

RESEARCH & DEVELOPMENT COMMITTEE

Terms of Reference

1. MAIN AUTHORITY AND LIMITATIONS

The R&D Committee (RDC) is a sub-group of the Clinical Governance Programme Board (CGPB).

This committee is authorised to review the allocation of income from the Clinical Trials Unit for own-account research in the Trust and to approve Trust Policies relevant to R&D

Trust standing orders apply to the operation of this Committee

2. MAIN PRIORITY AND OBJECTIVES

This committee is responsible for supporting research and research training, ensuring appropriate levels of recruitment to National Institute of Health Research (NIHR) 'Portfolio' studies, ensuring the Trust enforces compliance with research governance and Good Clinical Practice, and approving Policies relevant to R&D

3. MAIN DUTIES AND RESPONSIBILITIES

- 3.1 Support and promote research, and research training, in the Trust
- 3.2 Receive periodical Reports from the Cheshire & Merseyside Comprehensive Local Research Network (CLRN) relating to patient accrual to NIHR 'Portfolio' studies
- 3.3 Receive periodical Reports from the R&D Office to the CLRN relating to patient accrual, research staff employment and other matters
- 3.4 Determine the allocation of commercially-generated income from the Clinical Trials Unit for own-account research
- 3.5 Approve Trust Policies relevant to research
- 3.6 Provide reciprocal membership of Faculty R&D Committee at Chester University

4 CONSTITUTION

4.1 Frequency of Meetings

The meetings will be held half yearly. If any matters arise to impact on research in the Trust an extraordinary meeting will be arranged.

4.2 Chair

The Head of Quality & Safety will act as Chair. The R&D Manager will act as Vice-Chair. In the absence of the nominated Chair, the Vice-Chair will chair the meeting. In the absence of both the Chair and Vice-Chair, a decision will be taken in advance of the meeting who will chair that particular meeting.

4.3 Membership

- Head of Quality & Safety (Chair)
- R&D Manager (Vice-Chair)
- R&D Co-ordinator (Secretary)
- Consultant Representative from the Divisions of:
 - Medicine [2]
 - Surgery [1]
 - Special Surgery [1]
 - Women's [1] & Children's Services [1]
- Diagnostics [2]
- MCRN Clinical Lead for WUTH
- Pharmacy [1]
- Principal Financial Advisor (Corporate Division)
- Consultant in Public Health, Wirral PCT
- Representative of Chester University (Reciprocal membership)
- Deanery Representative [1]

Members will not be required to nominate a deputy to attend in his/her absence.

Members may be co-opted onto the RDC, or asked to attend on the basis of issues arising, or as part of broader engagement.

4.4 Quorum

In order for decisions taken by the RDC to be valid, the meeting must be quorate. This will consist of 6 Members.

4.5 Organisation

The Research & Development Committee will be serviced by the R&D Co-ordinator

4.6 Standard Agenda Items

- Apologies
- Minutes of previous Meeting and Matters Arising
- NIHR Recruitment, Periodical Reports and Finance
- R&D Training
- Any other business
- Date of next meeting

4.7 Review

The Committee was established in July 2007. The Terms of Reference were reviewed in August 2008 to permit approval of Trust Policies relevant to R&D and again in December 2009 to reflect the change of role of the Committee following dissolution of the Clinical Trials Steering Group. The ToR will be reviewed again in December 2011.

4.8 Responsibilities of Members of the Research & Development Committee

As members of the Research & Development Committee, individuals represent Divisions and Corporate Departments. Committee members are expected to:

- Actively participate in discussions pertaining to R&D in the Trust, particularly in the context of promoting a research culture, and supporting participation in NIHR Portfolio research.
- Endorse compliance with Good Clinical Practice and support the Trust's efforts to provide robust governance of research
- Support the Trust in developing research capacity and capability, as well as helping to define the Trust's future R&D spend once returns from commercial research are sufficient to fund own-account work