided in a simple and easy to use format and under one brand.

The Committee considered:

- That the Strategy would constantly evolve and develop to meet the needs of the system. Discovery was an essential tool to use and had been used in the transformation of Digital Eye Screening Wales' adoption of new systems of work;
- That data must include data yet to be collected. This included outcomes which were known to exist but may be achievable in a shorter timeframe than originally envisaged.

The Committee **agreed** to consider a final draft of the Digital and Data Strategy for endorsement to Board at the next meeting

Action: IB

KRIC 8/2023.03.08

Managing Risk

SS introduced the report on Managing Risk, highlighting the updates that addressed the risks identified within Strategic Risk 5 which was within the Committee's remit.

The Committee noted that a Board Development session was planned to refresh the strategic across the Organisation, with future work planned to refresh the corporate risks.

The Committee took **assurance** that the organisation's strategic risks were being managed appropriately.

KRIC 9/2023.03.08	Committee Governance
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KRIC 9.1/2023.03.08	Committee Annual Report
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The Committee **considered** and **approved** the draft Knowledge, Research and Information Committee Annual Report for submission to the Board, and agreed for the content following this meeting to be agreed with the Chair prior to submission to Board in May.

KRIC 9.2/2023.03.08	Committee Terms of Reference
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The Committee **considered** and approved the review of the Knowledge, Research and Information Committee Terms of Reference, and agreed to recommend the revised version for submission to the Board for approval in May.

KRIC 9.3/2023.03.08	Committee Work Plan
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The Committee **considered** and **approved** the draft Knowledge, Research and Information Committee work plan for 2023-24.

KRIC 10/2023.03.08	Closing Administration
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Any other business: None.

The Committee were invited to provide feedback from the meeting via e-mail to Liz Blayney, including any areas that worked well, and any areas for improvement.

Date of Next Meeting: 13 June 2023 at 14:00.

The meeting closed at 11:55