

 <p><b>GIG</b> CYMRU <b>NHS</b> WALES</p> <p>Iechyd Cyhoeddus Cymru Public Health Wales</p>	<p><b>Name of Meeting</b> Board</p> <p><b>Date of Meeting</b> 28 May 2020</p> <p><b>Agenda item:</b> 4.6.4.280520</p>
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<h2 style="text-align: center;">Knowledge, Research and Information Committee Annual Report 2019/20</h2>	
<p><b>Committee Chair:</b></p>	<p>Shantini Paranjothy, Non-Executive Director</p>
<p><b>Executive lead:</b></p>	<p>Sian Bolton, Transition Director of Knowledge</p>
<p><b>Author:</b></p>	<p>Liz Blayney, Deputy Board Secretary and Board Governance Manager</p>

<p><b>Approval/Scrutiny route:</b></p>	<p>As of March 2019, the Knowledge, Research and Information Committee has been suspended due to the COVID-19 response and the cancellation of all non-essential meetings. As such, the Committee has not had the opportunity to review and approve this Annual Report as per the usual process.</p> <p>The Chair of the Committee completed her term on the 31 March 2020 and as such has not reviewed this report.</p> <p>This report has been approved by Executive Lead for submission to the Board.</p>
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<p><b>Purpose</b></p>
<p>The main purpose of the Knowledge, Research and Information Committee Annual Report is to assure the Board that the system of assurance is fit for purpose and operating effectively. The report summarises the key areas of business activity undertaken by the Committee over 2019/20.</p>

<p><b>Recommendation:</b></p>				
<p>APPROVE <input type="checkbox"/></p>	<p>CONSIDER <input checked="" type="checkbox"/></p>	<p>RECOMMEND <input type="checkbox"/></p>	<p>ADOPT <input type="checkbox"/></p>	<p>ASSURANCE <input checked="" type="checkbox"/></p>
<p>The Board is asked to:</p>				

- **Consider** the Knowledge, Research and Information Committee Annual Report for 2019/20 summarising the key areas of business activity undertaken;
- **Receive assurance** that the Knowledge, Research and Information Committee is fit for purpose and operating effectively in fulfilling its terms of reference.

# Knowledge, Research and Information Committee Annual Report 2019/20

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## 1 Introduction

This report summarises the key areas of business activity undertaken by the Knowledge, Research and Information Committee ('the Committee') over the past year and highlights some of the key issues, which the Committee intend to give further consideration to over the next 12 months.

## 2 Role and responsibilities

The Terms of Reference for the Knowledge, Research and Information Committee were reviewed and agreed by the Board in September 2019.

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

### Knowledge, Intelligence and Research

- 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.
- 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.
- Provide assurance to the Board in relation to the effectiveness of the research governance arrangements in the organisation.
- Provide advice to the Board in relation to the continued development of the strategic relationship with academic institutions across Wales, and beyond where applicable.
- 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

- 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.

- 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.
- 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); and
  - Codes of Practice and Guidance as issued by the Information Commissioner’s Office and Welsh Government.

## 2.1 Membership of Committee

The membership of the Committee during 2019/20 was as follows:

<b>Name</b>	<b>Position</b>	<b>Attendance*</b>
Shantini Paranjothy	Committee Chair and Non-Executive Director	4/4
Kate Eden	Non-Executive Director	4/4
Jan Williams	Non-Executive Director	2/4

*\*Some attendees were in position for part of the year, the number denotes total number of meetings they were able to attend in that role.*

## 2.2 Others in attendance

During 2019/20, the meetings were also attended by the following:

<b>Name</b>	<b>Position</b>	<b>Attendance*</b>
Sian Bolton	Transition Director - Knowledge	4/4
Rhiannon Beaumont-Wood	Executive Director of Quality, Nursing and Allied Health Professionals	3/4
Mark Bellis	Director of Policy, and International Health, WHO Collaborating Centre	1/4

	on Investment for Health and Well Being	
Jyoti Atri	Interim Executive Director of Health and Wellbeing	2/4
Helen Bushell	Board Secretary and Head of Corporate Governance	3/4

*\*Some attendees were in position for part of the year, so number denotes total number of meetings they were able to attend in that role.*

Other Directors and Officers have also attended where required.

### **2.3 Meeting frequency**

The terms of reference for the Committee require meetings to be held no less than quarterly and otherwise, as the Chair of the Committee deems necessary, consistent with the Trust's annual plan of Board Business. During 2019/20, the Committee met four times and was quorate on all four occasions.

### 3 Main areas of Committee activity 2019/20

The Committee wishes to assure the Board that it fulfilled its work plan for 2019/20 covering a wide range of activity. The following sections provide a summary of this activity.

#### 3.1 Standard Reporting

In line with the terms of reference, there were a number of standing items on each Committee agenda.

The following were presented at each meeting:

<b>Risk Assurance</b>	Corporate Risk Register
	Board Assurance Framework
<b>Service User</b>	Service user or staff experience story
	Deep dives
<b>Governance</b>	Information Governance Performance Report

The Committee received the following regular items:

- Official Statistics Group Update.

The Committee has also received the following **Annual Reports** for the period 2019/20:

- Research and Evaluation Annual Highlights Report 2018-19;
- Evaluation and Impact Annual update 2018/19;and
- Cyber Security Annual Report 2018/19.

#### 3.2 Quality and Impact

##### **Official Statistics update report**

The Committee received updates on the Official Statistics Group providing assurance on the organisation's management of statistics, and approved a voluntary compliance statement for statistical products not yet released as official statistics.

In February 2020, the Committee noted that the failure to release a number of official statistics was due to data inaccessibility out of the organisation's control. The issue has been resolved and rectified.

##### **Evaluation and Impact Programme 2018/19 Deliverables**

The Committee received an update on the Evaluation and Impact Programme 2018/19 deliverables. In **noting** the report, which

showcased complex pieces of work, the Committee considered that sign off process for peer reviews was part of the internal quality process within the Research and Evaluation team.

### **Evaluation and Impact Annual Update**

The Committee received **assurance on** the evaluation and impact activities across Public Health Wales.

## **3.3 Research**

### **Research and Evaluation Strategy**

The Committee considered updates on the Research and Evaluation Strategy, including its implementation plan, and agreeing how the Committee would review the achievement of key milestones and targets within the three year strategy.

### **Research Governance**

The Committee considered a report on the **Research Governance** for Public Health Wales, the Committee sought clarification on how Public Health Wales captured research activity across the organisation, the sign off / disclosure reporting process around reporting of bids and how this information was collected. An audit of the Research and Development Office functions would be undertaken by the Chief Risk Officer. The audit was subsequently undertaken and the Committee reviewed the outcomes on compliance within the process for applying for research permissions within Public Health Wales.

### **Research Activity According to Strategic Priority**

The Committee took assurance from the Research Activity According to Strategic Priority report, which included a service user experience video. The Committee considered the breadth of research activity undertaken throughout the organisation, and the income generated. The Committee requested further information on how we could develop the work undertaken with strategic leads to identify research priorities within their areas. It was agreed that a framework and progress plan would be presented to the Committee at a future meeting, and to consider an infographic outlining an overview of the process.

## **3.4 Knowledge**

### **Knowledge mobilisation strategy Mid-year review**

The Committee received updates on the Mobilisation strategy.

### **Public Health Wales Vision for Knowledge Mobilisation 2020-25**



The Committee **approved** the Vision for Knowledge Mobilisation 2020-25 subject to the revision of the EHIA and the issues raised the when considering the impact and evaluation of the vision including:

- Including maximising the evidence base before pilots commences; and
- Ensuring appropriate measurement of outcomes, impact and value.

### **3.5 WHO Collaborating Centre**

#### **WHO Collaborating Centre on Investment for Health and Well-being Progress update**

The Committee received WHO Collaborating Centre on Investment for Health and Well-being progress Updates, and took assurance that the WHO Collaborating Centre was established and progressing according to plan, in line with the organisational strategic priorities and objectives, as well as national legislative and strategic context.

### **3.6 Information Governance**

#### **Information Governance Performance Report**

The Committee received quarterly updates on the Information Governance Performance Report providing a consolidated view of the performance of the Information Governance Management System, reflecting the breadth and depth of information governance issues across the organisation.

The Committee took **assurance** that the Information Governance Management System is operating effectively.

### **3.7 Policies and Procedures**

The Committee approved the Research and Misconduct Policy and Procedure.

The Committee also received bi-annual reports on the status of policies and other written control documents within the remit of the Committee and took assurance of the prioritisation and progress being made to review policies and procedures.

### **3.8 Deep Dives and Service User Experience Stories:**

The Committee also received the following Deep Dives and Service User Experience Stories:

- **World Health Organization Collaborating Centre** – detailed consideration of the governance structures of the centre, the progression of activities providing assurance on the establishment and progression of this in line with organisational strategic priorities and objectives;
- **Knowledge Mobilisation (Evidence Guide)** deep dive and Service User Experience Story from the Health Improvement Division, recommending to the Board to adopt the principles within the evidence guides to govern evidence reviews to be within the organisation;
- **Health Intelligence deep dive** into the evidence service, identifying the need to develop the organisation’s matrix working approach to progress integrated working;
- **Health Experiences of Asylum Seekers** Service User Experience Story providing insight programme with Swansea University. Focus of the discussion was on the collaborative approach with the third sector partners, and how impact was measured;
- **Research Partnerships Fund** Deep Dive, the consideration was focused on the management of the fund, its relationship with the wider organisation and alignment with strategic priorities;
- **Data Quality Management** deep dive for understanding, highlighting the organisation’s dependence on accurate data and the need to undertake a baseline audit;
- **Academic Relations** deep dive for understanding, focusing on the organisational wide approach being taken to build and embed staff research capability to the heart of the new People Strategy, and the development of a revised model of honorary contracts;
- **Clinical Research Time Awards** Service User Experience Story, noting the positive and practical outcomes for public Health and service users in the examples discussed, and highlighting the excellent work carried out through these awards; and
- **Information Governance Deep dive** for understanding.

### 3.9 Assessment of governance and risk issues

The Committee provides an essential element of the overall governance framework for the organisation and has operated within its Terms of Reference and in accordance with the Standing Orders. The Committee discussed the risk management and assurance arrangements in place for the organisation.

#### **Board Assurance Framework**

The Committee received the Board Assurance Framework (BAF) for oversight of those elements of the BAF which apply to the risks falling under the remit of the Committee.

The Committee's role is to seek assurance from the Executive on the management of the risks, in particular to test the efficacy of the controls and to make recommendations to strengthen the control environment where necessary.

### **Corporate Risk Register**

The Committee receive the Corporate Risk Register to enable them to gain assurance that operational risks were being appropriately managed.

## **3.10 Work Plan**

In order to monitor progress and any necessary follow up action, the Committee has an Action Log that captures all agreed actions. This provides an essential element of assurance to the Committee and from the Committee to the Board.

The Committee reports to the Board through a composite Chair's report, providing an overview of items considered by the Committee and highlighting any cross- committee issues / themes or items needing to be brought to the Board's attention.

The Composite Chair's report and confirmed minutes are published with the Board papers.

## **3.11 Committee Effectiveness**

Between January and August 2019, an online questionnaire was completed by members of the Audit and Corporate Governance Committee, the People and Organisational Development Committee, and the Quality, Safety and Improvement Committee. As a new Committee, it was decided not to ask the Knowledge, Research and Information Committee to undergo a self-assessment or review of effectiveness, although this will be scheduled for next year.

The discussions from the workshops were developed into an action plan to capture the common themes across Committees as well as specific Committee actions (with the exception of the Remuneration and Terms of Service Committee).

An action plan was developed for those issues cutting across the Committees and was presented to the Committee at its meeting in October 2019. The delivery of the action plan has continued for the remainder of the year and will be reviewed in 2020/21.

## **4 Relationship with other Committees**

The Knowledge, Research and Information Committee has continued to work closely with the Audit and Corporate Governance Committee, the People and Organisational Development Committee and Quality, Safety and Improvement Committee during the year.

Any matters requiring consideration from other Committees are coordinated through the Board Business Unit.

Areas that are remitted to other Committees are noted in the Committee Chair's composite report which is presented at Board.

## **5 Assurance to the Board**

The Committee wishes to assure the Board that on the basis of the work completed by the Committee during 2019/20, there are effective measures in place and there are no outstanding issues that the Committee wishes to bring to the attention of the Board over and above the risks and issues already raised in the Committee Chairs composite report, or that are already visible in the Board Assurance Framework and corporate risk register.

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.

The Committee had, on occasion, requested further information and development of particular items to allow further scrutiny of the issues and to enable them to provide robust assurance to the Board and Accountable Officer.

During 2019-20, further assurance was requested by the Committee in the following areas:

### **Academic Relations – Deep dive**

The Committee considered a presentation and deep dive for understanding of current academic relations across the whole of the organisation. The Committee reflected that a number of issues for further development would be considered outside of the meeting, and that the organisation was likely to be recommended a revised model over the next six months. The Committee therefore agreed that assurance would not be taken at this time, but would be reconsidered upon at a Committee meeting at an appropriate time in the future.

## 6 Conclusions and look forward

The Committee is committed to continuing to develop its function and effectiveness and intends seeking further assurance in 2020/21 in respect of the:

- Data Quality Management – baseline audit;
- WHO Collaborating Centre - measurement of the Collaborating Centres impact on Public Health Wales as an organisation, and how it delivered a difference to the population of Wales;
- Continue to monitor the Research and Evaluation Strategy and Knowledge Mobilisation Vision, thought to be fundamental to Public Health Wales ambitions. The Committee have also requested an item combining the strands of information of impact, embedment of overarching outcomes work, data quality management, research and academia;
- Programme of deep dives to be agreed, which should include external stakeholder’s views about the organisation’s products; and
- Academic Relations – Revised model for honorary contracts.

### **Impact of COVID-19 for 2020/21**

Due to the ongoing response to COVID-19, the decision has been made to cancel non-essential meetings. The Knowledge, Research and Information Committee has been suspended as of March 2020. The Board has agreed interim governance arrangements to ensure the matters within the terms of reference are addressed whilst the Committee is not in operation.