

**Collaborations for Leadership in Applied Health Research and Care
West Midlands (CLAHRC WM)**

Executive Steering Committee

Terms of Reference

(adopted April 2014)

(version 4)

Reference to “CLAHRC or Initiative” shall mean the NIHR Collaborations for Leadership in Applied Health Research and Care West Midlands (CLAHRC WM)

Reference to “NIHR” shall mean National Institute for Health Research

Reference to “the Committee ESC” shall mean the CLAHRC Executive Steering Committee

Reference to “the Committee, PSC” shall mean the CLAHRC Programme Steering Committee

Reference to “UHB” shall mean Universities Hospitals Birmingham NHS Foundation Trust

1. Constitution

The Director of the CLAHRC hereby resolves to establish an Executive Steering Committee of the NIHR CLAHRC West Midlands. The Committee has the executive powers delegated to it by these Terms of Reference.

2. Role

The function of ESC is to provide strategic direction, ensure good governance and provide financial probity as outlined in the application for CLAHRC funding to NIHR dated 3rd May 2013 through the following roles:

- 2.1. Provide strategic advice on the overall management of the research themes.
- 2.2. Provide strategic advice on the conduct of external relations.
- 2.3. Provide strategic advice on the dissemination of results.
- 2.4. Oversee implementation of service developments to ensure strategic aims are met.
- 2.5. Provide democratic oversight, governance and financial monitoring.
- 2.6. Produce regular report to the NIHR on the progress of the grant
- 2.7. Discuss changes that affect the collaboration between partners that cannot be resolved by the CLAHRC Programme Steering Committee (PSC). In the event that any changes cannot be resolved by the ESC, then a ‘Resolution Committee’ comprising Chief Executives and Finance Directors of all partners shall be called to account to the ESC.

3. Membership

The ESC shall appoint an independent Chair. In the event that the Chair is unable to attend a meeting of the ESC, the committee shall appoint a deputy to Chair the committee.

Membership shall include:

- Executive Director of Delivery for UHB (host organisation)
- Financial Management Committee Chair
- Patient and Public Involvement Supervisory Committee Chairs
- A NHS provider representative; rotating between participating NHS Trusts

- A Clinical Commissioning Group representative
- Local Authority representative
- Central Commissioning representative
- Academic Health Science Network (AHSN) Chief Executive
- NIHR CLAHRC West Midlands Director
- NIHR CLAHRC West Midlands Deputy Directors
- Universities of Warwick, Birmingham & Keele representatives, if not covered by above members.

Table 1: Membership of ESC as of 26th May 2015		
Theme	Representatives	Nominated Deputies
Chair	Jacky Chambers	Barry Clark, Patient and Public Involvement Supervisory Committee Chair
Executive Director of Delivery for UHB (host organisation)	Tim Jones, University Hospitals Birmingham NHS Foundation Trust	Hilary Fanning, University Hospitals Birmingham NHS Foundation Trust
Financial Management Committee Chair	Julian Miller, University Hospitals Birmingham NHS Foundation Trust	Barbara Mooney, University Hospitals Birmingham NHS Foundation Trust
Patient and Public Involvement (PPI) Supervisory Committee Chair (Elected)	Barry Clark	
PPI Advisor Representatives (Elected)	Magdalena Skrybant Ray Fiveash	
NHS provider representatives	Sarah-Jane Marsh, Birmingham Children's Hospital NHS Foundation Trust	Matt Boazman, Birmingham Children's Hospital NHS Foundation Trust
Clinical Commissioning Group representatives	Diane Reeves, Birmingham South Central CCG David Hughes, North Staffordshire CCG	
Local Authority representatives	TBC	Valerie de Souza, Coventry City Council
NHS England representatives	Wendy Saviour, Area Director for Birmingham, Solihull and The Black Country Area Team, NHS England	Dr Kiran Patel, Medical Director for Birmingham, Solihull and The Black Country Area Team, NHS England
AHSN Chief Executive	Brigadier Chris Parker, West Midlands AHSN	

NIHR CLAHRC Director	Prof Richard Lilford, University of Warwick	
NIHR CLAHRC Deputy Directors	Prof Graeme Currie, University of Warwick Prof Tom Marshall, University of Birmingham Professor Christian Mallen, Keele University	
University of Keele	Prof Elaine Hay, University of Keele	
Central CLAHRC WM Programme Management Team	Nathalie Maillard, University of Warwick Paul Bird, UHB Hannah Dodd, University of Warwick	

4. Attendance [i.e. attendance as opposed to members]

- 4.1 Members of the central CLAHRC Programme Management team shall normally attend meetings including Heads of Programme Delivery (Nathalie Maillard and Paul Bird) and Programme Officer (Hannah Dodd).

5. Frequency and Format

Meetings shall be held six monthly from the start of the grant, 1st January 2014. All members may request an additional extraordinary meeting if they consider that one is necessary and may call a 'Resolution Committee' as described in 2.1.7.

6. Quorum

The Committee shall be deemed quorate if there is a representation of a minimum of five members including the ESC Chair (or Deputy Chair), CLAHRC Director (or representative) and a Senior Managerial representative of UHB (one of Tim Jones or Julian Miller or their deputies). A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and duties vested in or exercised by the Committee.

7. Authority and Accountability

- 7.1. The Committee is invested with the delegated authority to act on behalf of the CLAHRC initiative. The limit of such delegated authority is restricted to the areas outlined in the Duties of the Committee contained within these Terms of Reference and subject to the rules on Reporting, as defined below. The Committee is authorised to investigate any activity within its Terms of Reference, and to seek any information it requires from staff, who are requested to co-operate with the Committee in the conduct of its inquiries.

- 7.2. The Committee is authorised to obtain independent legal and professional advice and to secure the attendance of external personnel with relevant experience and expertise, should it consider this necessary. The Committee is authorised to review the establishment and maintenance of an effective system of internal control and risk management.

7.3. The Committee has responsibility for overseeing the use of matched funding. The Matched Funders Forum will report to the ESC and the Committee should be notified by the relevant organisation of any intended changes to the provision of matched funding against the profile signed up to. Should planned changes to matched funding result in changes to planned service development that will impact on research themes, the ESC will attempt to resolve these issues. In the event that such discussions cannot be resolved, the Committee may call a 'Resolution Committee', as described in 2.1.7

7.4. The Committee reports to the NIHR via University Hospitals Birmingham NHS Foundation Trust Board and can refer unresolved issues to the Board of UHB, the Board of the West Midlands Academic Health Science Network (WM-AHSN), other NHS Trust Boards and the Universities of Birmingham, Keele and Warwick, as appropriate. The CLAHRC WM management structures are shown in figure 1 on page 5.

8. Duties

- 8.1. Review and approve progress reports for each CLAHRC theme;
- 8.2. Provide a strategic overview of the 3 year review process outlined in the original funding application submitted to NIHR;
- 8.3. Provide advice on the conduct of external relations;
- 8.4. Provide advice on appropriate models for the dissemination of findings;
- 8.5. Review and approve progress and financial reports (including the use of matched funding) as requested by NIHR;
- 8.6. Review and provide advice on any financial plans for the use of NIHR Research Capability Funding income relating to CLAHRC.
- 8.7. To discuss and resolve changes that may affect the collaboration between partners or significantly impact on planned service developments (e.g. changes to matched funding).

9. Agendas and Reporting

- 9.1. Agendas and briefing papers should be prepared and circulated in sufficient time for Committee members to give them due consideration. A full set of Agenda papers will be sent to all committee members by email.
- 9.2. Minutes of Committee meetings should be formally recorded and distributed to Committee members after approval of Chair.
- 9.3. The ESC meets six monthly and can be convened for an extraordinary meeting if necessary,

10. Other Matters

- 10.1. The Committee shall be supported administratively by CLAHRC central management team whose duties in this respect will include:
- 10.2. Agreement of agenda with Chair and collation and circulation of papers;
- 10.3. Arranging for the taking of the minutes and keeping a record of matters arising and issues and actions to be carried forward;
- 10.4. Advising the Committee on pertinent areas; and
- 10.5. Arranging the Committee to receive independent legal / professional advice if required.

Figure 1: NIHR CLAHRC WM Management Structure

