

## Knowledge, Research and Information Committee Work Plan 2024-2025

Category	Item	Exec Lead	Approval Route	Jun	Sept	Dec	Mar	Purpose of the report
<b>Deep dives</b>	Screening (Priority 6, Supporting the developments of an excellent health and care system)	Iain Bell / Meng Khaw	Exec Lead	✓				Deep dive for assurance. Refer to Deep Dive Guidance for content requirements.
	Inequalities - Inclusion	Sumina Azam, Jim McManus, Iain Bell and Meng Khaw	Exec Lead			✗	✓	
	Indicators for Mental Health (Priority 2, improving mental well-being and resilience)	Jim McManus	Exec Lead		✗	✓		
	Secondary Prevention (Priority 4, Securing a Health Future for the next generation)	Sumina Azam	Exec Lead				✓	
	(Priority 5, Protecting Public from infection and environmental threats to health)	Meng Khaw	Exec Lead				✓	
<b>Performance / Assurance</b>	Update on Lifestyle factors (Priority 3, Promoting Healthy Behaviours)	Jim McManus	Exec Lead	✗	✓			Update on progress since the deep dive (6 months) with the implementation of planned actions.
	Update on Addictions (to include alcohol, gambling and drugs) (Priority 3, Promoting Healthy Behaviours)	Jim McManus	Exec Lead		✗	✓		
	Behavioural Change	Sumina Azam	Exec Lead			✗	✓	
	Update on Screening (Priority 6, Supporting the developments of an excellent health and care system)	Iain Bell / Meng Khaw	Exec Lead			✗	✓	
	Indicators for Mental Health (Priority 2, improving mental well-being and resilience)	Jim McManus	Exec Lead				✓	
<b>Knowledge, Research and Impact / Research and Evaluation</b>	Research and Evaluation Strategy Implementation	Iain Bell	Exec Lead	✓		✓		Update on the Implementation of the Strategy for assurance.
	Overview of assurance of delivery against the Strategic Priorities		Exec Lead				✓	Stocktake at year end, summary of progress for each priority. Assurance update, maximising the use of digital data and evidence to improve public health
	PHW Monitoring Impact		Exec Lead		✓		✓	Annual Report on Impact for assurance ; Findings in September, then an update on progress to implement actions in March
	Academic Public Health		Exec Lead		✓		✓	Update on developments of the opportunities for AI within the organisation
	Genomics	Meng Khaw	Exec Lead	✓		✗	✓	

**Knowledge, Reserach and Information Committee - Work Plan 2024/25**

Analysis and Data Science / Digital	Artificial Intelligence	Iain Bell	Exec Lead	✓		✓	✓	Update on developments of the opportunities for AI within the organisation. Longer Session in June
Digital	Digital and Data Strategy Implementation	Iain Bell	Exec Lead		✓		✓	Update on the Implementation of the Strategy for assurance. To include update on: Discovery / Alpha WHESP (TBC) Suicide Surveillance data
<b>Managing Risk</b>	Strategic Risk	Executive Director Quality, Nursing and Allied Health Professionals	BET	✓	✓	✓	✓	For assurance that risks within the remit of the Committee are management appropriately
	Corporate Risk Register		LT	✓	✓	✓	✓	
<b>Governance &amp; Accountability</b>	Summary of policies Bi-Annual Update	Board Secretary and Head of Board Business Unit	LT	✓		✓		For assurance on the prioritisation and progress being made to review policies, procedures and other written control documents within the remit of the Committee and to approve any policies and procedures proposed to be removed from the register.
	Policies for approval (as required)		LT/BET	✓	✓	✓	✓	To approve policies and procedures within its remit, as outlined in the Policy, Procedure and other written control documents Policy.
	Committee Annual Report		Exec Lead	✓				For recommendation to Board, to provide assurance that the Committee is fulfilling its terms of reference.
	Review of Committee Effectiveness		Exec Lead	✓				As part of the overall Board and Committee Performance and Effectiveness review, the Committee will consider the outcomes of the Committee effectiveness survey, and identify any areas of improvement for the following year.
	Committee Terms of Reference Review		BET	✓				For recommendation to Board on any proposed changes to the Committee's Terms of reference. (As required under Standing Orders)
	Committee Work Plan		Exec Lead	✓	✓	✓	✓	For information, and for assurance that the Committee is fulfilling its terms of reference.
<b>Audit and other Reviews</b>	Audit Action Log Progress Update (within the remit of the Committee)	Board Secretary and Head of Board Business Unit	LT		✓		✓	Update on the implementation of the management response to the audit, for assurance.
	Audit Report (as needed)	Relevant Executive Lead	Exec Lead	✓	✓	✓	✓	Where the subject matter of an audit report falls within the remit of one of the other Board Committees, the report is also submitted to that Committee, following consideration at ACGC. (Refer Audit Protocol) The role of the Remit Committee is to receive the report and to consider the recommendations made in the context of its work plan, and the areas of focus within its remit. Where relevant, the information contained in the reports will then be used to inform discussions of items on the work plan for the Committee.

(Note – this is an indicative work plan, final agenda content will be agreed following discussion with the Chair and the Executive Leads.

Knowledge, Reserach and Information Committee - Work Plan 2024/25

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December update:

- Inequalities - Inclusion deep-dive has been moved to the March 2025 meeting.
- Behavioural Change update has been moved to the March 2025 meeting.
- Update on Screening (Priority 6, Supporting the developments of an excellent health and care system) update has been moved to the March 2025 meeting.
- Genomics item has been moved to the March 2025 meeting.
- Artificial Intelligence item has been moved to the March 2025 meeting.

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