

CLAHRC NWC External Advisory Committee - Terms of Reference

1. Role and Responsibilities

The External Advisory Committee will act as an expert advisory committee to the NIHR CLAHRC NWC Steering Board and has an important role in providing advice, challenge and review to CLARHC NWC programme of work.

More specifically the External Advisory Committee will:

- Provide advice to the Directors and Steering Board on the integrity and relevance of CLAHRC NWC overall programme of prospective research and (exceptionally) of plans for particular projects or activities.
- Provide challenge for proposed methodologies and to the emerging findings of specific pieces of research
- Provide post hoc analysis and comment on the success of methodologies and approaches CLAHRC NWC has applied
- Provide assurance that the internal peer review and QA processes adopted are robust
- Provide ad hoc advice on identifying suitably qualified reviewers that might be approached to undertake external peer review

2. Membership

Membership will comprise of the following:

- A Chairperson who will be the Chair of the Steering Board
- At least three external members of international repute, judged by the representatives of the Board to offer appropriate internationally recognised research expertise in:
 - Health Inequalities
 - Applied Health Research and Implementation
 - Public Engagement
 - Local Government public health
- Invited/co-opted members recruited on a time-limited basis to offer expertise on a specific subject.

In attendance

- CLAHRC NWC Director- Mark Gabbay (University of Liverpool)
- Director of Stakeholder engagement - Jennie Popay (Lancaster University)
- Director of Capacity Building - Caroline Watkins (UCLan)
- Programme Manager - Jane Cloke (UoL)
- Operations Manager - Kirsty Pine (Liverpool CCG)

Members and the Chair should expect to serve until December 2018.

3. Ways of working

The Committee will convene at least once per year, if necessary using video-conferencing or other virtual technologies, to provide the necessary assurance and advice to the Steering Board and to the Directors.

Meetings will be split into three sessions based around advice, challenge and review.

Directors and Theme Leads from CLAHRC NWC will be invited to present papers on their programme and selected projects or activities for the challenge session.

The Chair will produce a report for the Steering Board regarding outcomes of the discussions.

Secretariat will be provided through the CLAHRC NWC Administration Team with support from the Host Trust.

Paper commissioning process:

i. Papers from the Theme Leads will be invited by External Advisory Committee, Members of the Steering Board and CLAHRC NWC Directors

ii. Detailed agenda to be agreed between Director and External Advisory Committee Chair three months in advance.

iii. Papers to be submitted to secretariat 21 days before the meeting and circulated at least 15 days before the meeting. Any reasonable time extensions to be approved in advance by the Chair of CLAHRC NWC.

Actions/notes:

Notes and confirmed actions to be circulated within 72 hours of meeting to members and attendees.

A report for wider circulation to the CLAHRC NWC Management Team and Steering Board to be compiled and sent one week following the meeting.

A follow up report on progress with actions to be compiled and sent with the papers for the next Steering Board.

4. Review

These terms of reference, including the balance of expertise in the membership, will be reviewed by the Steering Board on an annual basis