

## **Executive Group**

### **Terms of Reference**

1. To provide advice to the Director regarding the strategic and operational management of PenCLAHRC.
2. To advise on the selection and monitoring of research and implementation questions for PenCLAHRC-resourcing or independent alignment.
3. To receive reports from PenCLAHRC staff and collaborators regarding the progress of PenCLAHRC activities and projects.
4. In accordance with the risk management policy, to review and manage risks within acceptable limits as defined by the PenCLAHRC risk assurance framework, recommending those which exceed this for escalation to the PenCLAHRC Management Board.
5. To report to the PenCLAHRC Management board about the activities of PenCLAHRC

### **Organisation**

1. The PenCLAHRC Executive Group (PCEG) will fulfil its terms of reference through two separate meetings with overlapping membership, the Strategic Executive Group (SEG) and the Project Oversight Executive Group (POEG).
2. The SEG will meet quarterly.
3. The POEG will meet approximately every 6 weeks, with a break at Christmas and in the summer, each year.
4. In agreeing their specific memberships and terms of reference each year, the two separate meetings must ensure that the overarching PenCLAHRC Executive Group Terms of Reference (above) are addressed.
5. Additional new members may be nominated to join either group during the year.

**Strategic Executive Group****Draft Terms of Reference**

1. To provide advice to the Director regarding the strategic and operational management of PenCLAHRC.
2. To receive reports from PenCLAHRC staff and collaborators regarding the progress of core PenCLAHRC activities.
3. In accordance with the risk management policy, to review and manage risks within acceptable limits as defined by the PenCLAHRC risk assurance framework, recommending those with exceed this for escalation to the PenCLAHRC Management Board.
4. To report to the PenCLAHRC Management Board about the strategic activities of PenCLAHRC.

**Example Agenda**

- 1 Minutes from last meeting
- 2 Matters Arising
- 3 Chair's Business
- 4 National CLAHRC matters
- 5 AHSN Activity
- 6 Risk register
- 7 Financial report (to receive at financial year end)
- 8 Staffing report
- 9 Capacity Building (*e.g. Clinical Decision-Making Workshops, PPI, PenCHORD, EST, Studentships*)
- 10 Engagement activities (*to receive summary of recent engagement activity*)
  - Area Leads
  - PPI
  - PenCHORD
  - Other
- 11 Research Information Report (*to receive summary of publications, grants & impacts*).
- 12 Communications
- 13 Any Other Business
- 14 Date of Next Meeting:

## **Project Oversight Executive Group**

### **Terms of Reference**

1. To advise on the selection and monitoring of research and implementation questions for PenCLAHRC-resourcing or independent alignment.
2. To receive reports from PenCLAHRC staff and collaborators regarding the progress of PenCLAHRC projects.
3. To report to the PenCLAHRC Management Board about the research and implementation projects of PenCLAHRC.

#### For Projects resourced by PenCLAHRC

4. To advise on the approval of Project Briefs and Plans, with Summaries of Expenditure, submitted by Executive Leads.
5. To receive Project Updates, Stages and Closure reports from Executive Leads regarding the progress of PenCLAHRC research and implementation projects.
6. To provide information to the Director about the resource implications of approved Projects and significant deviations from Project Plan which impact upon the operational management of PenCLAHRC.

#### For Independent Projects adopted by PenCLAHRC

7. To advise on the approval and adoption of independently resourced projects on the PenCLAHRC portfolio.

### **Example Agenda**

- 1 Minutes from last meeting
- 2 Matters Arising
- 3 Chair's Business
- 4 Question Generation and Prioritisation reports (*after both stages*)
- 5 Project Summary List (to receive for information)

#### **For PenCLAHRC-resourced Projects**

- 6 Project Briefs and Plans
- 7 Project Updates
- 8 Project Stage Reports
- 9 Project Closure Reports

**For Independently-resourced Projects**

10 To consider independent projects for adoption

**For all PenCLAHRC Projects**

11 Output Summary

12 Any Other Business

13 Date of Next Meeting: