



**GIG**  
CYMRU  
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WALES

Iechyd Cyhoeddus  
Cymru  
Public Health  
Wales

**Name of Meeting**

Board

**Date of Meeting**

25 November 2021

**Agenda item:**

3.6

## 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

### Purpose

A review of the Knowledge, Research and Information Committee Terms of Reference has taken place and suggested amendments are presented to the Board for approval. The review follows a period where the Committee has not been operating as a result of the COVID-19 pandemic.

### Recommendation:

APPROVE



CONSIDER



RECOMMEND



ADOPT



ASSURANCE



The Board is asked to:

- **Approve** the proposed amendments to the Knowledge, Research and Information Committee Terms of Reference. **(Appendix 1)**;
- **Approve** 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. If approved the ACGC terms of reference will be updated in line with their scheduled annual review in March 2022.

**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:

<b>Strategic Priority/Well-being Objective</b>	All Strategic Priorities/Well-being Objectives
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**Summary impact analysis**

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

## **1. Purpose / situation**

The purpose of this report present the outcome of a review of the Knowledge, Research and Information (KRIC) Committee Terms of Reference and present proposed amendments to the Board for approval.

## **2. 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 has taken place, and attached to this report are the proposed revised version of the Terms of reference for Board approval. .

## **3. Summary of changes to Committee Terms of Reference**

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

One of the proposed changes is that Cyber Security and Information Governance compliance are 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 is proposed that this arrangement continues on a permeant basis.

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

If this proposed change is approved by the Board, the relevant changes to the ACGC Terms of Reference will also be made for accuracy.

<b>Summary of changes (Table 1)</b>	
<b>Section</b>	<b>Proposed Amendment</b>
Section 3- Delegated Powers	<p>This section has been revised to detail the role of the Committee under the following headings:</p> <p><b>Knowledge and Impact</b> Revised content</p> <p><b>Data and Information Governance</b> Revised content</p> <p><b>Analysis and Data Science</b> 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><b>Research and Evaluation</b> New heading, additional text: <i>'Provide advice to the Board in relation to the continued developmentof 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><b>Digital</b> 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><b>Cyber Security and Information Governance</b></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 Board is asked to:

- **Approve** the proposed amendments to the Knowledge, Research and Information Committee (**Appendix 1**);
- **Approve** 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. If approved the ACGC terms of reference will be updated in line with their scheduled annual review in March 2022.