



## 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 and cross sector where applicable. 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 and impact***

- 2.1 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.
- 2.2 Provide assurance to the Board in relation to the impact of the knowledge, research, information and evidence activities as they relate to improving health and wellbeing in Wales.
- 2.3 Provide assurance to the Board in relation to the effectiveness of the research governance arrangements in the organisation and the prioritization of research to ensure improved health of the population of Wales.

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

- 2.4 Provide assurance 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.
- 2.5 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***

To provide assurance that Public Health Wales is keep abreast of data and technical developments to embed data science tools and techniques into our analysis and ways of working.

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

#### ***Research and Evaluation***

- 2.6 Provide advice to the Board in relation to the continued development of the strategic relationship with academic institutions across Wales, and beyond where applicable.
- 2.7 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.

## **Digital**

To ensure Public Health Wales transforms its own and supports partner organisations service delivery, through use of digital services

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:

- National Director Public Health Knowledge and Research Public Health (Executive sponsor for the Committee)
- Executive Director of Quality, Nursing and Allied Health Professionals
- Transition Director of Health and Wellbeing
- National Director Health Protection and Screening Services / Executive Medical Director
- Executive Director of Policy and International Health / WHO Collaborating Centre on Investment, Health and Wellbeing
- Director of Health Intelligence
- Head of Research
- Board Secretary and Head of Board Business Unit (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 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