Health & Care Publication Advisory Board

Draft Terms of Reference

December 2016

Contents

Purpose

The Health & Care Publications Advisory Board aims to drive improvements in English health and care statistical publications through collaborative working and sharing best practice in order to better meet user needs. The board seeks to advise upon the delivery of improvements identified at the 2016 UKSA Health and Care Summit.

The specific responsibilities of the board include:

Advising on the prioritisation of statistical publications

Specifically, by considering user requirements to make recommendations about:

- Scope and format of new publications

- Improvements to publications, including the use of wider, innovative supporting materials such as press released, media briefings, social media, training materials, video guides

- Publications that should be discontinued

Taking a user-centric approach to the presentation of statistics that cut across organisational boundaries

- Devise and deliver a work programme of collaborative projects to enhance the experience of existing and potential users

- Develop long-term strategies with partner organisations for more joined-up collection and dissemination of statistics, including better sign-posting and the possibility for cross-organisation publications and communications

- Greater sharing of skills, tools, processes, methodology and good practice across the system

Scope and Accountability

The Board oversees official and national statistics publications across the sector and provides advice and recommendations to the English Health and Care Statistics Steering Group. Statistics Heads of Profession represented on the board are accountable to the UK National Statistician for statistics published by their constituent organisations.

A statistical publication is the planned release of new non-identifiable information, analysis or intelligence into the public domain. Note that issues around data sharing are not covered by this group.

All recommendations of the Board will have due regard for the Code of Practice for Official Statistics[1].

This group would determine overall user priorities and will feed into the English Health and Care Statistics Steering Group who will consider how the work would be taken forward. Theme groups will feedback to this group.

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[1] http://www.statisticsauthority.gov.uk/assessment/code-of-practice/code-of-practice-for-official-statistics.pdf

Membership

Membership of the Board is extended to statistics Heads of Profession (or equivalent) in English health and care organisations or their nominated deputies as well as a cross-section of expert users and stakeholders.

Current membership includes:

Name(s)	Designation	Organisation
Chris Roebuck	Head of Profession for Statistics (Chair)	NHS Digital
Madeleine Watson	Information Analysis Lead Manager, Statistical Services (Secretariat)	NHS Digital
Mark Svenson	Head of Profession for Statistics	Department of Health and NHS England
Kate Sweeney	Deputy Head of Risk Factors Intelligence and Official Statistics Lead	Public Health England
Nick Woodhill	GSS Professional Support – Good Practice Team	ONS
Jen Woolford	Deputy Director of Life Events and Population Sources	ONS
Gerard Crofton-Martin	Head of Research and Intelligence	Healthwatch England
Deana Leadbeter	Statistics user representative	Health Statistics User Group
Philippa Lynch	Health and Care Programme Senior Data Analyst	Local Government Association
Joseph O'Leary	Senior Writer/Researcher	Full Fact
tbc		NHS Transparency Programme Board
Alex Curling	Press Office / Media Team representative	NHS Digital
tbc		UK Statistics Authority

Operating Model

1. The group will meet quarterly for approximately two hours with alternate meetings by phone.

2. Face to face attendance is encouraged.

3. Named deputies will be permitted to attend in place of Board members.

4. A minimum of two Heads of Profession (or their deputies) and two user/stakeholder representatives will need to be present for the board to be considered quorate.

5. The Chair and Secretariat will be provided by constituent members on an annual rolling basis.

6. The NHS Digital Head of Profession for Statistics will chair the Board initially.

7. The secretariat for Board meetings will initially be provided by NHS Digital.

8. Agenda items and papers will be issued five working days before the meeting.