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Public Health  
Wales

## Knowledge, Research and Information Committee Terms of Reference and Operating Arrangements

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### 1. Introduction

In line with Section B, 3 and 6 of the Standing Orders and the Trust's Scheme of Delegation, the Board shall nominate annually a Committee to be known as the **Knowledge, Research and Information Committee**.

The detailed terms of reference and operating arrangements set by the Board in respect of this Committee are set out below.

These terms of reference and operating arrangements are to be read alongside the standard terms of reference and operating arrangements applicable to all Committees.

### 2. Purpose

The purpose of the Knowledge, Research and Information Committee ("the Committee") is to:

- Provide evidence based and timely **advice** to the Board to assist it in discharging its functions and meeting its responsibilities in relation to knowledge, research and data and digital activities, in accordance with its stated objectives and the requirements and standards determined for the NHS in Wales and other relevant bodies
- **Assure** the Board on whether effective arrangements are in place in relation to the quality and impact of the organisations knowledge, health intelligence and research activities, and the data quality arrangements in the organisation and cross sector where applicable.
- **Approve** on behalf of the Board policies, procedures and other written control documents in accordance with the Scheme of Delegation.

### 3. Delegated Powers

#### Remit

The Committee's role is to provide assurance to the Board, that there are the appropriate and effective systems in place for areas within its remit, including ensuring that the appropriate development and quality improvements.

The Committee's remit covers the following areas:

- Knowledge and Impact
- Analysis and Data Science
- Research and Evaluation
- Digital (including digital inclusion)

To achieve this, the Committee will have a programme of work designed to ensure that it is able to discharge fully the provisions of its' Terms of Reference across the period of its work programme.

The Committee will review and agree the programme on an annual basis, and will submit to the Board for information.

#### Assurance

With regard to its role in providing assurance to the Board and the Chief Executive, the Committee will seek assurance that the functions within its remit meet the standards set for the NHS in Wales, and provide comment on the reliability and integrity of these functions.

The Committee will seek **assurance** on:

#### Knowledge and impact

- 1.1 The implementation of, and associated risks for, the relevant strategic priority (priorities) relating to knowledge, research and information in the organisation.
- 1.2 The impact of the knowledge, research, information and evidence activities as they relate to addressing health inequalities and improving health and wellbeing in Wales.
- 1.3 Having the right knowledge, research, evaluation, data and analysis systems being in place to drive improvements in public health in Wales
- 1.4 The effectiveness of the research governance arrangements in the organisation and the prioritisation of research to ensure improved health of the population of Wales.

#### Data

1.5 That Public Health Wales has access to, through collection, sharing or linkage the data it needs to meet its research, data science and analysis needs.

1.6 Provide oversight, scrutiny and assurance that the culture, behaviours and information management systems ensure we exploit data to improve the health of the people of Wales while also being fully compliant with all appropriate legal and ethical duties.

### **Analysis and Data Science**

1.7 That Public Health Wales is keep pace of data and technical developments to embed data science tools and techniques into our analysis and ways of working.

1.8 That data science and analysis are effectively deployed and prioritised to improve the health and wellbeing of the population of Wales and are deployed to ensure effective delivery of Public Health Wales strategy.

### **Research and Evaluation**

1.10 That Public Health Wales is evaluating the effectiveness of its work and the improvements made to the health of the population of Wales.

### **Digital**

1.11 Transformation of Public Health Wales' and partner organisations service delivery through use of digital services.

### **Risk**

1.12 Monitor and, where appropriate, identify those risks which are relevant to the Knowledge, Research and Information Committee and provide assurance to the Board and, where appropriate, the Audit and Corporate Governance Committee that the risks are being managed appropriately.

### **Delegated Decisions**

The Committee will support the Board with regard to its responsibilities for governance (including risk and control) by **reviewing** and **approving** as appropriate:

1.12 Policies relating to Intellectual Property/Commercialisation and Information Management and Technology.

- 1.1 Seek assurance on the prioritisation and progress being made to review policies within the remit of the Committee.

### **Comment / Recommendation to Board**

With regard to its role in providing advice to the Board, the Committee will **comment and make recommendations to the Board specifically** on the:

- 1.13 The continued development of the strategic relationship with academic institutions across Wales, and beyond where applicable.

## **4. Sub-Committee/Groups**

The Committee may establish sub-groups to support the delivery of its role but at the time of reviewing this document no sub-committees were in operation.

## **5. Access**

The Chair of the Committee shall have reasonable access to the Executive Team and employees of the Trust if appropriate.

## **6. Membership, Attendees and Quorum**

### **6.1 Members**

A minimum of three members, comprising:

Chair: Non-Executive Director

Members: Non-Executive Directors x 2

The Chair of the organisation shall not be a member of the Committee, but may be invited to attend by the Chair of the Committee as appropriate.

The Committee may also co-opt additional independent 'external' members from outside the organisation to provide specialist skills, knowledge and expertise.

### **6.2 Attendees**

The following members of staff (or their deputies) shall routinely attend the Committee to actively contribute and provide assurance:

- National Executive Director Public Health Knowledge and Research Public Health (Executive sponsor for the Committee)
- Executive Director of Quality, Nursing and Allied Health Professionals
- National Director Health Protection and Screening, Executive Medical

**Director**

- Executive Director of Policy and International Health / WHO Collaborating Centre on Investment, Health and Wellbeing
- Head of Strategy and Engagement
- Head of Research
- Board Secretary and Head of Board Business Unit (or their nominee)

Other Executive Team members should attend from time to time as required by the Committee Chair.

The Chief Executive shall have a permanent invitation and in addition will be invited to attend, at least annually.

Up to two Trade Union Representatives will have a permanent invite to attend the Committee. In addition to this others from within or outside the organisation, will be invited to attend if the Committee considers it appropriate.

**6.3 Quorum**

At least **two** members must be present to ensure the quorum of the Committee, one of whom should be the Committee Chair or Vice Chair (where appointed).

**7. Frequency of Meetings**

The Committee will generally meet a minimum of four occasions across the year or otherwise as the Chair of the Committee deems necessary – consistent with the Organisations annual plan of Board Business.

**8. Relationships and accountabilities with the Board and its Committees/Groups**

The Committee must have an effective relationship all Committees or sub-committees of the Board in order for it to fully understand the system of assurance for the Board as a whole.

It is very important that the Committee remains aware of its distinct role and does not seek to perform the role of other committees.

**9. Reporting and Assurance Arrangements**

The Committee shall provide a written, annual report to the Board on its work in support of the Committees remit, to provide assurance to the Board that the Committee is fulfilling its terms of reference effectively.

The Chair of the Committee reports into the Board via a composite report from Committee Chairs, where any significant issues are brought to the attention of the Board.

## 10. Applicability of Standing Orders to Committee Business

The requirements for the conduct of business as set out in the Organisation's Standing Orders are equally applicable to the operation of the Committee, except in the following area:

- Quorum (see paragraph 6.3)

