

CLAHRC for Birmingham & Black Country Scientific Advisory Group

Terms of Reference

(adopted [])
(version 2)

Reference to the “Advisory Group” or “SAG” shall mean the Scientific Advisory Group.
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

1. Constitution

The CLAHRC Director hereby resolves to establish a Scientific Advisory Group (SAG) to advise and develop the scientific components relating to the CLAHRC programme of research.

2. Role

The role of the Scientific Advisory Group is to provide scientific advice on all aspects of the CLAHRC programme of research, which includes seven research themes, two implementation themes and three cross-cutting research topics.

2.1. Research and Implementation Themes

2.1.1. Research and implementation themes are discrete research programmes operating under the umbrella of the CLAHRC programme, as listed in appendix 1.

2.1.2. The Advisory Group aims to provide scientific advice on research and implementation themes with the aim of ensuring the highest scientific quality.

2.1.3. The Advisory Group has a pivotal role in enhancing the scientific quality of each of the nine themes through participation at annual meetings; providing feedback on protocols, emerging findings, publications and reports; and through contributions to collaborative papers, as invited by Theme Leads.

2.2. Cross-cutting Research Topics

2.2.1. Cross-cutting topics are scientific ideas which can be developed across all, or the majority of, the nine discrete research and implementation themes, as listed in appendix 1.

2.2.2. The Advisory Group aims to provide scientific advice on cross-cutting research topics with the aim of building the scientific capacity of the Programme, both nationally and internationally.

- 2.2.3. The Advisory Group has a pivotal role in the development of cross-cutting topics by participating in annual meetings and other dissemination events and through contributions to collaborative papers.
- 2.2.4. The initial list of cross-cutting topics include:
- 2.2.4.1. Epistemology and Methodology
 - 2.2.4.2. Sociology
 - 2.2.4.3. Knowledge-management

3. Membership

CHAIR: Professor Jeremy Grimshaw

Director, Clinical Epidemiology Program, Ottawa Health Research Institute
Director, Centre for Best Practices, Institute of Population Health, University of Ottawa

Full Professor, Department of Medicine, University of Ottawa

Director, Canadian Cochrane Network and Centre

Canada Research Chair in Health Knowledge Transfer and Uptake

Professor Mary Dixon-Woods

Professor Social Science and Health, University of Leicester

Professor Martin Eccles

Professor of Primary Care Research, University of Newcastle

Professor Timothy Hofer

Professor of Medicine, University of Michigan Medical School

Associate Director for Measurement and Information Technology at the VA
Centre for Practice Management and Outcomes Research

Professor Jon Nicholl

Director, Medical Care Research Unit and Professor of Health Services
Research

Department: School of Health and Related Research (SchARR), University of
Sheffield

Mr John Paley

Senior Lecturer, University of Stirling, Scotland

Dr William Riley

Associate Dean, School of Public Health, University of Minnesota, US

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

- 4.1. The Programme Steering Committee, Programme Management Committee (see appendix 2 and 3 for membership, respectively) and invited members of individual Theme Management Groups shall normally attend meetings.

- 4.2. Other academic representatives may be invited or co-opted to attend to discuss particular items on the Agenda.
- 4.3. The Programme Manager, or his/her nominee, shall be Secretary to the Advisory Group and shall attend to provide appropriate support to the Chair and group members.

5. Frequency

Meetings shall be held not less than once a year. Members will also be invited to attend the CLAHRC annual dissemination and other dissemination events organised by individual Themes, as deemed appropriate by CLAHRC Director and/or Theme Leads.

6. Quorum

The Advisory Group shall be deemed quorate if there is representation of at least one member and the CLAHRC Director. A duly convened meeting of the Advisory Group 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 Advisory Group.

7. Authority

The Advisory Group is invested with the delegated authority to act on behalf of the Programme Steering Committee. The limit of such delegated authority is restricted to the areas outlined in the Duties of the Advisory Group contained within these Terms of Reference and subject to the rules on Reporting, as defined below.

8. Duties

- 8.1. Provide scientific advice on particular aspects relating to the **nine themes**, as invited to do so by the CLAHRC Director and/or Theme Leads. In particular the Advisory Group will, after invitation by the CLAHRC Director and/or Theme Leads:
 - 8.1.1. Ensure the nine themes are of the highest scientific quality;
 - 8.1.2. Provide feedback on research and/or implementation protocols;
 - 8.1.3. Provide feedback on emerging findings, publications and reports;
 - 8.1.4. Provide advice on the generalisability of the results from the nine themes; and
 - 8.1.5. Consider any new scientific evidence or information relevant to the nine themes. Members of the Advisory Group may bring to the attention of the Theme Leads any results from other studies of which they are aware that may have a direct bearing on the future conduct of the nine themes.

- 8.2. Provide scientific advice on all aspects relating to **cross-cutting research topics**. In particular the Advisory Group will:
- 8.2.1. Ensure cross-cutting research topics are of the highest scientific quality;
 - 8.2.2. Maximise the scientific potential of cross-cutting research topics;
 - 8.2.3. Provide advice on the generalisability of the results from cross-cutting research topics;
 - 8.2.4. Provide advice on emerging findings from cross-cutting research topics; and
 - 8.2.5. To consider any new scientific evidence or information relevant to the cross-cutting research topics. Members of the Advisory Group may bring to the attention of the Lead Researchers of the cross-cutting research topics any results from other studies of which they are aware that may have a direct bearing on the future conduct of the cross-cutting research topics.
- 8.3. Provide scientific advice relating to **all** aspects of the Programme. In particular the Advisory Group will:
- 8.3.1. Contribute to annual Scientific Advisory Group meetings;
 - 8.3.2. Attend annual CLAHRC dissemination events and other dissemination events organised by individual Themes, if able to do so;
 - 8.3.3. Encourage the development of external research capacity to develop and build the research interests across the Programme; and
 - 8.3.4. Notify the CLAHRC Programme Steering Committee (via the CLAHRC Director or Programme Manager) should any irregularity be identified.

9. Agendas and Reporting

- 9.1. Agendas and briefing papers should be prepared and circulated via email in sufficient time for Advisory Group Members to give them due consideration.
- 9.2. Actions to be taken forward during the following year should be recorded during Advisory Group meetings by the relevant responsible personal. Presentations should be distributed to Advisory Group members within 10 working days of the meetings: - subject to the authors approval.
- 9.3. The Advisory Group should report to the Programme Steering Committee via the CLAHRC Director and/or Programme Manager as appropriate, to inform the Programme Steering Committee of any issues that require resolution by the Programme Steering Committee.

10. Other Matters

- 10.1. The Advisory Group 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 CLAHRC Director and attendees and collation of papers;
 - 10.1.2. Keeping a record of actions or matters arising, items to be carried forward and issues that require ratification to the Programme Steering Committee;
 - 10.1.3. Advising the Advisory Group on pertinent areas; and
 - 10.1.4. Arranging for the Advisory Group receive independent legal/professional advice, if required.

11. Conduct of Business

The conduct of business will conform to guidance set out in the CLAHRC Standard Operating Procedures unless alternative arrangements are defined in these Terms of Reference.

Appendix 1: List of CLAHRC Research and Implementation Themes

THEME NO	THEME DETAILS		
	Theme Title	Theme Type	Partner NHS Organisation (providing matched funding)
1	From structure to function: Health service redesign	Research Theme	University Hospitals Birmingham NHS Foundation Trust (UHBFT), Sandwell and West Birmingham NHS Trust, Walsall Hospitals NHS Trust.
2	Evaluation of paediatric outreach services	Research Theme	Birmingham Children's Hospital NHS Foundation Trust (BCH)
3	Early detection and interventions in psychosis	Research Theme	Birmingham & Solihull Mental Health NHS Foundation Trust (BSMHT)
4	Housing and health: SMART, Equal, Independent	Research Theme	Sandwell PCT
5	Re-designed maternity support services for multi-ethnic disadvantaged groups	Research Theme	Heart of Birmingham Teaching PCT
6	Investment in prevention (evaluation of targeted prevention of cardiovascular disease in primary care)	Research Theme	Sandwell PCT, Solihull NHS Care Trust, Heart of Birmingham Teaching PCT
7	Optimisation of the management of stroke and Transient Ischaemic Attack (TIA)	Research Theme	South Birmingham PCT Heart of England NHS Foundation Trust
8	Implementation of effective community care for diabetes	Implementation Theme	South Birmingham PCT
9	Improving patient safety: studying an evolving information technology system	Implementation Theme	UHBFT

Appendix 2: Membership of the Programme Steering Committee (08/11/10)

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, National Commissioning Lead, Department of Health

Julian Miller, Deputy Director of Finance, UHBFT

Diane Reeves, Medical Director (Commissioning), South Birmingham PCT

David Rosser, Medical Director, UHBFT

Michael Sheppard, Vice-Principal, University of Birmingham

Appendix 3: Membership of the Programme Management Committee (08/11/10)

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 Officer		Mr Alan Hargreaves	Ms Sonia Warner