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Iechyd Cyhoeddus
Cymru
Public Health
Wales

Name of Meeting
Knowledge, Research and
Information Committee

Date of Meeting
08 December 2021

Agenda item:

3

Review of Committee Terms of Reference

Executive lead: Helen Bushell, Board Secretary and Head of Board Business Unit

Author: Liz Blayney, Deputy Board Secretary and Board Governance Manager

Approval/Scrutiny route: Helen Bushell, Board Secretary and Head of Board Business Unit

Terms of Reference approved by the Board on 25 November 2021.

Purpose

A review of the Knowledge, Research and Information Committee Terms of Reference has taken place and proposed amendments were approved by the Board on 25 November 2021.

The review followed a period where the Committee has not been operating as a result of the COVID-19 pandemic.

Recommendation:

APPROVE

CONSIDER

RECOMMEND

ADOPT

ASSURANCE

The Committee is asked to:

- **Consider and note** the revised Knowledge, Research and Information Committee Terms of Reference. (**Appendix 1**);
- **Note** that that the Board approved that the cyber security and information governance compliance elements of the Knowledge, Research and Information Committee terms of reference remain with the Audit and Corporate Governance (ACGC) Committee.

Link to Public Health Wales [Strategic Plan](#)

Public Health Wales has an agreed strategic plan, which has identified seven strategic priorities and well-being objectives.

This report contributes to the following:

Strategic Priority/Well-being Objective	All Strategic Priorities/Well-being Objectives
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Summary impact analysis

Equality and Health Impact Assessment	Not required
Risk and Assurance	The organisation will not be compliant with its Standing orders if an annual review of terms of reference is not undertaken.
Health and Care Standards	This report supports and/or takes into account the Health and Care Standards for NHS Wales Quality Themes Governance, Leadership and Accountability
Financial implications	N/A
People implications	N/A

1. Purpose / situation

The purpose of this report is to present the revised Knowledge, REsearch and Information Committee Terms of Reference.

A review of the Knowledge, Research and Information Committee Terms of Reference took place and suggested amendments were approved by the Board on 25 November 2021.

2. The review followed a period where the Committee has not been operating as a result of the COVID-19 pandemic. Background

The Committees Terms of Reference of KRIC were last reviewed in November 2019. The Terms of Reference of Committees should be reviewed annually to ensure compliance with Standing Orders.

On 25 March 2020, in response to the Covid-19 Pandemic, the Board agreed to suspend KRIC during 2020/21.

On 29 July 2021, the Board agreed to resume KRIC in the 3rd quarter of 2021/22: the first meeting is scheduled for 8 December 2021.

Prior to the recommencement of the Committee, a review of the terms of reference took place, and the revised version of the Terms of reference were approved by the Board on 25 November 2021.

Attached at Appendix 1 are the revised terms of reference for the Knowledge, Research and Information Committee.

3. Summary of changes to Committee Terms of Reference

The changes are detailed in the table below, with the updated draft terms of reference included in full as appendix 1

One of the changes was that Cyber Security and Information Governance compliance were removed from the KRIC Terms of Reference. During 2020/21 when KRIC was suspended, these elements were temporarily remitted to the Audit and Corporate Governance Committee (ACGC). It was approved by the Board that this arrangement continued on a permeant basis.

It is noted that there will Information Governance considerations within the data remit of KRIC, but it was agreed that the compliance elements of this best align with the remit of ACGC.

Summary of changes (Table 1)	
Section	Proposed Amendment
Section 3- Delegated Powers	<p>This section has been revised to detail the role of the Committee under the following headings:</p> <p>Knowledge and Impact Revised content</p> <p>Data and Information Governance Revised content</p> <p>Analysis and Data Science New heading, additional text: <i>'To provide assurance that Public Health Wales is keep apace of data and technical developments to embed data science tools and techniques into our analysis and ways of working.</i></p> <p><i>To ensure that data science and analysis are effectively deployed and prioritized to improve the health and wellbeing of the population of Wales and are deployed to ensure effective delivery of Public Health Wales strategy'</i></p> <p>Research and Evaluation New heading, additional text: <i>'Provide advice to the Board in relation to the continued development of the strategic relationship with academic institutions across Wales, and beyond where applicable.</i></p> <p><i>To provide assurance to the Board that Public Health Wales is evaluating the effectiveness of its work and the improvements made to the health of the population of Wales.'</i></p> <p>Digital New heading, additional text: <i>'To ensure Public Health Wales transforms its own and supports partner organisations service delivery through use of digital services.'</i></p>

To be removed:	<p>Cyber Security and Information Governance</p> <p>Proposed that the following is removed from the terms of reference and remain with the Audit and Corporate Governance Committee:</p> <p><i>'Provide assurance that the organisation has effective arrangements in place (directly or through third party governing processes where applicable) to identify, assess, manage data protection risks and prevent cyber threats across the organisation.'</i></p>
Section 4 - Attendees	Updates to titles and roles.

4. Recommendation

The Committee is asked to:

- **Consider and note** the revised Knowledge, Research and Information Committee Terms of Reference. (**Appendix 1**);
- **Note** that that the Board approved that the cyber security and information governance compliance elements of the Knowledge, Research and Information Committee terms of reference remain with the Audit and Corporate Governance (ACGC) Committee.