APPENDIX 1

EXPERT ADVISORY GROUPS

TERMS OF REFERENCE
# Transforming Health Improvement

## Expert Advisory Groups

### Terms of Reference

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**Purpose and Summary of Document:**

The Terms of Reference outline the purpose and accountability arrangements of the Expert Advisory Groups.

The Expert Advisory Groups are time limited Task and Finish Groups established to make recommendations to the Transforming Health Improvement Programme Board of the interventions that are evidence-based and have a proven track record of delivery and effectiveness in relation to health improvement outcomes that could have the greatest impact in Wales.
1. **Background and Purpose**

To implement the recommendations from *Transforming Health Improvement in Wales, working together to build a healthier, happier future*, Public Health Wales initiated a Transforming Health Improvement programme that is overseen by a Programme Board.

A key component of the first phase of the Transforming Health Improvement programme is the establishment of five Expert Advisory Groups that are time-limited task and finish groups.

The purpose of the Expert Advisory Groups is to review public health interventions* from across the UK and other parts of the world that have a proven track record of effectiveness. Expert Advisory Groups will make recommendations about those interventions that could have the greatest impact in Wales.

Expert Advisory Groups will be composed of **Core Members** and **External Reference** Members.

External Reference Members will provide advice and assistance to the process, review the recommendations of the Expert Advisory Groups - Core Members, and undertake a quality assurance role.

The recommendations of the Expert Advisory Groups will be presented to the Transforming Health Improvement programme Board and will be the basis for the next phase of the implementation programme.

Further details about the Transforming Health Improvement programme are described in the *Programme Definition Document*.

2. **Scope**

The Expert Advisory Groups will consider public health action, consistent with the recommendations from the Health Improvement Review, *Transforming Health Improvement in Wales, working together to build a healthier, happier future*. This will include interventions that:

- focus on primary prevention;
- have a population approach;
- can be delivered at scale;
- can readily be incorporated into existing services and programmes, taking account of community assets;
- have potential to reduce inequity in outcomes.
3. **Objectives**

The objectives for establishing Expert Advisory Groups are to:

1. refine the scope of the work, identifying priority outcomes of interest, taking a lifecourse approach;

2. within this scope, undertake a focused review of the evidence on health improvement interventions to identify those that have demonstrated significant outcomes in the UK and elsewhere;

3. appraise these interventions in relation to their applicability in a Welsh context;

4. make recommendations to the Transforming Health Improvement programme Board about the health improvement interventions that could have greatest impact in Wales.

4. **Structure and Support**

To ensure relevant and timely delivery, a Project Management Team has been established that will co-ordinate and oversee this phase of the programme. The team comprises of Public Health Practitioners and Principals from the central Public Health Wales Health and Healthcare Improvement division.

Five Expert Advisory Groups have been established that will focus on:

- Alcohol and Substance Misuse;
- Mental Health;
- Obesity, Diet and Nutrition;
- Physical Activity;
- Tobacco Control.

A Consultant of Public Health Wales Health and Healthcare Division who is leading on areas defined by life-course, will Chair and oversee the work of each Expert Advisory Group.

A Support Team comprising of public health professionals from within their teams will undertake the work required for each Expert Advisory Group.
5. **Expert Advisory Groups – Core Members**

5.1 **Membership**

Membership of the five Expert Advisory Groups will be sought from a variety of sectors and specialists relevant to the five focus areas (section 3). Individuals who have significant expertise in the topic areas have been invited to participate.

5.2 **Timescale and Meetings**

Each Expert Advisory Group is established as a focused task and finish group for a three month period. During this time Core Members from each Expert Advisory Group will hold three meetings.

5.3 **Process**

A pragmatic approach will be adopted for this phase of the programme because of the limited timescale.

The proposed work schedule for the Expert Advisory Groups – Core Members:

5.3.1 At the first meeting of each of the Expert Advisory Groups the scope and the priority areas of work will be agreed.

5.3.2 The Observatory Evidence Service will meet the Support Team to advise on the review process and will undertake any literature searching required. It is anticipated that the information and material gathered and the approach initiated to inform the publication of *Transforming Health Improvement in Wales* will be utilised. This will include evidence from:

- National Institute for Health and Care Excellence (NICE);
- The Cochrane Collaboration;
- The Campbell Collaboration;
- National Institute for Health Research – DARE;
- Health Evidence – Canada;
- The Evidence for Policy and Practice Information and Co-ordinating Centre - EPPI Centre.

5.3.3 Members of each Expert Advisory Group may also identify other potential sources of evidence, particularly that from emerging studies that may not yet be in the published literature.
5.3.4 The Support Team will collate and summarise information utilising a Reach, Effectiveness, Adoption, Implementation and Maintenance (RE-AIM) framework.

5.3.5 At the second meeting of each Expert Advisory Group the evidence will be presented, further work identified and the short listing the interventions will commence.

5.3.6 At the third meeting the Expert Advisory Group will agree the interventions to be recommended to the Transforming Health Improvement programme Board.

6. **External Reference Members**

6.1 Membership

A small number of UK and international experts with a broad knowledge and understanding of public health policy and health improvement interventions will be invited to provide assistance to the programme.

6.2 Role

External Reference Members will be required to:

- provide independent opinion;
- advise on sources of evidence and best practice;
- provide reassurance to the Expert Advisory Group;
- quality assure outputs from the Expert Advisory Group.

6.3 Timescale and Meetings

External Reference Members will be established for the duration of this phase of the programme, three-months.

Three meetings are proposed that will take place following the Expert Advisory Groups – Core Members meetings where it is anticipated that for logistical reasons they will be undertaken via telephone and/or video conferencing.

It is recognised that due to potential geographical barriers and logistics, that External Reference Members will liaise with other members within their respective Expert Advisory Group and Core Members via e-mail, tele/video conferencing.
7. **Risks**

The Project Management Team will manage the risks of this phase of the programme.

**References**