



## **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 is to provide advice and assurance to the Board in relation to the quality and impact of our knowledge, health intelligence and research activities and also the data quality and information governance arrangements in the organisation. The Committee will also discharge the requirements of Section B, 3 and 6 of the Standing Orders, which require the Board to nominate a Committee that covers information governance.

The terms of reference for the Committee are outlined below and should be read alongside the standard terms of reference applicable to all committees.

### **3. Delegated Powers**

The Committee will:

#### ***Knowledge, Intelligence and Research***

3.1 Provide oversight and assurance for the implementation of, and associated risks for, the relevant strategic priority

(priorities) relating to knowledge, research and information in the organisation.

- 3.2 Provide assurance to the Board in relation to the quality and impact of the knowledge, research, information and evidence activities as they relate to improving health and wellbeing in Wales.
- 3.3 Provide assurance to the Board in relation to the effectiveness of the research governance arrangements in the organisation.
- 3.4 Provide advice to the Board in relation to the continued development of the strategic relationship with academic institutions across Wales, and beyond where applicable.
- 3.5 Provide assurance to the Board in relation to the quality and impact of the health intelligence activities in the organisation including compliance with the organisation's statutory role in the provision of official statistics.

#### ***Data Quality and Information Governance***

- 3.6 Provide assurance in relation to the effectiveness of the data quality activities and arrangements across the organisation to generate knowledge and information for the purpose of delivering the strategy and medium term plans.
- 3.7 Provide assurance that the organisation has effective arrangements in place (directly or through third party governing processes where applicable) to identify, assess, manage and prevent cyber threats across the organisation.
- 3.8 Provide oversight, scrutiny and assurance that the culture, behaviours and information management systems that support business needs, are fit for purpose and comply with legal/best practice requirements in relation to Information Governance including the:
  - Data Protection Act 2018
  - General Data Protection Regulation 2016
  - Control of Patient Information Regulations 2002
  - Common Law duty of Confidence
  - Freedom of Information Act 2000
  - Wales Accord on the Sharing of Personal Information (WASPI)
  - Codes of Practice and Guidance as issued by the Information Commissioner's Office and Welsh Government

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.

The Committee will review and agree the programme on an annual basis, and will recommend it to the Board for approval.

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

##### **4.1 Membership**

In addition to the Chairperson for the Committee, the membership will comprise two Non-Executive Directors.

In addition to the members, the following will be in attendance:

- Director of Knowledge (or equivalent) (Executive sponsor for the Committee)
- Director of Quality Improvement and Patient Safety/Director of 1000 Lives Improvement Service
- Executive Director of Quality, Nursing and Allied Health Professionals
- Executive Director of Health and Wellbeing
- Executive Director of Public Health Services
- Director of Policy and International Health / WHO Collaborating Centre on Investment, Health and Wellbeing
- Director of Health Intelligence
- Head of Research
- Chief Risk Officer
- Head of Information Management and Technology
- Board Secretary (or their nominee)

The Chief Executive will have a permanent invite to attend the Committee.

The Committee may also invite an external advisor(s) to join the Committee as a core member and may invite external specialists to advise the Committee on specific areas.

The Committee may also invite members of the Senior Leadership Team to attend on a rotational basis as part of their leadership development.

##### **4.2 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).

##### **4.3 Frequency of and Style of Meetings**

The Committee will meet a minimum of quarterly and otherwise as the Chair of the Committee deems necessary. The format of the meetings will reflect the style and type of the agenda at any given time.

##### **4.4 Access**

The Committee Chairperson shall have access to Executive Team members and any other staff as required.

**5. Relationship with other Board Committees**

The Committee must have an effective relationship with the other Committees of the Board in order for it to fully understand the system of assurance for the Board as a whole.

**6. Applicability of Standing Orders to Committee Business**

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

- Quorum