

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

Terms of Reference  
(adopted October 2008)  
(Version 8)

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

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

Reference to ‘BRCA’ shall mean the Birmingham Clinical Research Academy

Reference to “UHBFT” shall mean University Hospitals Birmingham NHS Foundation Trust

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## 1. Constitution

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

## 2. Role

The role of the PSC is to:

- 2.1.1. Provide strategic advice on the overall management of the research themes.
- 2.1.2. Provide strategic advice on the conduct of external relations.
- 2.1.3. Provide strategic advice on the dissemination of results.
- 2.1.4. Oversee implementation of service developments to ensure that strategic aims are met.
- 2.1.5. Provide democratic oversight, governance and financial monitoring.
- 2.1.6. Produce regular reports to NIHR on progress of the grant
- 2.1.7. Discuss changes that affect the collaboration between partners that cannot be resolved by the CLAHRC Programme Management Committee (PMC). In the event that any changes cannot be resolved by the PSC then a ‘Resolution Committee’ comprising the Chief Executives and Finance Directors of

Partner NHS Trusts shall be called to account to the PSC (please see Management Structure in appendix 1).

### 3. Membership

**CHAIR: Rashmi Shukla**, Regional Director of Public Health, NHS West Midlands & Department of Health

**DEPUTY CHAIR: Barry Clark**, Chaplaincy Manager, UHBFT

**David Adams**, University of Birmingham

**Jo Foster**, Academy Manager, BCRA

**Tim Jones**, Executive Director of Delivery, UHBFT

**Richard Lilford**, Director CLAHRC & Director BCRA

**Denise McLellan**, PCT Cluster CEO for Birmingham and Solihull

**Julian Miller**, Deputy Director of Finance, UHBFT

**Diane Reeves**, Medical Director, Birmingham & Solihull Cluster

**David Rosser**, Medical Director, UHBFT

**Michael Sheppard**, Vice-Principal, University of Birmingham

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

- 4.1. The CLAHRC Programme Manager, Nathalie Maillard, CLAHRC Programme Administrator, Alan Hargreaves shall normally attend meetings.

### 5. Frequency

Meetings shall be held six monthly. All members may request a 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 representation of a minimum of five members including the PSC Chair (or Deputy Chair), CLAHRC Director (or representative) and a Senior Managerial Representative of UHBFT (one of David Rosser, Julian Miller or Tim Jones or their representatives). 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 BCRA. 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 by the BCRA 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 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 developments that will impact on the research themes the PSC 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 BCRA Strategic Steering Committee which can refer unresolved issues to the Boards of UHBFT, other NHS Trust Boards and the University of Birmingham, as appropriate.

## **8. Duties**

- 8.1. Review and approve progress reports for each CLAHRC theme.
- 8.2. Provide advice on the conduct of external relations.
- 8.3. Provide advice on appropriate models for the dissemination of findings.
- 8.4. Review and approve progress and financial reports (including the use of matched funds) as requested by NIHR.
- 8.5. Review and provide advice on any financial plans for use of Flexibility and Sustainability Funding income relating to CLAHRC.
- 8.6. To discuss and resolve changes that may affect the collaboration between partners or significantly impact on the planned service developments (e.g. changes to matched funding). In the event that such changes cannot be resolved by the PSC then a 'Resolution Committee', as described in section 2.1.7, may be called.

## **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.
- 9.2. Minutes of Committee meetings should be formally recorded and distributed to Committee Members after approval of Chair.
- 9.3. The PSC reports to the BRCA via the Strategic Steering Committee. The BCRA Strategic Steering Committee meets six monthly and the CLAHRC PSC shall be listed as a regular agenda item at these meetings.

## **10. Other Matters**

- 10.1. The Committee shall be supported administratively by CLAHRC Programme Manager, or his/her nominee, whose duties in this respect will include:
  - 10.1.1. Agreement of agenda with Chairman and attendees and collation of papers;
  - 10.1.2. Arranging for the taking the minutes & keeping a record of matters arising and issues to be carried forward;
  - 10.1.3. Advising the Committee on pertinent areas; and
  - 10.1.4. Arranging for the Committee to receive independent legal/professional advice, if required.

**Appendix 1:**

**CLAHRC for Birmingham and Black Country Management Structure**

