Knowledge, Research and Information Committee

Annual Report 2022/23

Contents

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 May 2022.

The purpose of the Knowledge, Research and Information Committee ("the 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 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.

Remit

The Committee's role is to provide independent assurance to the Board and the Chief Executive, 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
- Data and Information Governance
- Analysis and Data Science
- Research and Evaluation
- Digital

> 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 improving health and wellbeing in Wales.

1.3 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 and Information Governance

1.4 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.

1.5 That Public Health Wales 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.

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 apace 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 f 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.

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.

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:

> **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

2.1 Membership of Committee

The membership of the Committee during 2022/23 was as follows :

Name	Position	Attendance *
Sian Griffiths	Committee Chair and Non-Executive Director	4/4
Diane Crone	Non-Executive Director	4/4
Nick Elliot	Non-Executive Director	4/4

The Chair of the Board, Jan Williams, has a standing invite to attend Committee meetings, and attended two meetings of the Committee during 2022/23

2.2 Others in attendance

During 2022/23, the meetings were also attended by the following

Name	Position	Attendance
Iain Bell	National Director Public Health Knowledge and Research	4/4
Rhiannon Beaumont-Wood	Executive Director of Quality, Nursing and Allied Health Professionals	0/4
Helen Bushell	Board Secretary and Head of Board Business Unit	0/3
Liz Blayney	Acting Board Secretary and Head of Board Business Unit	1/1
Fu Meng Khaw	National Director Health Protection and Screening Services / Executive Medical Director	3/4
Angela Jones	Acting Director of Health and Well-being	3/3

Other Directors and officers attended during the year to present reports which related to their areas of responsibility as required.

The Chief Executive, Tracey Cooper, was also invited to attend every meeting, and attends at least annually. The Chief Executive attended one meeting during the year.

Representatives from the Local Partnership Forum have a permanent invite to attend the Committee.

2.3 Meeting frequency

During 2022/23 the Committee met 4 times and was quorate on all occasions.

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 and Committee Business.

3   Main areas of Committee activity 2022/23

The Committee's role is to provide independent **assurance** to the Board and the Chief Executive, 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
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- Research and Evaluation
- Digital

The Committee wishes to assure the Board that it fulfilled its work plan for 2022/23 covering a wide range of activity. The following sections provide a summary of this activity. The Committee considered the following items:

Monitoring Impact Proposal	The Committee considered and agreed to further develop the proposed approach for a systematic approach for Public Health Wales to monitor the impact of its Knowledge and Research outputs. This included using a suite of interviews and surveys of stakeholders/ product users, and to monitor and record this impact using a framework and impact tracking system.
Open University	The Committee considered a presentation from the Open University as part of its consideration of how PHW can work with universities in Wales to explore forming strategic partnerships. The links with the Open University (OU) had progressed the furthest due to an alignment of their interests in targeting people in the lowest two quintiles of the index of multiple deprivation. The discussion explored how PHW could develop a strategic partnership with OU.

Behavioural Science Unit	The Committee considered a [presentation](#) by way of an introduction to the Behavioural Science Unit.
Office of National Statistics	The Committee considered a detailed presentation from the Office of the national statistics on Statistics for the public Good including exploring the concepts of trustworthiness, quality and value.
Deep Dive – Diabetic Eye Screening Wales (DESW)	The Committee undertook a deep dive into the work of Diabetic Eye Screening Wales (DESW) and the outcome of a systems review that had taken place. A 'Discovery' model had been undertaken to review the way in which diabetic eye screening was conducted in Wales.
Specialist and Reference Units, Infection Services Division	The Committee considered a detailed overview on the Research, Development and Evaluation within the Specialist and Reference Units, Infection Services Division
Research and Evaluation strategy	The Committee has considered regular updates at each meeting on the progress with the development of the Research and Evaluation strategy. This consideration included: • Seeking the Committee's views on the emerging themes and areas to feed into the strategy content. • An overview of research mapping and the impact of this research.
Development of organisational standards: Equality in data collection for research and evaluation	The Committee considered a verbal update on progress with the development of standards to collect equality information which aligned with census data. This matter was remitted from the Board for the Committee to consider.
Health Inequalities – Deep Dive	The Committee considered a detailed presentation on Health Inequalities to understand the scale of inequalities which existed in health and healthcare services. The range of inequalities were age, marital, gender reassignment,

	pregnancy/maternity leave, race, religion, sex (and orientation) and references were made to data sources used to compile the data. The cost, the return on investment and effectiveness were considered. Consideration was given to the effect of the Coronavirus and the Triple Challenge on the inequalities. Issues concerning Screening Services were considered. The Committee understood more work was needed to fully understand Health Inequalities in Wales, and work was needed to put plans in place to address the gaps identified by the research.
Research Opportunities within the WHO Collaborating Centre	The Committee considered an update on Research Opportunities within the WHO Collaborating Centre overview of the opportunities within a global context the breadth of the work within the collaborating centre, particularly the range of international partners.
Introduction / IMTP Context	The Committee considered a verbal update for assurance providing an overview for the Committee of the context of the Integrated Medium Term Plan (IMPT). This focused on the theme of maximising the use of digital data and evidence to improve health and wellbeing of Wales and the four key areas within this theme
Digital and Data Strategy.	The Committee has considered updates on the development of the Digital and Data Strategy. In December, the Committee provided input from the Committee to further develop the strategy. This included feedback on the current issues, Barriers and challenges within the system and Future developments for the Organisation: In March, the Committee considered a framework to introduce the current draft of the Public Health Wales digital and data strategy. It also provided details of the methods used, to provide a benchmark of quality for the work.
Artificial Intelligence	The Committee considered presentation of a review on Artificial Intelligence (AI) in Health and Care in Wales; the review had been commissioned by the Chairs of Public Health Wales, Digital Health Care Wales and Health Education and Improvement Wales.

Risk	The Committee received regular updates on the Corporate and Strategic Risks within the remit of the Committee, and took assurance on the management of these risks.
Annual Committee Effectiveness	The Committee considered a presentation on Committee Effectiveness and Performance following the completion of an online survey by Committee Members and attendees. A full report from this discussion will be provided to the Board in May 2023.
Terms of Reference Review	Annual review of the Committee's terms of reference for a recommendation to the Board for any changes required.
Bi-Annual Policy	The Committee considered bi-annual reports on the status of policies, procedures and other written control documents within its remit, and took assurance on the management of the review of Policies within its remit.
Forward Look	The Committee received the Committee Forward Look at each meeting.

3.1 Reporting outside of Committee

There have been no reports that have been considered out of committee this year.

3.2 Work-plan / Action Log

The Committee Work Plan ensures that the Committee discharges its responsibilities in a planned manner. It assists with agenda planning and is updated during the year to ensure that the Committee considers any additional items which may arise during the year.

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 reported 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.

4. Relationship with other Committees

The Knowledge Research and Information Committee has continued to work closely with the other Committees.

The Audit and Corporate Governance Committee has ensured that the statutory requirements relating to Information Governance have been given due consideration, and assurance is provided to the Board on these matters. KRIC has a role in relation to information governance in to context of the data and digital agenda and would highlight any areas of concern to ACGC to consider in the overall organisational context. KRIC has not raised any areas of concern in relation to Information Governance this year.

The Quality, Safety and Improvement Committee has considered the service delivery of different areas of the organisation, including screening. KRIC has considered a number of these from the point of view of digital transformation, for example Diabetic Eye Screening Wales (DESW) and the outcome of a systems review

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 2022/23, 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 Strategic Risk Register 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.

6.   Committee Effectiveness

During the year the Committee has continued to review and revise its ways of working to optimise the need for a robust governance approach and balance the need reduce pressure on staff during this time.

The Committee continued to review its effectiveness thorough the year, to ensure effective use of time and ensure it fulfilled its role to provide assurance to the Board.

The Committee has engaged with a formal Board and Committee effectiveness review process which took place in March 2023. The outcome and recommendations following this review will be reported to the Board in Quarter 1 2023.

7.   Planned Activity in 2023/2024

The Committee is committed to continuing to develop its function and effectiveness and intends seeking further assurance in 2023/24 in respect of the:
- Approval and Implementation of the Research and Evaluation Strategy
- Approval and Implementation of the Data and Digital Strategy
- The Committee is also planning a series of deep dives linked to the strategic priorities:

Lifestyle factors (separate from inequalities) (Priority 3, Promoting Healthy Behaviours)	Areas of focus for deep dives to include:

Secondary Prevention (Priority 4, Securing a Health Future for the next generation)	- Systems in place for data collection - Capacity to collect / gaps in data information - Mechanisms and measures of outcomes and how they are being used to inform decision making - Role of research and evaluation (and how it feeds into outcomes and measurement? How we monitor the impact of our research in the short and long term) - Digital enablement (what changes do we need to do)
Addictions (to include alcohol, gambling and drugs) (Priority 3, Promoting Healthy Behaviours)	
Climate Change and Environmental Public Health (Priority 5, Protecting Public from infection and environmental threats to health)	
Indicators for Mental Health (Priority 2, improving mental well-being and resilience)	
Screening (Priority 6, Supporting the developments of an excellent health and care system)	