

**Confirmed Minutes of the Public Health Wales
Knowledge, Research and Information Committee
Public Meeting 13 September 2023, 09:30
Held in 3.6 CQ2 and via Microsoft Teams**

Present:		
Sian Griffiths	(SG)	Committee Chair and Non-Executive Director (Public Health)
Nick Elliott	(NE)	Non-Executive Director (Data and Digital)
In Attendance:		
Iain Bell	(IB)	National Director for Public Health Knowledge and Research
Fliss Bennee	(FB)	Head of Data (For item 6)
Liz Blayney	(LB)	Deputy Board Secretary and Board Governance Manager
Ruth Davies	(RD)	Knowledge Mobilisation Support Manager. (For item 4.)
Rebecca Hill	(RH)	Senior Public Health Specialist
Elen De Lacy	(EDL)	Public Health Research and Development Manager
Kirsty Little	(KL)	Consultant in Public Health, Health Intelligence, Knowledge Directorate (For item 4.)
Stuart Silcox	(SS)	Assistant Director of Integrated Governance
Paul Veysey	(PV)	Board Secretary and Head of the Board Business Unit
Jan Williams	(JW)	Chair of the Board
Apologies		
Sumina Azam	(SA)	Acting National Director of Policy, and International Health, World Health Organisation Collaborating Centre
Angela Cook	(AC)	Acting Executive Director of Quality, Nursing and Allied Health Professionals
Diane Crone	(DC)	Non-Executive Director (University)
<i>The meeting commenced at 14:00</i>		
KRIC 1/2023.09.13 Welcome, Introductions and Apologies		
The Chair opened the meeting welcomed all present, noting the apologies received.		

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 December 2023.

The Committee **noted** the apologies.

KRIC 2/2023.09.13	Declarations of Interest
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There were no declarations of interest made, in addition to those already declared on the Declarations of Interest Register.

KRIC 3/2023.09.13	Minutes, Action Log and Matters Arising
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The Committee **considered** and **approved** the minutes of the meeting held on 13 June 2023.

The Committee considered the open actions on the action log and **noted** the red colour indicated an action which had passed its specified action date, or an action which required a response:

KRIC 2023/03: Research and Evaluation Strategy Update:

- IB advised that a paper about the work of the James Linde Library had been circulated and proposed that the Action be closed.

KRIC 2023/02: Deep Dive: Equality and Research:

- IB informed the Committee that two priorities had been determined. One would link the Census data covering cancer and vaccination uptake to investigate the inequalities in those groups and results would be brought to the December Committee meeting.

Action: IB

The other priority was dependant on DHCW delivering a working system for data collection. Both Public Health Wales and the Welsh Government had requested updates from DHCW. It was suggested that work undertaken on this priority would be brought to the Committee at either its March 2024 or June 2024 meeting.

Action: PV

The Committee **approved** the closure of six actions on the Action Log and **approved** an extension to 6 December 2023 for action KRIC 2023/02.

Work covering inclusion screening and work undertaken globally would be included in future agenda and IB and MK would work to bring a paper to the Committee.

Action: IB/MK

Work by SA, to link all the health inequality work undertaken across the Organisation, would be presented to the Committee at a future meeting.



Action: SA

There were no Matters Arising.

KRIC 4/2023.09.13

Annual Survey of Knowledge, Data Analysis and Research Products

IB introduced this item. The Committee had agreed in March 2023 to monitor the impact of the Organisation’s Data Analysis and Research Projects.

KL introduced the presentation, and provided background to survey methods used and defined the objectives. 152 external respondents began the survey and 80 (53%) completed the survey, and 54 of those 80 then completed the additional demographics survey.

The team had reflected on the potential reasons for the comparatively low response rate. The survey had been completed by regular users of the Organisation’s products who were used to the Organisation’s methodology. Detailed analysis was provided in the presentation. KL noted the scoring provided insight into areas for improvement.

IB summarised the report, noting that the areas for improvement were areas already identified by the team, and that the difficulties with the website had previously been raised through the Discovery phase. The work would soon progress to the Alpha phase for further development and improvement. Other areas for improvement highlighted included transparency, research priorities, and contact details.

The Committee asked about the development of Annual Plans and the Long Term Strategy for the Organisation. It was proposed this would give better insight in those areas of public health the Organisation should target in the next year or two. The Committee recognised that the Organisation was in a transition phase towards the new Strategy and were discussing how best to implement this. The Committee asked that the work on Strategic Partnerships planned for the Board session in October could be aligned to this work to avoid duplication.

Action: IB

The Committee **considered** the report’s findings and discussed appropriate actions and **noted** the areas for improvement identified from the survey and that Data, Knowledge and Research Directorate would work with all other Directorates to formulate a more detailed action plan to take forward these findings.

KRIC 5/2023.09.13

Strategic Relationships with Academic Institutions

KRIC 5.1/2023.09.13	Overview: Providing a Vision for Academic Public Health in Wales
<p>IB updated the Committee on a meeting between SG and Kieran Walshe. They agreed key stakeholders would be approached to form partnerships to obtain information to drive research forward.</p> <p>EDL introduced the work, and explained it arose from discussions with Health Care Research Wales and the Chief Medical Officer. Current work would determine a baseline and involves an independent public health consultant Eugenia Cronin who was researching how well the universities in Wales were fulfilling their public health role under the current Research Excellence Framework (REF).</p> <p>Case studies submitted as part of the REF would identify strategic partners. Databases were examined to identify universities in Wales who had successfully received funding for public health studies. One to one interviews between senior Public Health Wales researchers and academic staff had been arranged. Health and Care Research Wales, the National Institute for Health and Care Research (NIHR) and policy colleagues within Welsh Government had all been approached.</p> <p>A comprehensive report would be submitted to the Committee at the December meeting to identify the Organisation's strengths, and the types of research the Organisation had proposed along with partner colleagues and organisations.</p> <p>Action: EDL</p> <p>Oversight of this work was governed by a Steering Group which meets quarterly and was chaired by IB and included members from across the UK including Frank Atherton, Chief Medical Officer for Wales.</p> <p>EDL confirmed that ownership of the work would lie with the Organisation and IB noted that the way forward would be with partners working with the Organisation present a positive, forward-looking vision for the future of public health in Wales.</p> <p>The Committee asked how the work would be progressed using Memorandums of Understanding (MOU). IB explained that MOU would be developed once the process of identifying strategic partners had been completed. It was suggested that the partnership agendas and MOUs could become a blueprint for the Organisation for future ways of working.</p> <p>The Organisation's Research and Evaluation Strategy was committed to joint working across public health in Wales and will use Memorandums of Understanding in this collaborative work. It was recognised this would form a</p>	

blueprint for collaborative academic work across the Organisation and all partnership working.

The Committee received **assurance** that the work on developing a vision for academic public health research was underway with appropriate governance and oversight.

KRIC 5.2/2023.09.13

Update on discussions with the Open University and other Universities

IB reminded the Committee this item was requested at the last meeting to update the Committee on the progress of work with academic institutions.

EDL gave a presentation to the Committee which showed the strategic partnerships work; the development of supported learning with the Open University; and work with other universities in Wales.

The development of strategic partnerships resided within the Research and Evaluation Strategy and demonstrated the Organisation's commitment to work jointly and collaboratively.

Work had commenced to identify key areas of research to facilitate discussions with academic partners and funders and identify how the Organisation would develop strong strategic partnerships with the most suitable partners who were aligned with the Organisation.

The Research Strategy Oversight Group included members from every division of Public Health Wales, and potential partnerships were referred to that group for evaluation.

The Research and Development Office had an academic partner manager who, together with EDL allowed the Organisation to secure and maintain the best strategic partnerships through contract support and financial information governance. The Office would monitor any MOUs issued to ensure they were working as expected and delivering value for money.

EDL and IB gave brief updates regarding work with individual universities, which was summarised within the presentation.

Public Health Wales also collaborated with other Universities in Wales, including the University of South Wales, the Organisation was represented on the AI in Health and Social Care Working Group; working with Bangor University's CDIHP (Communicable Disease Health) programme to investigate the use of performance and image enhancing drugs in former coalfields; and Cardiff Metropolitan University (Centre for Activity and Wellbeing Research) a joint grant from the Health Improvement Division to support research on

mental wellbeing in Wales and the barriers/facilitators to engagement with mental wellbeing promoting activities.

The Committee recognised the importance of the collaborative work with the SAIL Databank at Swansea University as this ensured better use of finances and reduced the costs of research substantially.

EDL informed the Committee the final report on discussion with universities would be brought to the Committee at its December meeting. The Committee acknowledged the importance and breadth of this work as it impacted on the whole Organisation and demonstrated externally the research capability of staff in Public Health Wales.

Action: EDL

The Committee emphasised the importance of targeting areas of common research and of establishing ties with each of these institutions. This work was important to the planning of the Public Health Wales Integrated Medium Term Plan.

The Committee **considered** the presentation providing an update on the on Public Health Wales engagement with the Open University and other Universities.

Break

KRIC 6/2023.09.13

Strategy Updates

KRIC 6.1/2023.09.13

Digital and Data Strategy Update

IB presented a report providing an update on the progress with the implementation of the Digital and Data Strategy.

The Organisation had extended invitations to groups to comment on the Strategy before official publication, the feedback received had been incorporated into the final version published.

Several Discovery programmes in the previous twelve months had delivered Deep Dives providing insight to issues in the areas of the web estate, Diabetic Eye Screening, screening services, and a review of IT architecture. A review of Tarian (Health Protection) was also scheduled.

IB emphasised the work required a commitment to working with partner organisations, all the NHS Boards and Trusts in Wales, the NHS Executive, Digital Health Care Wales and with Welsh Government.

The Committee asked how the Organisation's Digital and Data Strategy compared with other UK health agency strategies. The Committee were

assured that in the preparation of the Organisation’s Strategy considerable research had been undertaken to ensure cross organisational alignment.

The Committee asked how Public Health Wales intended to move forward with work to replace older systems identified in the architecture Deep Dive. Movement to cloud based systems would follow development from the Alpha phase of work which had been identified in the Discovery phase.

The Committee discussed how the deliverables from the Discovery and Alpha phase would be prioritised. IB explained that an understanding of the overall picture of the time scales involved would support the prioritisation and the agile system employed allowed a movement of resources to achieve the best improvements for the Organisation. A clearer indication of progress to complete delivery of the Alpha work would be in place by the end of the financial year.

The Committee **noted** the contents of the paper and took **assurance** that Public Health Wales, and particularly the Digital and Data services teams were delivering steadily on the core elements of the strategy.

KRIC 6.2/2023.09.13 | Research and Evaluation Strategy Update

IB introduced the report providing an update on the implementation of the Research and Evaluation Strategy. A list of research areas was collated from discussions with staff from across the Organisation and this list of research areas for consideration would be presented to Executives for prioritisation and discussions would take place to ensure there was sufficient capacity and capability to undertake the work.

The Committee were keen to ensure that the long list was condensed to a manageable length, and that it was made fully accessible. It was recognised that the cost of living crisis and climate change focus were emerging and ever changing areas the Organisation needed to maintain a keen focus on.

The Committee asked for consideration to be given to whether timeframes should be included in the list of research areas published on the web, and also asked whether the methodologies employed in the work should be considered at an earlier stage.

The Committee **approved** the approach towards the Areas of Research and Evaluation Interest for Public Health Wales 2023 and received **assurance** that the Research and Evaluation Strategy would be published shortly and was in the process of being implemented.

KRIC 7/2023.09.13 | Monitoring and Assurance of delivery against the Strategic Priorities



IB gave the Committee a verbal update on monitoring and assurance of delivering against the strategic priorities. The team were commencing annual monitoring of user's data and feedback and he outlined the intention to develop real time indicators and for the metrics to be developed into a performance assurance dashboard providing regular assurance to Board.

The Committee received **assurance** that a system was under development to provide monitoring and assurance of delivery against the Strategic Priorities.

KRIC 8/2023.09.13	Policies and Procedures for Review
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EDL introduced the Research Misconduct Policy for approval. She confirmed the policy had been developed in line with process, which included consultation via the consultation database, and confirmed that it had been circulated to Trades Union colleagues for comment.

The Committee:

- **considered** the information contained within the Research Misconduct Policy and Equalities Impact Assessment (Appendix 1),
- **noted** that the Leadership Team had approved the Research Misconduct Procedure and endorsed the Research Misconduct Policy to the Committee and
- **approved** the Research Misconduct Policy.

KRIC 9/2023.09.13	Committee Governance
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KRIC 9.1/2023.09.13	Committee Workplan
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The Committee **considered** and **noted** Knowledge, Research and Information Committee Workplan.

SG suggested the alignment of this Committee's agenda with the agenda for the Quality, Safety and Improvement Committee before the next meeting in December. PV noted this coincided with the new ways of working being piloted within the Quality, Safety and Improvement Committee.

Action: PV

KRIC 10/2023.09.13	Closing Administration
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Any other business: None.

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

Date of Next Meeting: 6 December 2023.

The meeting closed at 16:59