

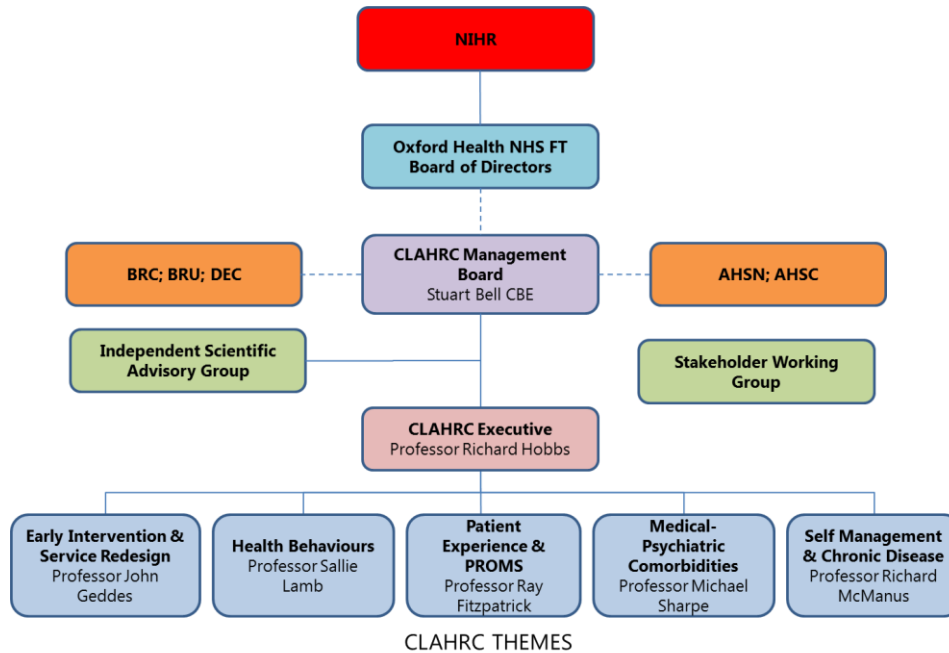
NIHR CLAHRC Oxford Management Board

Terms of Reference

1. Constitution

This Board is established by the members of the NIHR Oxford CLAHRC as the senior operational board of the NIHR Oxford CLAHRC.

2. NIHR Oxford CLAHRC Governance Structure



3. Terms of Reference

a. Purpose

The CLAHRC Management Board is responsible for the implementation and overall direction of the CLAHRC and operates as the main steering and scrutiny group for the CLAHRC. The management board has oversight of both the research and implementation activity of the CLAHRC, funded by NIHR and matched funds.

The Management Board will agree appropriate frameworks and policies and procedures to support delivery of the organisational objectives. Using the frameworks in place the Management Board will continually monitor and review the operational performance of the NIHR Oxford CLAHRC and request corrective measures where necessary.

The Management Board will oversee the development of the NIHR Oxford CLAHRC project portfolio so to ensure that it is robust in terms of its objectives, performance measures, research priorities and is delivering patient benefits, and added value. The Management Board plays a key role in developing the overall strategy of the NIHR Oxford CLAHRC.

b. Objectives

The Management Board has delegated powers to oversee the management of an effective system of both financial and project monitoring, risk management and internal control across the NIHR Oxford CLAHRC's activities, which also supports the achievement of the NIHR Oxford CLAHRC's objectives.

The Management Board should ensure that governance and assurance systems operate effectively and thereby underpin the integrity of the NIHR CLAHRC Oxford. In order to achieve this Management Board will need to agree strategies, policies and plans to ensure that there is a proper system of controls in place to deliver this.

Each theme will report both financial and scientific activity through the NIHR CLAHRC Oxford Executive Group to the Management Board on a twice yearly basis. These reports will provide updates on the following:

1. An update of the strategy of NIHR CLAHRC Oxford, highlighting any major progress or developments and any significant changes
2. A description of highlights from the previous financial year
3. Examples of effective implementation of research findings
4. Examples of added value case studies
5. Descriptions of impact/benefits to patients arising from the work of NIHR CLAHRC Oxford
6. Publications arising from funding by NIHR CLAHRC Oxford
7. Numbers of newly initiated and ongoing research and implementation projects by the NIHR CLAHRC Oxford
8. Numbers of individuals recruited to research studies by NIHR CLAHRC Oxford.
9. Intellectual Property generated, protected and exploited by NIHR CLAHRC Oxford, together with any Data, Methods, Results and provisional conclusions, together with management information relation to the Research up to the relevant date
10. External income generated by NIHR CLAHRC Oxford, arising from research funders and other sources
11. Research training by NIHR CLAHRC Oxford, including:
 - 11.1. the number of higher degree students supported by funding by NIHR CLAHRC Oxford funding and the number of higher degree awards, as well as additional information on the students (including demographic data, professional group, completion rates, reasons for leaving before completion of training etc), in line with the monitoring arrangements for other Department of Health funded research and development training schemes; and
 - 11.2. numbers of trainees attending courses organised by NIHR CLAHRC Oxford
12. A description of the current patient and public involvement arrangements for NIHR CLAHRC Oxford

13. An overview of the management arrangements for NIHR CLAHRC Oxford
14. A financial report relating to the previous financial year, including:
 - 14.1. a retrospective summary report of expenditure on each Theme, broken down into the categories set out in the Funding Schedule;
 - 14.2. justification for significant variation (being greater than 10%) in expenditure in relation to the Programme of Work, both at the level of individual Themes and for NIHR CLAHRC Oxford as a whole;
 - 14.3. projected expenditure by research/implementation theme for the next financial year and subsequent financial years during the term of this Agreement; and
 - 14.4. a retrospective summary of matched funding obtained by NIHR CLAHRC Oxford during the previous financial year and predicted matched funding income in future financial years during the term of this Agreement.
 - 14.5. a summary of external funding awarded to members of the NIHR CLAHRC Oxford
15. A forward look identifying any significant developments (such as major research findings or planned initiatives) anticipated in the next financial year, particularly those that are likely to generate media interest

Additional responsibilities:

1. to amend the funding allocation schedule as appropriate in the event of the DoH reducing the funding as specified in the Research Contract between the Secretary of State for Health and Oxford Health NHS Foundation Trust (the 'Research Contract' hereafter)
2. to allocate and or approve research projects relating to the programme of work or specific theme or themes
3. to issue directions relating to the conduct and objectives of such Research Projects

The Scientific Committee will provide a written report to each Management Board Meeting to inform their decision making.

3. Voting Membership

Organisation	Position	Named person
Oxford Health NHS FT	Chair	Stuart Bell
NIHR Oxford CLAHRC	Director	Richard Hobbs
Oxford Health NHS FT	Medical Director	Clive Meux
Oxfordshire CCG		David Smith
Oxford University Hospitals NHS Trust		Jonathan Michael
Thames Valley Local Area Team		Mathew Tait
Buckinghamshire County Council		Jane O'Grady
NIHR Oxford Biomedical Research Centre		Keith Channon
Oxford Academic Health Science Network		Gary Ford
Oxford University Clinical Academic Graduate School		Chris Pugh
Service user representatives x2		To be appointed
Industry	Chair Scientific Advisory Group	William Burns – to feed in via written report

If the Director of NIHR CLAHRC Oxford holds a position with a Party which would also require him or her to be a representative of such Party on the CLAHRC Management Board, the Director shall nominate any another person to serve as representative for such Party on the CLAHRC Management Board.

a. Quorum

A quorum for resolutions of the CLAHRC Management Board is no less than 5 of the members listed in the table above including 2 members of the University of Oxford and the Chair.

b. Voting

Voting will be conducted with 1 vote per member and decisions will be carried with a majority vote of members present, providing that the vote is conducted whilst the Management Board is quorate.

c. Attendance by Voting Members

All members are allowed to send an appropriate deputy and the member or their deputy should attend all meetings.

d. Attendance by Non-Voting Members

The Management Board may request the attendance of non-voting members to the board meetings.

4. Accountability and Reporting Arrangements

The Management Board will be accountable to the DoH. The DoH will be informed of the Management Board's work through an annual report to the DoH to be submitted to the NIHR as specified in the 'Research Contract'.

5. Frequency

The Management Board will meet in February, June and October each year for the duration of the NIHR CLAHRC Oxford.

6. Authority

The Management Board is authorised by the DoH and the members of the NIHR CLAHRC Oxford to investigate any activity within its terms of Reference. The Management Board is authorised to create sub-groups or working groups, as are necessary to fulfil its responsibilities within its terms of reference. The Management Board may not delegate executive powers and remains accountable for the work of any such group. Any sub-groups or working groups will report directly to Management Board who will oversee their work.

7. Other Matters

The Management Board shall be supported administratively by the NIHR CLAHRC Oxford Manager and Project Officer, whose duties in this respect will include:

- a. Agreement of the agenda with the Chair and attendees;
- b. Collation of the papers;
- c. Taking the minutes and keeping a record of the matters arising and issues to be carried forward; and
- d. Advising the Management Board on pertinent areas.

9. Review

These terms of reference will be reviewed at least annually as part of the monitoring effectiveness process.