

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

**Programme Steering Committee**

**Terms of Reference  
Adopted January 2014  
(version 2)**

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, PSC” shall mean the CLAHRC Programme Steering Committee

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

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

Reference to “BHP” shall mean the Birmingham Health Partners

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**1. Constitution**

The Director of the CLAHRC hereby resolves to establish a Programme 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 role of the PSC is to provide advice on the scientific progress of the individual Themes and to oversee the general delivery and operation of the CLAHRC grant, as outlined in the application for CLAHRC funding to NIHR dated 3<sup>rd</sup> May 2013. The duties of the Committee are outlined in section 7 below.

**3. Membership**

The Chair of the PSC shall be the CLAHRC Director, Professor Richard Lilford. In the event that the CLAHRC Director is unable to attend a meeting of the PSC he shall appoint a deputy to Chair the committee.

Membership shall include:

- Theme Leads, or their appointed deputies
- Members of the core central management team
- Representative from lead host NHS organisation, UHB
- Two Patient and Public Involvement Representatives

The committee can invite other representatives from management, research and finance divisions of partner organisations from time to time as it deems necessary. Current members are listed in table 1 below.

<b>Table 1: Membership of PSC as of 3<sup>rd</sup> June 2015</b>		
<b>Theme</b>	<b>Representatives</b>	<b>Nominated Deputies</b>
<b>Chair</b>	Prof Richard Lilford	Prof Graeme Currie, Prof Tom Marshall, Prof Christian Mallen
<b>Theme 1 - Maternity and child health</b>	<b>Prof Christine McArthur</b>	Dr Sara Kenyon; Dr Carole Cummins
	Dr Sara Kenyon	
	Dr Carole Cummins	
<b>Theme 2 - Prevention and early intervention in youth mental health</b>	Prof Swaran Singh	
	<b>Prof Max Birchwood</b>	Dr Charlotte Connor
<b>Theme 3 - Prevention and detection</b>	<b>Prof Aileen Clark</b>	Prof Tom Marshall; Prof Kate Jolly
	Prof Kate Jolly	
	Prof Tom Marshall	
<b>Theme 4 - Chronic diseases (integrated and holistic care)</b>	<b>Prof Jon Glasby</b>	Dr Gill Combes
	Dr Gill Combes	Dr Sarah Damery
	Prof Christian Mallen	Dr Clare Jinks
<b>Theme 5 – Implementation and Organisation Studies</b>	<b>Prof Graeme Currie</b>	Prof Eivor Oborn; Dr Brian Litchfield Cant; Karl Prince; Dr Giovanni Radaelli
	Prof Eivor Oborn	
<b>Theme 6 – Research Methods</b>	<b>Prof Richard Lilford</b>	Dr Celia Taylor; Dr Sam Watson
	Prof Sheila Greenfield	
<b>UHBFT Representatives</b>	Hilary Fanning	
	Jo Plumb	
<b>Patient and Public Involvement</b>	Sophie Staniszewska	
	Deb Smith, PPI Advisor	
	<b>Keith Elder, PPI Advisor</b>	
<b>Central management team</b>	Nathalie Maillard	
	Paul Bird	
	Hannah Dodd	

#### 4. Frequency and Format

Meetings shall be held monthly from the start of the grant, 1<sup>st</sup> January 2014. All members may request an additional meeting if they consider that one is necessary. Meetings will involve a scientific presentation from a particular Theme project followed by networking and then a general management meeting

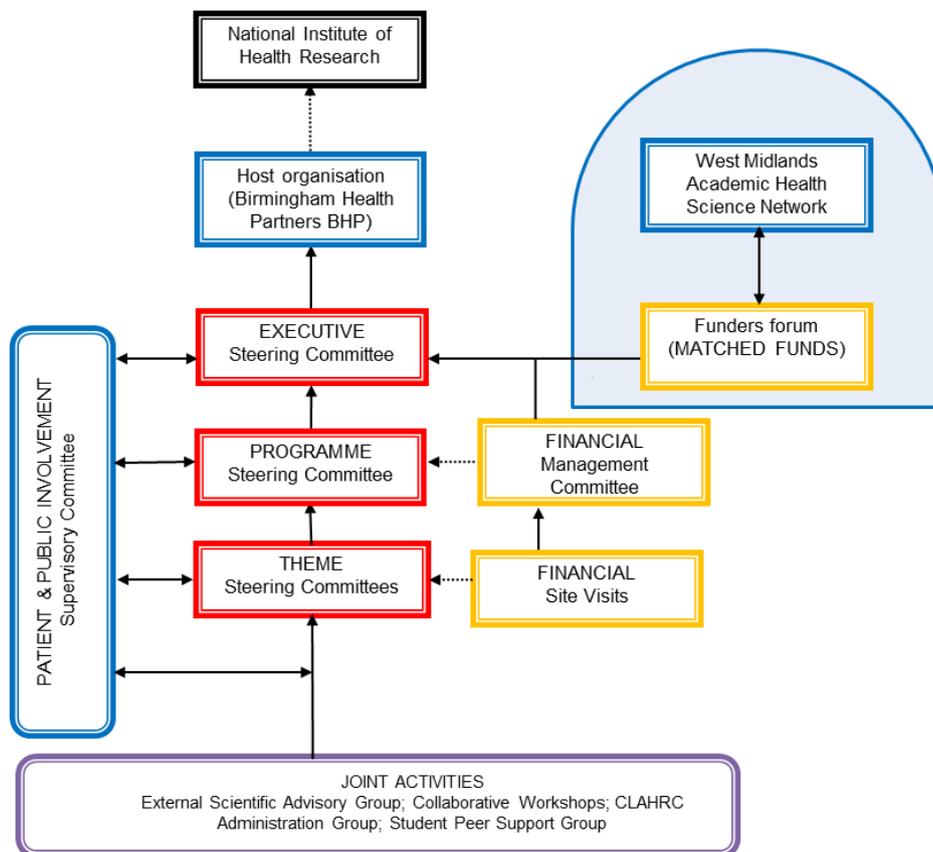
#### 5. Quorum

The Committee shall be deemed quorate if there is representation of no less than 50% of Themes.

**6. Authority and Accountability**

- 6.1. The Committee is invested with the delegated authority to act on behalf of the CLAHRC Executive Steering Committee (ESC). 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.
- 6.2. The Committee is authorised by the ESC 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.
- 6.3. The Committee reports to the ESC which can refer unresolved issues to the Board of Birmingham Health Partners, the Board of the Academic Health Science Network (AHSN), Boards of UHBFT and other NHS Trust Boards and the Universities of Birmingham, Keele and Warwick, as appropriate. The CLAHRC WM management structures are shown in figure 1 below.

**Figure 1: NIHR CLAHRC WM Management Structure**



## **7. Duties**

- 7.1. To critique and shape the scientific progress of Themes;
- 7.2. To optimise integration and synergy across Themes;
- 7.3. Provide advice on all significant matters relating to the Initiative;
- 7.4. Provide advice on appropriate management, reporting and governance issues;
- 7.5. Review and approve external reports to NIHR;
- 7.6. To discuss common financial concerns or issues, such as management and monitoring of matched funds;
- 7.7. Provide advice to the Financial Management Committee (FMC) and ESC on the allocation of Research Capability Funding (RCF);
- 7.8. Provide advice on the conduct of external relations;
- 7.9. Provide advice on appropriate models for the dissemination of findings;
- 7.10. Identify opportunities to build research capabilities and scientific capacity;
- 7.11. Identify opportunities for staff development, training and education;
- 7.12. Monitor the use of patient and public involvement throughout the research process
- 7.13. Strive to unleash creativity, scientific and service innovation and provide the highest methodological standards
- 7.14. The PSC should strive to operate by consensus. In the event that the PSC are unable to agree on a matter, then that matter shall be referred to the ESC.

## **8. Agendas and Reporting**

- 8.1. 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.
- 8.2. Minutes of Committee meetings should be formally recorded and distributed to Committee members after approval of Chair.
- 8.3. The PMC meets monthly and reports to the ESC which meets six monthly.

## **9. Other Matters**

- 9.1. The Committee shall be supported administratively by CLAHRC central management team whose duties in this respect will include:
  - 9.1.1 Agreement of agenda with Chair and collation and circulation of papers;
  - 9.1.2 Arranging for the taking of the minutes and keeping a record of matters arising and issues and actions to be carried forward;
  - 9.1.3 Ensuring any matters arising which require the attention of the ESC or other parties are ratified accordingly;
  - 9.1.4 Advising the Committee on pertinent areas; and
  - 9.1.5 Arranging for the Committee to receive independent legal/professional advice, if required.