

Terms of Reference

Analysis Methodologies Group

1) Background

NHS Wales and Welsh Government (WG) produce a wide range of information for internal purposes in areas such as planning, performance management, to support policy implementation, finance and public health. In addition, a number of organisations produce regular releases of information in the shape of health indicators and reports for the wider public, notably the WG Knowledge & Analytical Services (KAS) Directorate, the NHS Wales Informatics Service (NWIS) and Public Health Wales (PHW).

Until now, there has been no formal process by which the methods for calculating various **national** indicators or currencies are agreed and fully documented. This has led to a number of difficulties, notably:

- a) An inability of different health organisations to replicate the same set of results for local reporting requirements (e.g. for Board reporting), leading to accusations of there being “different versions of the truth”.
- b) A lack of understanding of the rationale behind the use of certain indicators and currencies.
- c) Little or no academic or statistical rigour around the development of indicators and currencies.
- d) A lack of buy-in from the Local Health Boards / Trusts as a result of non-involvement in the development of new methodology.

This lack of transparency in the way that indicators are developed has engendered an environment where there is mistrust of the way that data is processed centrally, with published data (especially that relating to performance) too easily dismissed as misleading or wrong. This often detracts from the real (and useful) intelligence that lies within the data.

2) Objectives

The work of the group will focus on the following key areas:

- a) Work priorities will be determined by appropriate leads within the Welsh Government with responsibility for the setting of national measures and indicators.
- b) The group will be responsible for developing new analysis methodologies associated with any **national** analyses of NHS Wales healthcare data.

- c) The group will also, where required, review and revise existing analysis methodologies.
- d) The group will ensure all analysis methodologies meet customer / sponsor requirements.
- e) Via the Welsh Information Standards Board (WISB), get independent assurance and sign-off of proposed analysis methodologies.
- f) On issues where consensus cannot be reached, issues will be referred back to appropriate sponsor / lead within the Welsh Government.
- g) The group will be responsible for the review of the ongoing publication of approved analysis methodologies via an appropriate online resource.

3) Scope

The group will focus on agreeing methodologies for national analyses, particularly those which are published and are of relevance across Local Health Boards / Trusts. Any requirement for local variations at Health Board level may also be discussed.

The review of analysis methodologies associated with ad-hoc analyses of data are out of scope.

Also out of scope is the review and approval of proposed reporting outputs (e.g. dashboards) and/or publications, schemas etc. are out of scope.

4) Constraints

The availability of individuals to contribute to the work of the group.

5) Membership

Membership will be drawn from across organisations involved with analysing, producing and publishing information both locally and nationally.

Where a “nominated representative” is shown in the members list below, representatives should be experienced in analysis or statistics and, ideally, be able to review SQL code.

Additional members will be co-opted as and when required.

The current membership is set out in Appendix A.

6) Frequency of Meetings

The group will initially meet monthly, to ensure the timely review of current national measures.

The intention will be for the group to meet every two months once the initial workload has been worked through.

7) Accountability

The group will be accountable to the Heads of Information Group.

All approved analysis methodologies will be forwarded to the Welsh Information Standards Board (WISB) for formal approval prior to publication.

Appendix A | Detailed Membership

Name	Title	Organisation
David Hawes (chair)	Information Standards Manager	NHS Wales Informatics Service
Ceri White	Principal Statistician	Public Health Wales
Claire Whiteley	Information Reporting & Standards Manager	Betsi Cadwaladr ULHB
David Williams	Information Improvement & Development Manager	Public Health Wales
Debbie Croft	Interim Head of Information Services	Hywel Dda LHB
Denise Roberts	Senior Programme Manager	PMU, Public Health Wales
Dilwyn Bull	Business Liaison & Information Development Manager	Aneurin Bevan ULHB
Gareth Beynon	Data Quality Manager	Hywel Dda LHB
Gareth Davies	Principal Public Health Intelligence Analyst	Public Health Wales
Gareth John	Improvement & Innovation Manager	NHS Wales Informatics Service
Graham Crooks	Information Manager	Cwm Taf LHB
Helen Roberts	Senior Information Manager	Delivery & Performance Division, Welsh Government
Julie Townsend	Advanced Information Analyst	Delivery Unit, NHS Wales
Lee Morgan	Corporate Information Manager	Abertawe Bro Morgannwg ULHB
Mark Piper	Information Manager	NHS Wales Informatics Service
Martin Heaven	Senior Research Analyst	Centre for the Improvement of Population Health through e-Records Research
Paul Cronin	Lead Performance Information Analyst	Powys tLHB
Richard Burdon	Classifications Standards Manager	NHS Wales Informatics Service
Steven Thomson	Information Manager	Cardiff & Vale ULHB
Terry Gill	Performance Development Manager	Delivery & Performance Division, Welsh Government
Trevor Davies	Senior Information Analyst	Powys tLHB
William Perks	Statistical Officer	Knowledge & Analytical Services, Welsh Government

Observer(s):

Rowena Bailey, Statistician/Research Assistant, College of Medicine, Swansea University (SAIL)