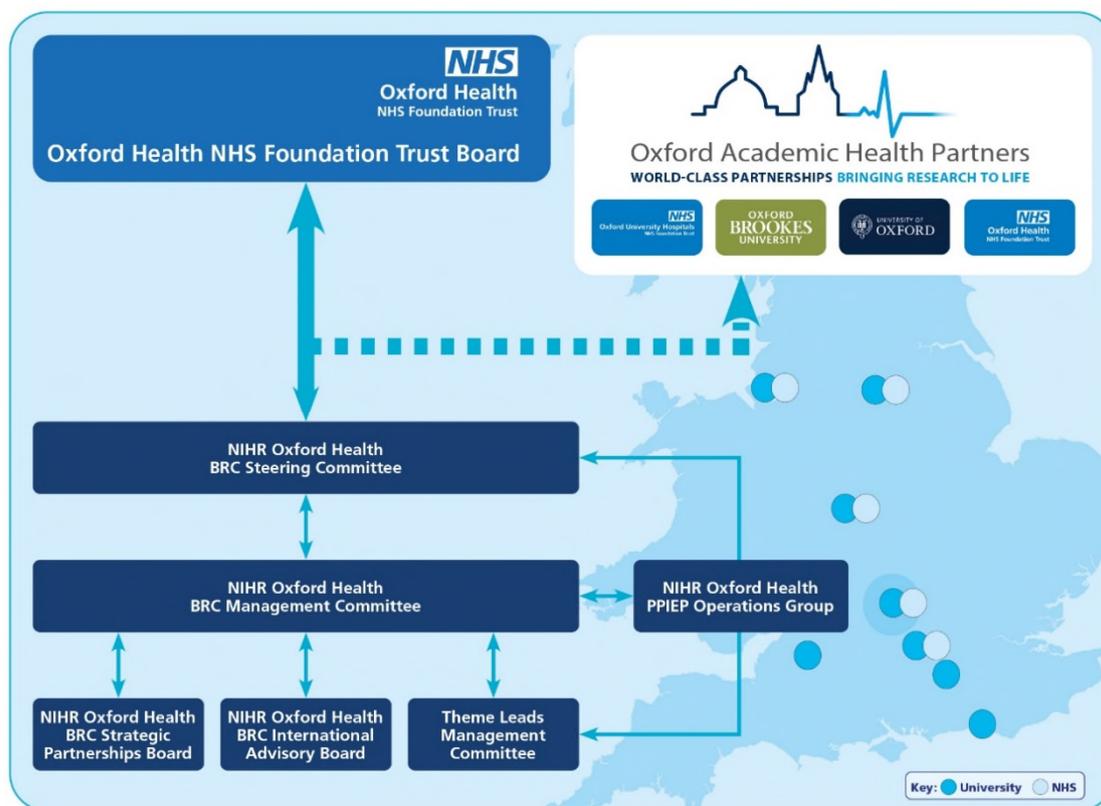


Overview of BRC Governance from 1 December 2022



BRC Governance will be facilitated by:

The **BRC Steering Committee (SC)** is a joint committee of the Oxford Health NHS Foundation Trust (OHFT) and the University of Oxford (OU) Medical Science Division (MSD). It will meet monthly and has responsibility for setting strategic direction, providing financial oversight and, alongside the International Advisory Board, advising on scientific direction.

The **BRC Management Committee (BMC)** will be an operational Committee, working on behalf of the Oxford Health NHS Foundation Trust Board (OHFT), the host of NIHR BRC funding. It will provide high level accountability, and management of the BRC, directly governing the allocation of NIHR BRC funding. It will meet at least fortnightly, or at short notice for urgent matters. In addition to financial management, the Committee will regularly discuss issues related to PPIEP, research capacity development plus Equality, Diversity and Inclusion (EDI). Membership will comprise the Director, Finance Manager, Strategic Partnerships Manager with attendance as appropriate from the BRC PPIEP and Research Capacity Development Leads, Clinical Research Facility (CRF) Director and Oxford Health NHS FT Associate Director of Communications and Engagement.

A **Theme Leads Management Committee (TLMC)** will be convened monthly with representation from all themes and additional representation from individuals in research capacity development, EDI, PPIEP and communications. Chaired by the BRC Director, this meeting will be used for update, knowledge sharing and for discussion of key issues relevant to the BRC [and as appropriate the Mental Health Translation Research Collaborative (MH-TRC) and Mental Health Mission (MHM)]. It will provide a forum for highlighting and celebrating BRC achievements and include updates on PPIEP, research capacity development, EDI, health economics and communications. An important part of the meeting will be scientific presentations from Theme Leads. An invitation to attend these

scientific presentations by videolink will be extended to scientific collaborators in partner organisations.

BRC Theme Leaders will have direct responsibility for meeting theme objectives budget management and will be expected, alongside the Steering Committee and International Advisory Board, to highlight opportunities to further the scientific goals of the BRC including inter-Theme and inter-BRC collaborations.

The **Strategic Partnerships Board (SPB)** will include one member from all formal BRC partners. Chaired by the BRC Director, the Board will meet quarterly to identify joint strategic goals, support partnership initiatives which focus on the BRC and other emerging national initiatives in mental and brain health.

Two representatives selected from, and by, the members will represent the SPB on the BRC Steering Committee.

An **International Advisory Board (IAB)**: will be established to meet annually, reporting to the BRC Management Committee, and available to provide advice to the BRC Director. The Chair of the IAB will be the Director of an Institute, or Division, with a focus on biomedical research with close ties with hospitals and industry. Professor Trevor Young, a clinician-scientist and Acting Vice-President and Provost for the University of Toronto has been approached as the inaugural Chair.

The IAB will advise on scientific strategic priorities, review progress, provide input into the mid-term review, together with offering insight into possible new fruitful avenues for collaboration across the BRC. The IAB Chair will be joined by further members with expertise in, for example, running experimental medicine programmes, having senior role(s) in industry, those with a commitment to public engagement or focused on ethics and/or an individual who has contributed to policy change at a governmental level.

PPIEP Operations Group (PPIOG) will meet quarterly to ensure the efficient operation, and oversight of, all aspects of Patient and Public involvement, Engagement and Participation (PPIEP) in the OH-BRC. This will include the (i) Patients and Research (PAR) strategy group, the Diversity in Research group and the NeuroX Young people's group and the Themes via the PPIEP champion pairs. The meetings will offer the opportunity to raise and address any issues arising from PPIEP activities, highlight good practice and bring significant matters to the attention of the BMC and SC.

A new **BRC Operations Group** is also being planned that would meet regularly led by the BRC Finance Manager and BRC Strategic Partnerships Manager. The aim of these meetings is to bring BRC operational staff together on a regular basis and for them to feel part of a 'BRC family.' Attendees would include the 11 Theme Managers/Research Co-ordinators, CRF Manager and Oxford Health staff reporting to Bill Wells with BRC roles. Key operational staff in partner organisations will be involved where appropriate.

**NIHR Oxford Health Biomedical Research Centre
Steering Committee (SC)
Terms of Reference**

September 2022

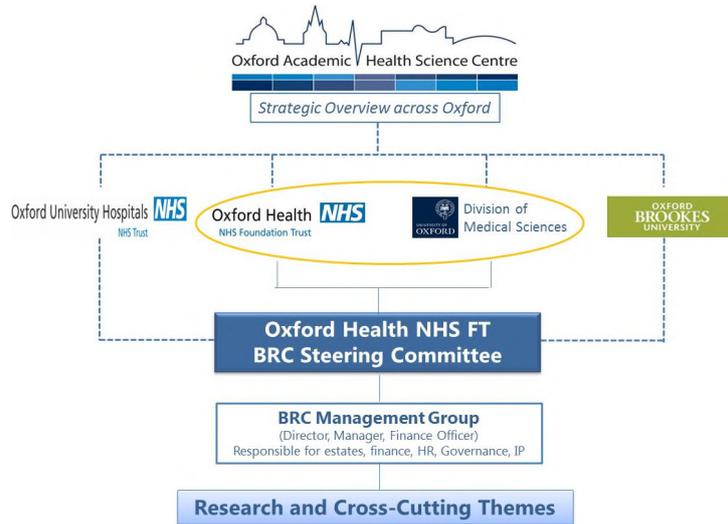
UPDATED FROM APPROVED JANUARY 2022 FOR NEW BRC

1. Introduction

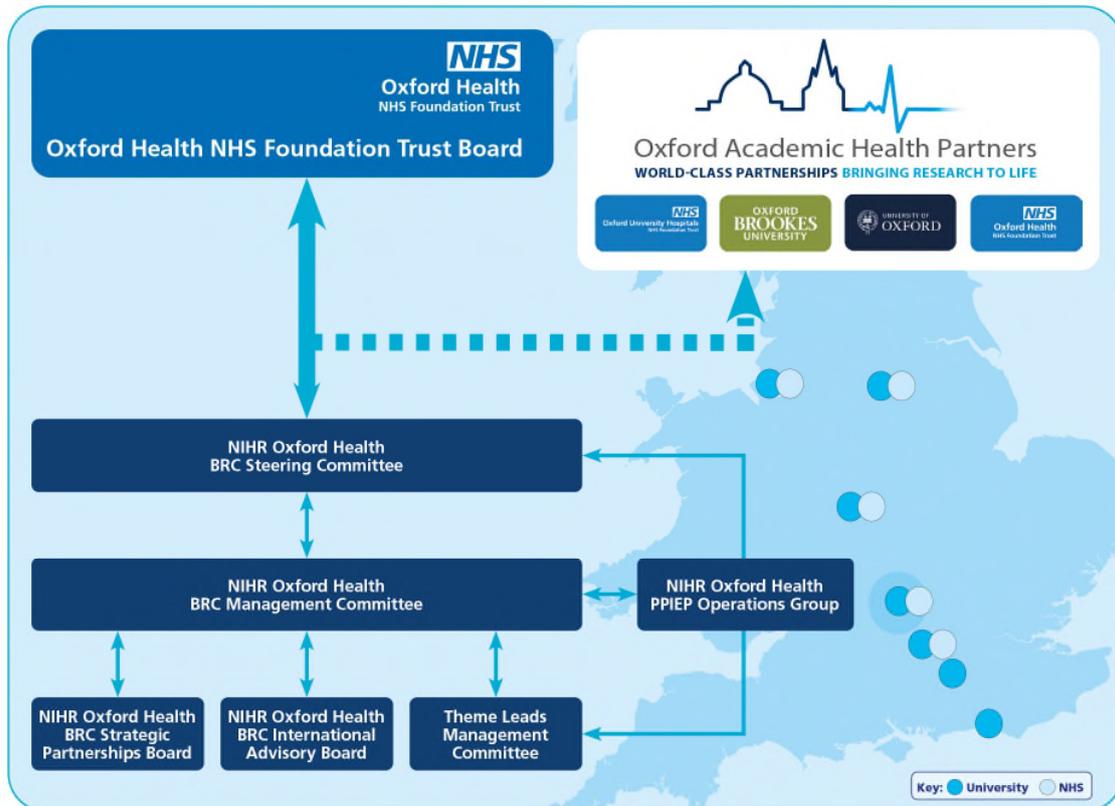
- 1.1 The **Oxford Health Biomedical Research Centre** (OH BRC) was created by Oxford Health NHS FT (OHFT) in partnership with University of Oxford (UO) following success of an application to the National Institute of Health Research in the 2016 round of NIHR Biomedical Research Centre (BRC) funding.
- 1.2 The strategy and objectives for the BRC were provided in the Terms of Reference dated 30 January 2017. This revised Terms of Reference will update, and build on amendments suggested, but not formally approved, in 2018.
- 1.3 Revisions to the Terms of Reference were approved in January 2022 for the duration of the current BRC (to 30 November 2022) and it was agreed these would be reviewed, and amended as necessary, if the application for a new NIHR Oxford Health BRC was successful.
- 1.4 The Terms of Reference proposed align with the Steering Committee of the NIHR Oxford BRC. In particular, the revised Terms of Reference will focus the Committee to provide strategic advice. It will complement and enhance the work of other BRC Committees and Boards constituted for operational activity and will facilitate external scientific, and partner, input.

2. OH BRC Governance Arrangements

2.1 The OH BRC governance arrangements that will be in place until 30 November 2022 are outlined below:



2.2 The approved application for a new Oxford Health BRC that will be in operation from 1 December 2022 proposed changes to the governance structure as below.



3. Authority

- 3.1 The OH BRC Steering Committee (the OH BRC SC) is constituted as a joint committee of the Oxford Health NHS Foundation Trust (OHFT) and the University of Oxford (OU) Medical Science Division (MSD). The OH BRC SC has no executive powers, beyond those specifically delegated in these Terms of Reference.
- 3.2 The OH BRC SC is authorised by the Trust Board and the OU MSD Board to investigate any activity within its Terms of Reference. It is authorised to seek any information it requires from any member of staff and all members of staff are directed to co-operate with any request made by the Committee.
- 3.3 The OH BRC SC is authorised to obtain independent professional advice and to secure the attendance of outsiders with relevant experiences and expertise if it considers this necessary.
- 3.4 The OH BRC SC has accountability to the Oxford Academic Health Partners (OAHP) fulfilled by the Chair, BRC Directors (for Oxford Health BRC and Oxford BRC) and Chief Operating Officer OAHP being involved with both the OAHP Board and OH BRC SC.

4. Purpose of Committee

The OH BRC SC is responsible for setting the strategic direction of the NIHR Oxford Health Biomedical Research Centre and in providing financial oversight. It will also play an important role, with the International Advisory Board, in advising on the scientific direction of the BRC.

4.1 Strategic and Scientific Oversight

The OH BRC SC will:

- 4.1.1 Ensure the BRC achieves the short, medium and long-term objectives as outlined in the BRC application.
- 4.1.2 Ensure that the BRC research plans meet the requirements of the NIHR, Oxford Health NHS Foundation Trust and University of Oxford priorities, and be appropriately built into their respective business plans.
- 4.1.3 Provide assurances to the OHFT Board via the Chief Executive (OH BRC SC chair)
- 4.1.4 Ensure there is alignment with the Oxford University Hospitals NHS FT BRC (Oxford BRC) and Oxford Academic Health Partners (OAHP) creating synergies within, and across, the infrastructures.
- 4.1.5 Working with the International Advisory Board, will
 - (i) Provide strategic oversight of the scientific direction of the BRC whilst reconciling BRC activities within the relevant NIHR frameworks.
 - (ii) Identify emerging areas of research that should be the focus of future BRC activity and will contribute to capacity building. Proposals for new areas of

research will be introduced by the BRC Director and discussed by both the SC and International Advisory Board.

(iii) Highlight successes and good news stories for sharing with NIHR, liaising with the appropriate Communications Team(s)

(iv) Discuss, agree and aid in the organisation of the Mid-Term Review (MTR) during the third year of the BRC's five-year funding cycle. The SC will ensure appropriately qualified Panel members undertake an in-depth review of progress in meeting Theme objectives and with the core funding. The SC will make any necessary changes to scientific direction, Theme priorities or budgets based on the MTR recommendations. The MTR will also be used to initiate preparations for the new five-year BRC funding cycle.

- 4.1.6 Following successful application for BRC funding in 2022, the OH BRC SC will extend its oversight to ensure equitable involvement of formal partners as proposed in the BRC application. It is possible this will involve SC membership changes within the five years funding period to reflect the changing input, or addition of new, partners.
- 4.1.7 Advise on the development of strategic partnerships with industry, charities and other universities and NHS organisations that will add value to research following patient need and population diversity.
- 4.1.8 Advise on the engagement and involvement of patients, carers and the public to ensure their contribution to the work of the BRC is optimised.
- 4.1.9 Hold the BRC Management Committee accountable.
- 4.1.10 Ensure the BRC creates an environment to maximise the attraction, training and support of the best researchers. Alongside this there will be a focus on current best practice and fair and equitable treatment for all.

4.2 Financial Management

OHBRC Financial Management will follow OHFT Budgetary Control Policy and procedures.

The OH BRC SC will

- 4.2.1 Review, and approve BRC budgets.
- 4.2.2 Receive quarterly financial reports of all BRC budgets, provided by the BRC Finance Manager, which will highlight major areas of expenditure. It will take a role in discussing and approving changes to BRC budgets whilst considering the impact on BRC activity and any related funding.
- 4.2.3 Be actively involved in discussions with Themes where potential overspends are identified and also agree reallocation of any predicted underspends.

5. Membership and Representation

5.1 The membership of the committee shall be composed of the following core members. Current Theme leads will not normally be members of the SC unless they hold other positions appropriate for the governance of the BRC and in which case, conflicts of interest will be carefully managed. As noted in 4.1.6 the membership may be adjusted to ensure commensurate partner involvement.

- OHFT, Chief Executive Officer: CHAIR
- OHFT, Chief Medical Officer- DEPUTY CHAIR
- Director of NIHR Oxford Health BRC
- Director of Oxford BRC
- OU, Head of Medical Sciences Division
- OU, Chair of Oxford Neuroscience Committee
- Oxford Brookes, Associate Dean for Research and Knowledge Exchange (Faculty of Health Sciences)
- 2 x external partner representatives (offering input/cross membership with the Strategic Partnerships Board.)
- Oxford Academic Health Partners, Chief Operating Officer
- Representative Academic Health Science Network
- Representative NIHR Applied Research Collaboration -Oxford and Thames Valley
- Nominated member of the Patient and Research Group (as a representative of the PPIEP Operations Group)
- OHFT Clinical Research Facility Director or Deputy Director

5.2 The following individuals contributing to the operation of the BRC will be also in attendance without voting rights to ensure optimal communication:

- BRC Strategic Partnerships Manager (Secretariat Lead)
- BRC Finance Manager
- BRC Communications and Engagement Manager
- BRC Patient and Public Involvement, Engagement and Participation Manager (PPIEP Manager)
- BRC Administrator

5.3 An opportunity to invite guests will be provided on an *ad hoc* and required basis.

6. Attendance and Quorum

- 6.1 The quorum for the Committee will be six voting members (not including the Chair).
- 6.2 The OH BRC SC Chair may invite further observers on an *ad-hoc* or repeated basis, without further formal reference to the Committee, in order to inform the work of the Committee.
- 6.3 It is expected that all Committee members will attend 50% of the meetings held on a rolling annual basis.

It is proposed that discussions are held with those absent for more than 50% of meetings on a rolling annual basis to decide if they continue on the Committee or a replacement for them is sought.

- 6.4 If Committee members are unable to attend a meeting they can nominate a deputy, subject to agreement with the Committee Chair. To encourage active participation in the business of the SC, it is preferred that there is consistency in the choice of individual acting as a Deputy rather than different individuals attending at different meetings. Deputies will be counted for the purpose of quorum.

7. Meeting Frequency

- 7.1 Meetings of the Committee will be held monthly.
- 7.2 The Chair may at any time convene additional meetings of the Committee to consider business that requires urgent attention.

8. Administrative Support

- 8.1 The OH BRC SC will be supported by the BRC Administrator, whose duties in this respect will include:
 - Agreement of the agenda with the Chair, the Director and Strategic Partnerships Manager of the BRC
 - Collation and distribution of papers
 - Taking the minutes, recording attendance plus keeping a record of matters arising and issues to be carried forward.

9. Accountability and reporting Arrangements

- 9.1 The OH BRC SC shall be accountable to the OHFT Board.

10. Review of Terms of Reference

- 10.1 The Terms of Reference of the OH BRC SC, including membership, shall be reviewed annually.

**NIHR Oxford Health Biomedical Research Centre
BRC Management Committee
(OH BMC)
Terms of Reference

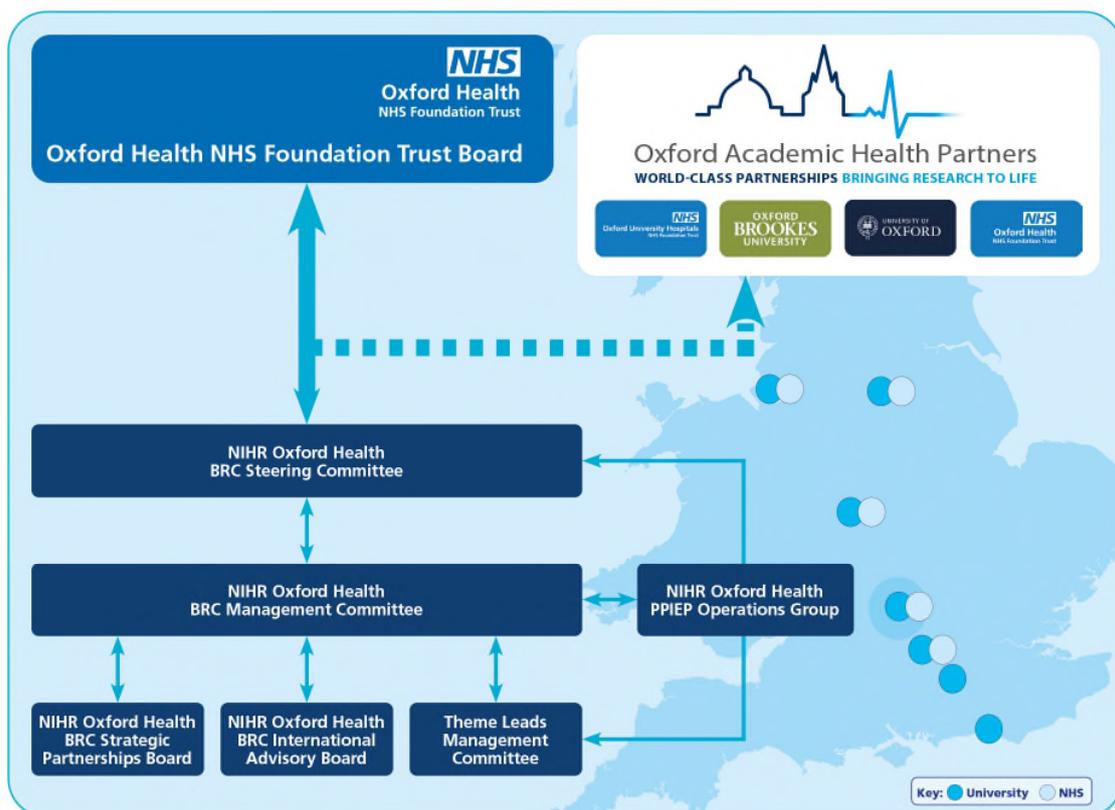
September 2022**

1. Introduction

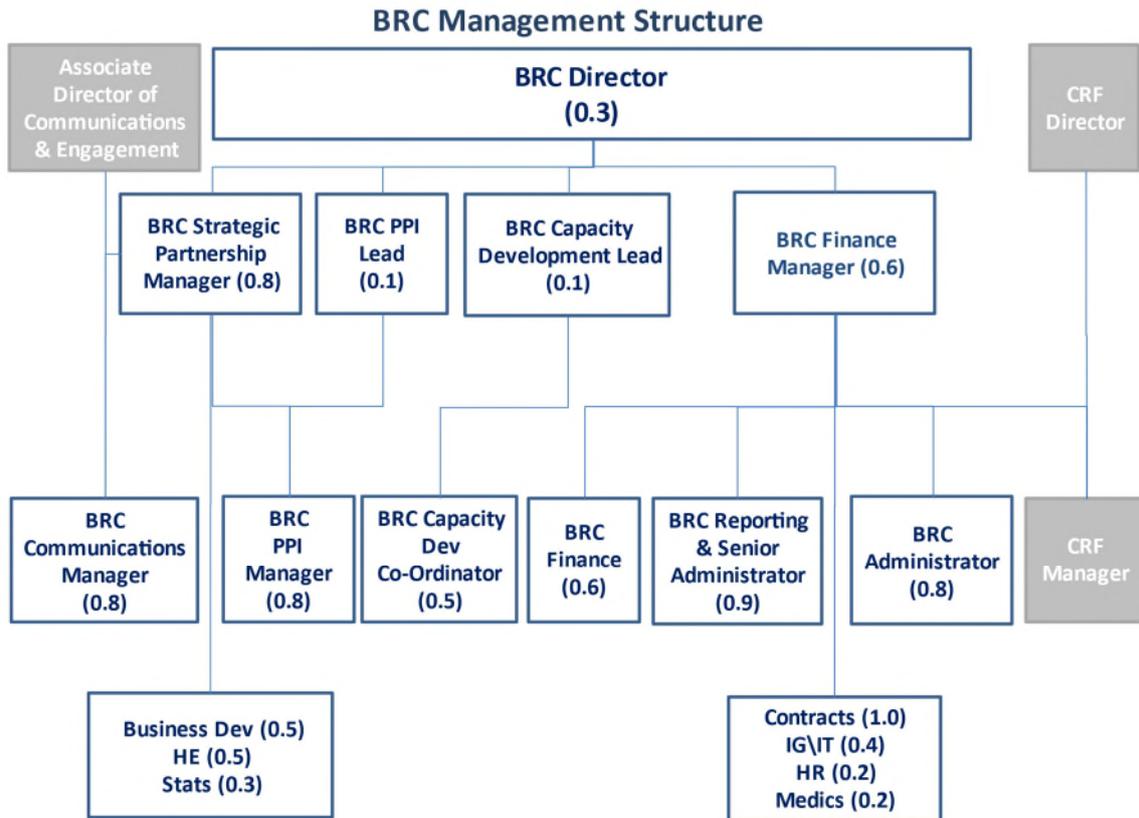
- 1.1 The **Oxford Health Biomedical Research Centre (OH BRC)** was created by Oxford Health NHS FT (OHFT) in partnership with University of Oxford (UO) following success of an application to the National Institute of Health Research in the 2016 round of NIHR Biomedical Research Centre (BRC) funding. The BRC was initially focused around Oxford Health NHS FT and the University of Oxford, particularly the Department of Psychiatry.
- 1.2 Revised funding to start 1 December 2022 has been awarded around a network of centres of excellence in England (see Governance structure below), focusing on brain health
- 1.3 The **BRC Management Committee** will be an operational Committee providing high level accountability, and management of the BRC and directly governing the allocation of NIHR BRC funding.

2. OH BRC Governance Arrangements

- 2.1 The OH BRC governance arrangements that will be in place from 1 December 2022 are shown below:



2.2 The anticipated BRC management structure is as below, although this may be subject to revision.



3. Authority

- 3.1 The OH BRC Management Committee (the OH BMC) is constituted as a joint committee of the Oxford Health NHS Foundation Trust (OHFT) and the University of Oxford (OU) Medical Science Division (MSD). The OH BMC has no executive powers, beyond those specifically delegated in these Terms of Reference.
- 3.2 The OH BMC is authorised by the Trust Board and the OU MSD Board to investigate any activity within its Terms of Reference. It is authorised to seek information it requires from any member of staff and all members of staff are directed to co-operate with any request made by the Committee.
- 3.3 The OH BMC is authorised to obtain independent professional advice and to secure the attendance of outsiders with relevant experiences and expertise if it considers this necessary.

4. Purpose of Committee

The **BRC Management Committee (BMC)** will meet to discuss, and resolve, operational matters related to high-level accountability and management of the BRC. It will discuss BRC financial management and include regular reports on PPIEP, research capacity development, equality, diversity and inclusion (EDI) and communications plus ensure alignment with the operations of the Oxford Health Clinical Research Facility (CRF).

5. Membership and Representation

The core members of this Committee will be the BRC Director, BRC Finance Manager and BRC Strategic Partnerships Manager who will meet very regularly to co-ordinate the core business of the BRC. This senior team will deal with all other BRC business outside formal meetings by email/Teams meetings. As BRC business dictates, the BRC PPIEP Lead, BRC Capacity Development Lead, BRC Reporting & Senior administrator, Oxford Health Clinical Research Facility (CRF) Director and Associate Director of Communications & Engagement will be invited to the meetings.

Additional attendees will be invited on both an *ad hoc* and required basis.

7. Attendance and Quorum

There will not be a quorum for this Committee but instead the expectation is that the BRC Director, BRC Finance Manager and BRC Strategic Partnerships Manager will prioritise their BRC management duties and make themselves available to deal with BRC business as necessary. The other senior individuals with key roles in the BRC management structure are expected to attend meetings as invited.

8. Meeting Frequency

- 8.1 Meetings of the Committee will be held at least once a fortnight, normally on a dedicated day and time.
- 8.2 Additional meetings of the Committee will be convened as necessary to consider business that requires urgent attention.

9. Administrative Support

There will be no formal administrative support for this Committee with the senior team taking responsibility for producing action points from meetings and following up on the issues arising as appropriate.

6. Accountability and reporting Arrangements

The OH BMC shall be accountable to the OH BRC Steering Committee.

7. Review of Terms of Reference

The Terms of Reference of the OH BMC, including attendees, shall be reviewed annually.

NIHR Oxford Health Biomedical Research Centre

Theme Leads Management Committee (TLMC)

Terms of Reference

September 2022

1. Introduction

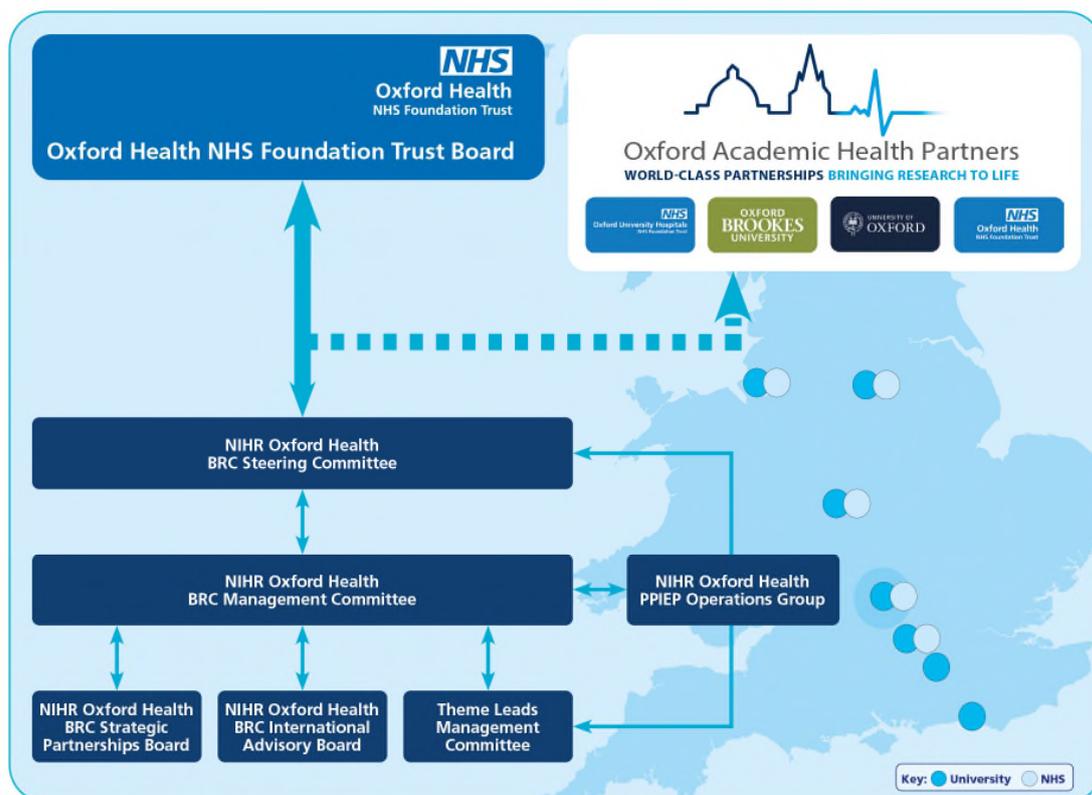
1.1 The **Oxford Health Biomedical Research Centre (OH BRC)** was created by Oxford Health NHS FT (OHFT) in partnership with University of Oxford (UO) following success of an application to the National Institute of Health Research in the 2016 round of NIHR Biomedical Research Centre (BRC) funding. The BRC was initially focused around OHFT and the UO, particularly the Department of Psychiatry.

1.2 Revised funding to start 1 December 2022 has been awarded around a network of centres of excellence in England (see Governance structure below), focusing on brain health.

1.3 The Oxford Health BRC Theme Leads Management Committee (TLMC) will be constituted as a formal Committee within the Oxford Health BRC governance structure (see below) and include Theme Leads and other individuals key to success of the BRC.

2. OH BRC Governance Arrangements

2.1 Following success of the application for renewed funding in 2022, there are proposed changes to the BRC governance structure and the particularly to the Committees to reflect a network of partners being involved. Recent reflections on both the remit, and proposed membership, of all Committees has led to the following new governance structure being proposed.



3. Authority

- 3.1 The OH BRC Theme Leads Management Committee (OH BRC TLMC) is constituted as a joint committee of the Oxford Health NHS Foundation Trust (OHFT) and the University of Oxford (OU) Medical Science Division (MSD). The OH BRC TLMC has no executive powers, beyond those specifically delegated in these Terms of Reference.
- 3.2 The OH BRC TLMC is authorised by the Trust Board and the OU MSD Board to investigate any activity within its Terms of Reference. It is authorised to seek information it requires from any member of staff and all members of staff are directed to co-operate with any request made by the Committee.

4. Purpose of Committee

The OH BRC TLMC will have two main purposes. Firstly, it will be the main information sharing forum for all details and updates relevant to the BRC, and to the wider activities of the Mental Health Translational Research Collaboration ([MH-TRC](#)) and Mental Health Mission (a part of the [Life Sciences Vision](#)) for Theme/other Leads plus key BRC contributors. Secondly, it will be used for presentations of progress towards stated objectives by all Themes and other key areas (eg PPIEP, research capacity development, EDI, health economics and business partnerships). There will also be a focus on highlighting, and celebrating, BRC achievements.

5. Format of Committee meeting

In order to encourage maximal participation, the Committee will normally be held in hybrid format- with options to attend either in person or via Teams. Theme Leads and those leading BRC activities will be encouraged to attend the meeting in person to encourage networking. However, given the proposal to extend invitations to all scientific collaborators in partner organisations in the BRC, and it being impractical for these individuals to attend in person, there will be the option to join part of the meeting by Teams.

It is envisaged that the meeting will consist of two sessions. The first will have a formal agenda, be the update and information sharing session and be attended by Theme Leads/key BRC members. The second session will focus on one or two Themes/other leads who will make presentations in rotation to cover progress towards achieving the stated objectives of the BRC. Invites to this second session will be made to collaborators contributing to the BRC in all partner organisations with attendance being optimal and according to interest. Theme Leads are encouraged to see these sessions as suitable for Early Career Researchers (ECRs) to present the Theme updates.

6. Membership and Representation

6.1 As stated above, there will be two sessions to the Committee meetings. It is the expectation that Theme/other Leads/ key BRC contributors attend both sessions of the meetings. Theme collaborators will receive invites to attend the second sessions focused on scientific progress using Teams.

6.2 The BRC Director will Chair the Meeting. In the event the BRC Director is unavailable to attend another Theme Lead will be asked to Chair the meeting.

6.3 The following individuals contributing to the operation of the BRC will be also in attendance to ensure optimal communication:

- BRC Strategic Partnerships Manager (Secretariat Lead)
- BRC Finance Manager
- BRC Communications and Engagement Manager
- BRC Patient and Public Involvement, Engagement and Participation Manager (PPIEP Manager)
- BRC Administrator

6.4 An opportunity to invite guests will be provided on an *ad hoc*, and required, basis.

7. Attendance and Quorum

7.1 As the purpose of this group is information sharing, and discussion of progress towards stated objectives, it will not have a stated quorum.

7.2 The OH BRC TLMC Chair may invite further observers on an *ad-hoc* or repeated basis, without further formal reference to the Committee, in order to inform the work of the Committee.

7.3 It is expected that all Theme Leads/other Leads/key contributors will attend 50% of the meetings held on a rolling basis each year. As most Themes have two Leads it is expected at least one attends each meeting to cascade key information from the meeting to all Theme contributors.

8. Meeting Frequency

8.1 Meetings of the Committee will be held monthly with Themes/other areas presenting progress in the second session on a rotational basis.

8.2 The Chair may at any time convene additional meetings of the Committee to consider business that requires urgent attention.

9. Administrative Support

9.1 The OH BRC TLMC will be supported by the BRC Administrator, whose duties in this respect will include:

- Agreement of the agenda with the the Director, Finance Manager and Strategic Partnerships Manager of the BRC.
- Collation and distribution of papers.
- Taking the minutes, recording attendance plus keeping a record of matters arising and issues to be carried forward.

10. Accountability and reporting Arrangements

10.1 The OH BRC TLMC shall be accountable to the BRC Steering Committee .

11. Review of Terms of Reference

The Terms of Reference of the OH BRC TLMC shall be reviewed annually.

**NIHR Oxford Health Biomedical Research Centre
Strategic Partnerships Board (SPB)
Terms of Reference**

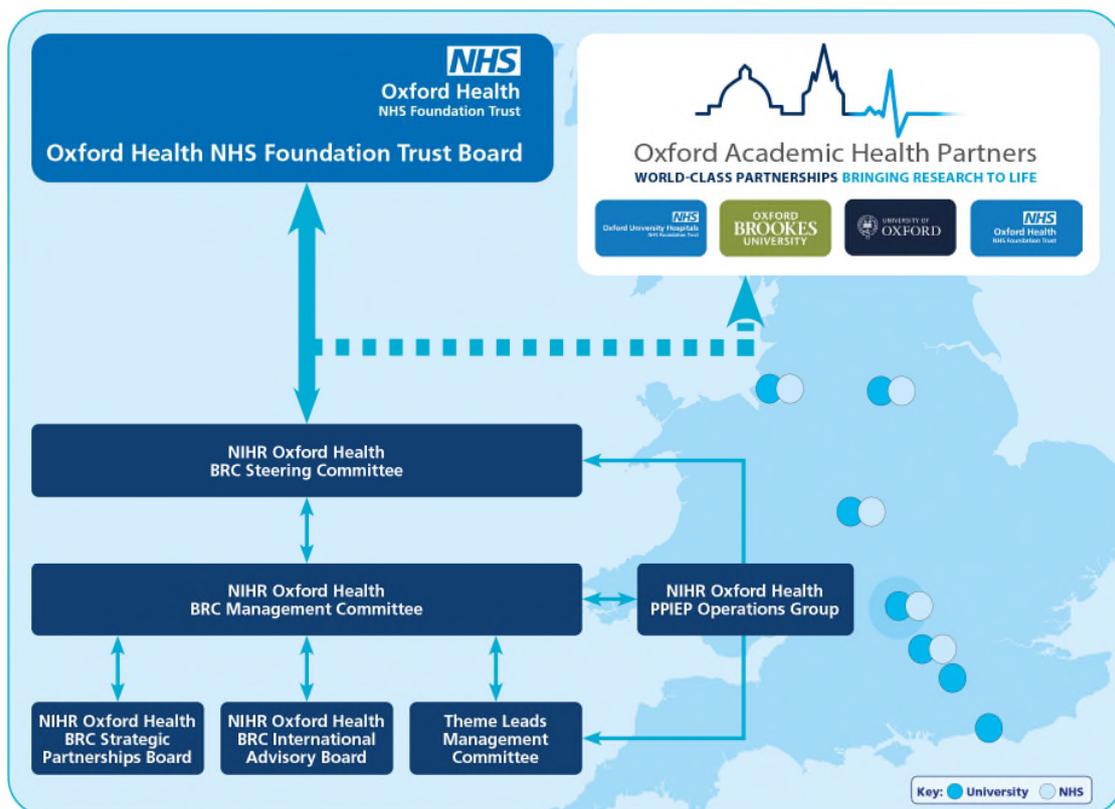
September 2022

1. Introduction

- 1.1 The **Oxford Health Biomedical Research Centre (OH BRC)** was created by Oxford Health NHS FT (OHFT) in partnership with University of Oxford (UO) following success of an application to the National Institute of Health Research in the 2016 round of NIHR Biomedical Research Centre (BRC) funding. The BRC was initially focused around Oxford Health NHS FT and the University of Oxford, particularly the Department of Psychiatry.
- 1.2 Revised funding to start 1 December 2022 has been awarded around a network of centres of excellence in England (see Governance structure below), focusing on brain health
- 1.3 The **Strategic Partnerships Board** (SPB) will be constituted as a formal Committee within the Oxford Health BRC governance structure (see below) and include one member from all formal BRC partners.

2. OH BRC Governance Arrangements

- 2.1 Following success of the application for renewed funding in 2022, there are proposed changes to the BRC governance structure and the particularly to the Committees to reflect a network of partners being involved. Recent reflections on both the remit, and proposed membership, of all Committees has led to the following new governance structure being proposed.



- 2.2 Formal partner organisations in the Oxford Health BRC as 1 December 2022 (see map above) are: University of Birmingham, Birmingham Womens' and Children's NHS Foundation

Trust, University of Brighton, University of Liverpool, University of Reading, Oxford Brookes University, Oxford University Hospitals NHS Foundation Trust, Berkshire Healthcare NHS Foundation Trust, University of Surrey, University of Sheffield and Sheffield Health and Social Care NHS Foundation Trust.

3. Authority

The OH Strategic Partnership Board (the OH BRC SPB) is constituted as a joint committee of the Oxford Health NHS Foundation Trust (OHFT) and the University of Oxford (OU) Medical Science Division (MSD). The OH BRC SPB has no executive powers, beyond those specifically delegated in these Terms of Reference.

4. Purpose of Committee

- 4.1 The **Strategic Partnership Board (SPB)** is responsible for identifying joint strategic goals, supporting partnership initiatives which focus on the BRC and other emerging national initiatives in mental and brain health. The SPB will also be used to ensure optimal communication between BRC partners and as a forum for information sharing.

5. Membership and Representation

- 5.1 The BRC Director will act as Chair of this Committee.

- 5.2 Membership will comprise one representative from each of the formal partner as listed below.

- BRC Director (Chair, and also representative University of Oxford)
- Representative Oxford Health NHS Foundation Trust
- Representative University of Birmingham
- Representative Birmingham Womens' and Children's NHS Foundation Trust
- Representative University of Brighton
- Representative University of Liverpool
- Representative University of Reading
- Representative Oxford Brookes University
- Representative Oxford University Hospitals NHS Foundation Trust
- Representative Berkshire Healthcare NHS Foundation Trust
- Representative University of Surrey
- Representative University of Sheffield
- Representative Sheffield Health and Social Care NHS Foundation Trust

- 5.3 The following individuals will be also in attendance to ensure optimal communication:

- BRC Strategic Partnerships Manager (Secretariat Lead)
- BRC Finance Manager
- BRC Communications and Engagement Manager
- BRC Patient and Public Involvement, Engagement and Participation Manager (PPIEP Manager)
- BRC Administrator

- 5.3 If the BRC Director is unable to attend and Chair a meeting an alternative Chair will be sought from the membership.
- 5.4 An opportunity to invite guests will be provided on both an *ad hoc* and required basis.
- 5.5 If new partners join the BRC then a representative of that partner will be invited to join the SPB.

6. Representatives of Strategic Partnerships Board will also be members of the BRC Steering Committee

- 6.1 Under the Terms of Reference for the BRC Steering Committee (OH BRC SC), two members of the SPB will also serve as members of the OH BRC Steering Committee (SC).
- 6.2 The two members to serve on the SC will be elected by a vote amongst all members of the SPB, except the BRC Director.
- 6.3 The tenure of SPB members on the SC will normally be two years. However, the SPB will review its representation on the SC on an annual basis and be permitted to make changes as necessary to facilitate maximal SC participation.

7. Attendance and Quorum

- 7.1 The quorum for the Committee will be five voting members (not including the Chair).
- 7.2 It is expected that all Committee members will attend 75% of the meetings held each rolling year.
- 7.3 It is proposed that discussions are held with those absent for more than 75% of meetings in a rolling year to decide if they continue on the Committee or a replacement for them is sought.
- 5.3 If Committee members are unable to attend a meeting they can nominate a deputy, subject to agreement with the Committee Chair. To encourage active participation in the business of the SPB, it is preferred that there is consistency in the choice of individual acting as a Deputy rather than different individuals attending at different meetings. Deputies will be counted for the purpose of quorum.

8. Meeting Frequency

- 8.1 Meetings of the Committee will be held every three months (ie 4 meetings per calendar year). The scheduling is likely to be in the months of March, June, September and December.
- 8.2 The Chair may at any time convene additional meetings of the Committee to consider business that requires urgent attention.

9. Administrative Support

9.1 The SPB will be supported by the BRC Administrator, whose duties in this respect will include:

- Agreement of the agenda with the Chair and Strategic Partnerships Manager of the BRC.
- Collation and distribution of papers.
- Taking the minutes, recording attendance plus keeping a record of matters arising and issues to be carried forward.

6. Accountability and reporting Arrangements

6.1 The SPB shall be accountable to the BRC Management Committee.

7. Review of Terms of Reference

7.1 The Terms of Reference of the OH BRC SPB, including membership, shall be reviewed annually.

**NIHR Oxford Health Biomedical Research Centre
International Advisory Board (IAB)
Terms of Reference**

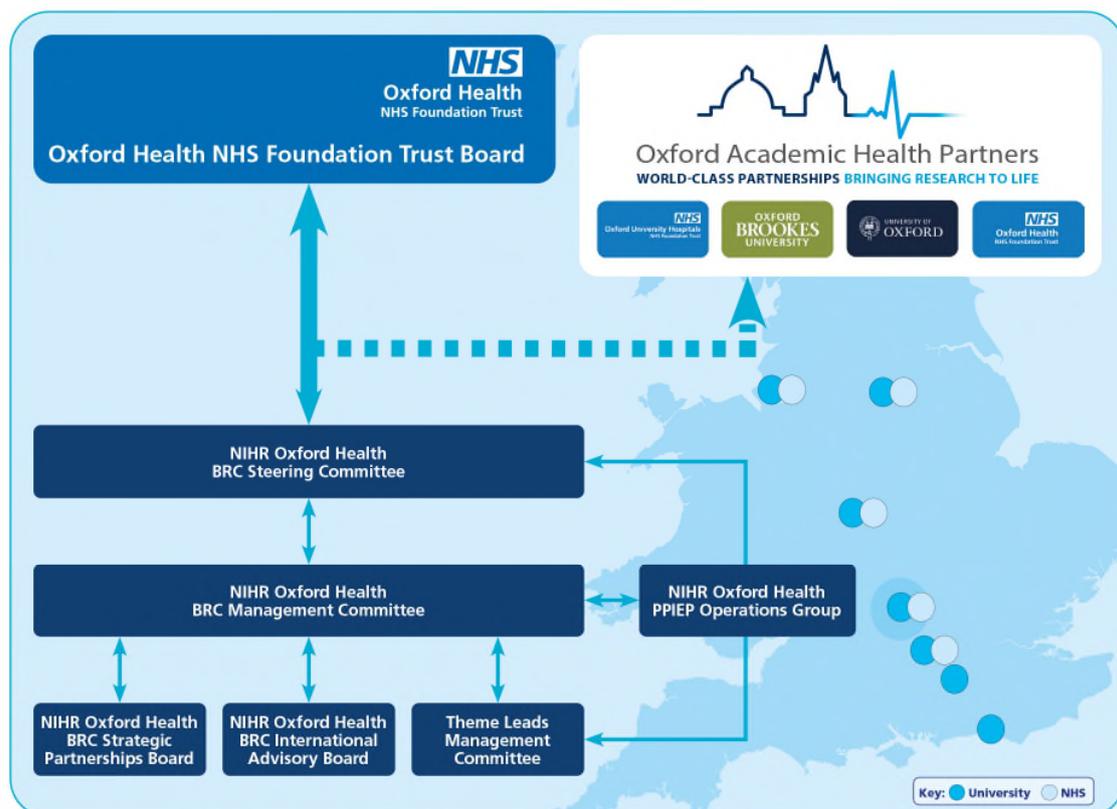
September 2022

1. Introduction

- 1.1 The **Oxford Health Biomedical Research Centre (OH BRC)** was created by Oxford Health NHS FT (OHFT) in partnership with University of Oxford (UO) following success of an application to the National Institute of Health Research in the 2016 round of NIHR Biomedical Research Centre (BRC) funding. The BRC was initially focused around Oxford Health NHS FT and the University of Oxford, particularly the Department of Psychiatry.
- 1.2 Revised funding to start 1 December 2022 has been awarded around a network of centres of excellence in England (see Governance structure below), focusing on brain health
- 1.3 The International Advisory Board (IAB) will be constituted as a formal Committee within the Oxford Health BRC governance structure (see below).

2. OH BRC Governance Arrangements

- 2.1 Following success of the application for renewed funding in 2022, there are proposed changes to the BRC governance structure and the particularly to the Committees to reflect a network of partners being involved. Recent reflections on both the remit, and proposed membership, of all Committees has led to the following new governance structure being proposed.



- 2.2 Formal partner organisations in the Oxford Health BRC as 1 December 2022 (see map above) are: University of Birmingham, Birmingham Womens' and Children's NHS Foundation Trust, University of Brighton, University of Liverpool, University of Reading,

Oxford Brookes University, Oxford University Hospitals NHS Foundation Trust, Berkshire Healthcare NHS Foundation Trust, University of Surrey, University of Sheffield and Sheffield Health and Social Care NHS Foundation Trust.

3. Authority

- 3.1 The OH International Advisory Board (the OH BRC IAB) is constituted as a joint Committee of the Oxford Health NHS Foundation Trust (OHFT) and the University of Oxford (OU) Medical Science Division (MSD). The OH BRC IAB has no executive powers, beyond those specifically delegated in these Terms of Reference.

4. Purpose of Committee

An **International Advisory Board (IAB)**: will be established to meet annually, reporting to the BRC Management Committee, and available to provide advice to the BRC Director. The Chair of the IAB will be the Director of an Institute, or Division, with a focus on biomedical research with close ties with hospitals and industry.

The IAB will advise on scientific strategic priorities, review progress, provide input into the mid-term review, together with offering insight into possible new fruitful avenues for collaboration across the BRC.

It is anticipated that the annual meeting will be in-person but it would revert to being held remotely should the circumstances dictate it.

5. Membership and Representation

- 5.1 The Chair of this Committee will be specially selected from the membership as an international leader with responsibilities, and experience, of running an entity similar to the BRC.
- 5.2 The Chair and Members will be international leaders with strategic vision whose expertise and interests are aligned with the Themes of the BRC.
- 5.3 The Chair will be joined by further members with expertise in, for example, running experimental medicine programmes, having senior role(s) in industry, those with a commitment to public engagement or focused on ethics and/or an individual who has contributed to policy change at governmental level
- 5.3 The following individuals will be also in attendance to ensure optimal communication:
- BRC Director
 - BRC Strategic Partnerships Manager (Secretariat Lead)
 - BRC Finance Manager
 - BRC Communications and Engagement Manager
 - BRC Patient and Public Involvement, Engagement and Participation Manager (PPIEP Manager)
 - BRC Administrator

- 5.3 Given the importance of this Committee to the operation of the BRC, every effort will be made to ensure the annual date selected is suitable for the Chair. If the Chair unable to attend for any reason after the date has been selected, an alternative Chair from the membership will be sought.
- 5.4 An opportunity to invite guests will be provided on both an *ad hoc* and required basis.

6. Meeting Frequency

- 6.1 This Committee will meet only once per year.
- 6.2 The Chair may at any time convene additional meetings of the Committee to consider business that requires urgent attention.

7. Administrative Support

- 7.1 The IAB will be supported by the BRC Administrator, whose duties in this respect will include:
- Agreement of the agenda with the Chair, BRC Director and Strategic Partnerships Manager of the BRC.
 - Collation and distribution of papers.
 - Taking the minutes, recording attendance plus keeping a record of matters arising and issues to be carried forward.

8. Accountability and reporting Arrangements

The IAB shall be accountable to the BRC Management Committee.

**NIHR Oxford Health Biomedical Research Centre
BRC PPIEP Operations Group (PPIOG)
Terms of Reference**

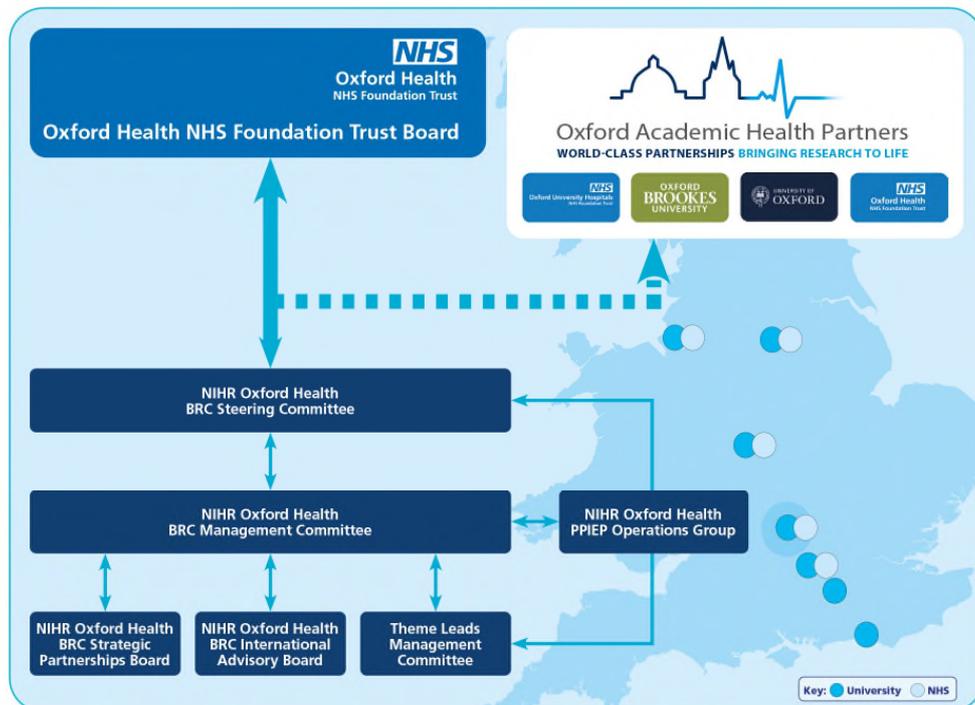
September 2022

1. Introduction

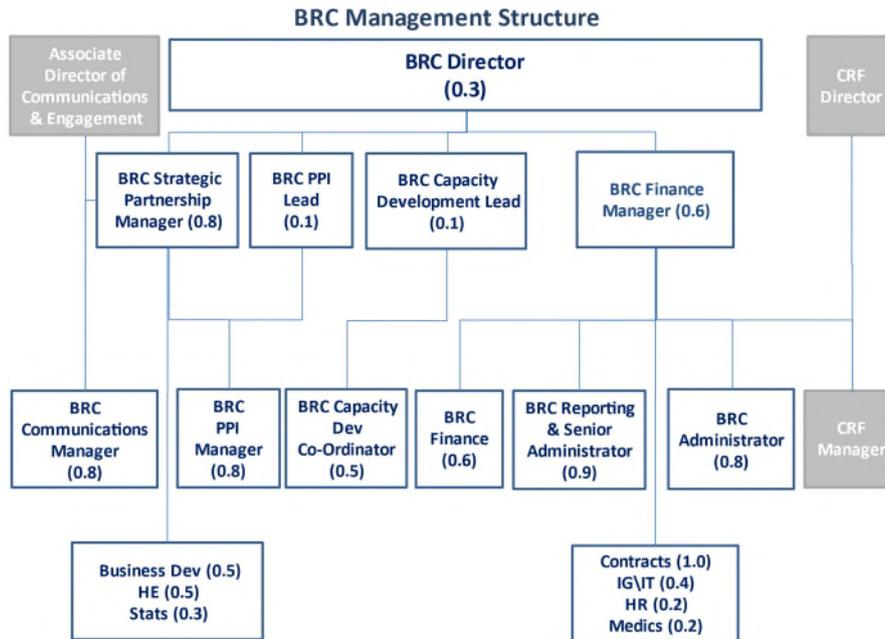
- 1.1 The **Oxford Health Biomedical Research Centre (OH BRC)** was created by Oxford Health NHS FT (OHFT) in partnership with University of Oxford (UO) following success of an application to the National Institute of Health Research in the 2016 round of NIHR Biomedical Research Centre (BRC) funding. The BRC was initially focused around Oxford Health NHS FT and the University of Oxford, particularly the Department of Psychiatry.
- 1.2 Revised funding to start 1 December 2022 has been awarded around a network of centres of excellence in England (see Governance structure below), focusing on brain health.
- 1.3 The **PPIEP Operations Group (PPIOG)** will be constituted as a new operational group to address all aspects of Patient and Public involvement, Engagement and Participation (PPIEP) in the BRC. This will include, but is not limited to, overseeing progress against PPIEP strategy, as well as consideration and monitoring of diversity and inclusion to ensure the participation of underserved communities.

2. OH BRC Governance Arrangements

- 2.1 Following success of the application for renewed funding in 2022, there are proposed changes to the BRC governance structure and the particularly to the Committees to reflect a network of partners being involved. Recent reflections on both the remit, and proposed membership, of all Committees has led to the following new governance structure being proposed.



2.2 The anticipated BRC management structure is as below, although this may be subject to revision.



3. Authority

- 3.1 The PPIEP Operations Group (the OH BRC PPIOG) is constituted as a joint committee of the Oxford Health NHS Foundation Trust (OHFT) and the University of Oxford (OU) Medical Science Division (MSD). It has no executive powers, beyond those specifically delegated in these Terms of Reference.
- 3.2 The OH BRC PPIOG is authorised by the Trust Board and the OU MSD Board to investigate any activity within its Terms of Reference. It is authorised to seek any information it requires from any member of staff and all members of staff are directed to co-operate with any request made by the Committee.
- 3.3 The OH BRC PPIOG is authorised to secure the attendance of outsiders with relevant experiences and expertise if it considers this necessary.

4. Purpose of Committee

The **PPIEP Operations Group (PPIOG)** will meet quarterly to ensure the efficient operation, and oversight of, all aspects of Patient and Public involvement, Engagement and Participation in the OH-BRC, including updates from the activities carried out by:

- the Patients and Research (PAR) strategy group, the Diversity in Research group, the Older Adults group (to be set up) and the NeurOX Young people's group
- each Research Theme, via the 'PPIEP Champion Pairs' group chair
- the PPIEP Manager, focusing on the following key aspects of the OH BRC PPIEP strategy: a) the involvement of communities non-traditionally engaged communities in research; b) building capacity for researchers to involve patients, carers and general public in their research; c) collaborations and partnerships within Oxford's NIHR infrastructure as well as the University of Oxford.

These meetings are opportunities to raise and address any issues arising from PPIEP activities, highlight good practice and bring significant matters to the attention of OH BRC Management Committee and Steering Committee.

5. Membership and Representation

The core members of the PPIOG are:

- OH BRC PPIEP Lead
- OH BRC PPIEP Manager
- Patient co-chair and staff co-chair of the PAR group
- OH BRC Steering Committee PPIEP representative
- A representative from the Diversity in Research group
- A representative from the Older Adults group
- A representative from the NeurOX YPAG
- One PPIEP champion pair (on a rotation basis, so that all themes are represented).

Additional attendees will be invited on both an *ad hoc* and required basis.

7. Attendance and Quorum

There will not be a quorum for this Committee but instead the expectation is that if a member is unable to attend, a deputy from the group can attend on their behalf.

Senior individuals in the BRC management structure will be invited to attend meetings if their involvement is judged necessary, or helpful, to the meeting business.

8. Meeting Frequency

- 8.1 Meetings will be held quarterly.
- 8.2 Additional meetings of the Committee will be convened as necessary to consider business that requires urgent attention.

9. Administrative Support

There will be no formal administrative support for this Committee with the OH BRC PPIEP Manager taking responsibility for producing summaries focusing on action points from meetings and following up on the issues arising as appropriate.

6. Accountability and reporting Arrangements

Meeting minutes from the PPIOG will be sent to the BRC Management Committee (BMC). Issues arising that require further consideration will be referred by BMC as appropriate to the Theme Leads Management Committee (TLMC) or the BRC Steering Committee (SC).

7. Review of Terms of Reference

The Terms of Reference of the PPIOG, including attendees, shall be reviewed annually.