

NIHR Collaborations for Leadership in Applied Health Research and Care (CLAHRC) for Birmingham & Black Country

Programme Management Committee

Terms of Reference

(adopted)

(version 4)

Reference to “CLAHRC or Programme” shall mean the NIHR Collaborations for Leadership in Applied Health Research and Care (CLAHRC) for Birmingham & Black Country

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

Reference to “the Committee or PMC” shall mean the CLAHRC Programme Management Committee

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

Reference to “BRCA” shall mean the Birmingham Clinical Research Academy

1. Constitution

The Director of the CLAHRC hereby resolves to establish a Programme Management Committee of the NIHR CLAHRC for Birmingham and Black Country to be known as the Programme Management Committee (PMC). The Committee has the executive powers delegated to it by these Terms of Reference.

2. Role

The role of the PSC is to oversee the delivery of the whole Programme, as outlined in the application for CLAHRC funding to NIHR dated 30th January 2008.

3. Membership

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

Membership shall include **Theme Leads**, or their appointed deputies, **Cross-cutting Research Leads**, **Financial Lead**, **Programme Manager** and **Programme Administrator**.

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.

Table 1: Current members of PMC, as of 8th November 2010

Theme Ref.	Theme Title (where applicable)	Theme Lead / Person	Nominated Deputies
Director & Methodological Research Lead		Prof Richard Lilford	Ms Nathalie Maillard (to Chair in absence)
1	From structure to function: health service redesign	Dr Jonathan Shapiro	Dr Jo Eastaugh; Dr Abe Mulla; Dr Alastair Hewison
2	Evaluation of paediatric outreach services	Prof Deirdre Kelly	Dr Carole Cummins; Dr Alexandra Enocson
3	Early detection and interventions in psychosis	Prof Max Birchwood	Dr Paul Patterson
4	Housing and health: SMART, Equal, Independent	Dr John Middleton	Dr Carl Griffin; Prof Jayne Parry
5	Re-designed maternity support services for multi-ethnic disadvantaged groups	Prof Christine MacArthur	Dr Sara Kenyon
6	Investment in prevention (evaluation of targeted case finding for patients with cardiovascular disease in primary care)	Dr Tom Marshall	
7	Optimisation of the management of stroke and Transient Ischaemic Attack (TIA)	Prof Richard McManus	Dr Dawn Swancutt; Dr James Sheppard
8	Implementation of effective community care for diabetes	Dr Shahrads Taheri	Dr Parth Narendran; Ms Sopna Choudhury
9	Patient safety and IT: studying an evolving IT system	Dr Jamie Coleman	Ms Ugochi Nwula
1,2	As above	Dr Hugh McLeod	
5,6	As above	Dr Kate Jolly	Deputise for Themes 5 and 6, if necessary
Sociological Lead		Dr Sheila Greenfield	Dr Nicola Gale; Dr Sabi Redwood
Statistical Lead		Dr David Jenkinson	Mr Jianhua Wu; Dr Lily Yao
Financial Lead		Mrs Asha Kainth	Mr Aamir Razzaq
Programme Manager		Ms Nathalie Maillard	Mrs Jo Foster
Programme Administrator		Mr Alan Hargreaves	Ms Sonia Warner

4. Frequency

Meetings shall be held monthly. All members may request an additional meeting if they consider that one is necessary.

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 Programme Steering Committee (PSC). 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 PSC 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 PSC which can refer unresolved issues to the BCRA Strategic Steering Committee, Boards of UHBFT, other NHS Trust Boards and the University of Birmingham, as appropriate.

7. Duties

- 7.1. Provide advice on all significant matters relating to the Programme;
- 7.2. Provide advice on appropriate management and governance issues pertaining to the Programme;
- 7.3. Provide advice on research and implementation activities undertaken by the nine Themes and cross-cutting research activities;
- 7.4. To optimise integration and synergy across Themes;
- 7.5. Review and approve external reports to NIHR;
- 7.6. Review and approve the programme budget and expenditure;
- 7.7. Provide advice to the PSC on the allocation of Flexibility and Sustainability Funding (FSF);
- 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 and scientific capacity;
- 7.11. Strive to unleash creativity, scientific and service innovation and provide the highest methodological standards
- 7.12. Identify opportunities for staff development, training and education;
- 7.13. Monitor the use of patient and public involvement throughout the research process;
- 7.14. The PMC should strive to operate by consensus. In the event that the PMC are unable to agree on a matter, then that matter shall be referred to the PSC.

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 PSC which meets six monthly.

9. Other Matters

- 9.1. The Committee shall be supported administratively by CLAHRC Programme Manager and Programme Administrator, or his/her nominee, whose duties in this respect will include:
 - 9.1.1 Agreement of agenda with Chair and attendees and collation of papers;
 - 9.1.2 Arranging for the taking the minutes and keeping a record of matters arising and issues to be carried forward;
 - 9.1.3 Ensuring any matters arising which require the attention of the PSC 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.