

**North Bristol NHS Trust**

**RESEARCH & INNOVATION GROUP**

**TERMS OF REFERENCE**

**Membership**

Medical Director (Chair)

A nominated Research Lead and Deputy for each Clinical Division

Clinical Support Services representative

Director of Research & Innovation

Deputy Director of Research & Innovation

Senior R&I staff

PPI/patient representatives (x 2) from the R&I Patient Panel

Director of Nursing *non-compulsory open invitation*

Director of Finance

A CD or DoD *non-compulsory open invitation*

**Terms of reference**

1. To promote a culture of research and innovation across the Trust
2. To provide strategic leadership and to develop NBT Research and Innovation strategies for approval by TMT and to ensure that these strategies connect to NBT's overall strategic direction.
3. To provide strategic direction to the NBT representatives on regional research & innovation networks that NBT is a member of i.e. West of England Academic Health Science Network (WEAHSN), Collaboration for Leadership in Applied Health Research and Care West (CLAHRC West), NIHR Local Clinical Research Network West of England (LCRN-WE), Bristol Health Partners and the Health Improvement Teams (HITs)
4. To assure TMT that the delivery of the Trust's strategic priorities are on track, and to escalate unmitigated risks and issues
5. To approve all NBT research policies and SOPs
6. To provide oversight and governance of all research and innovation financial plans and annual budgets and to describe Research and Innovation's impact on NBT's financial situation.
7. To monitor research performance
8. To monitor all research risks and maintain the risk register
9. To provide assurance that the regulatory requirements relating to research are being met (Medicines and Health care products Regulatory Agency requirement)

10. To receive reports on the performance of research initiation and delivery on behalf of the Trust Board (Department of Health requirement)
11. To oversee the delivery of relevant capital developments

**Chair**

The NBT Executive who leads on Research and Innovation as part of their portfolio. The Deputy Chair is the Director of Research & Innovation, who will chair in the Executive Lead's absence

**Administrative Support**

The R&I Office will provide administrative support to the committee.

**Reporting arrangements**

A highlight report of the R&I Group will be sent to TMT.

**Frequency**

The R&I Group will meet quarterly. Meeting dates will be scheduled to align to the dates of TMT.

**Quorum**

There must be a minimum representation of 4 of the 5 Clinical Divisions in attendance.

Papers for consideration by the committee will be distributed by email a minimum of 5 working days before the meeting.

**Review**

The terms of reference will be reviewed annually.