

Research and Innovation Committee

Terms of reference

1. Purpose

The Research and Innovation Committee (the Committee) is established as a committee of the Board of Directors.

The Committee’s purpose is to provide assurance to the Board that the Trust’s Research and Innovation Strategy and activities to support the corporate aims of the Trust and to ensure that this Strategy is being implemented with appropriate results.

2. Duties and responsibilities

The duties and responsibilities of the Committee are as follows:

- i. Oversee the development of the Trust’s Research and Innovation Strategy and its implementation and ensure it remains aligned with the Trusts Corporate Strategy
- ii. Seek assurance that research and innovation governance arrangements are appropriately designed, implemented, and are operating appropriately.
- iii. To monitor research and innovation performance.
- iv. To seek assurance that the regulatory requirements relating to research and innovation are being met.
- v. To promote diversity and inclusion in the Trusts Research and Innovation activities.
- vi. Ensure that risks arising from research and innovation are being managed and escalated appropriately, in line with the Trust’s Framework for Risk Management.
- vii. The committee has no executive powers other than those specifically delegated in these terms of reference.

3. Accountable to

This group is accountable to the Board of Directors.

4. Reports to

Reports to	Reporting methods (e.g. minutes, progress report, assurance report)	Frequency
Board of Directors	A regular summary report (meeting assurance report) of key areas of discussion and outcomes from the Committee meeting will be	After each meeting

	presented to the next Board of Directors meeting held in public	
	Minutes will be circulated to all members of the Board of Directors	After each meeting

5. Reporting structure - receives Meeting Assurance Reports from

Research Partnership Executive Committee
Innovation Partnership Executive Committee

6. Membership and attendance

Membership

Designation
Three Non-Executive Directors (including the Committee Chair and Deputy Chair)
Chief Medical Officer (Development)
Chief Strategy Officer
Chief Nurse

Standing invitations

Designation
Non-Executive Director that is the appointed representative of Sheffield Hallam University
Non-Executive Director that is the appointed representative of The University of Sheffield
Chief Executive
Assistant Chief Executive
Innovation Director
Research Director
Associate Research and Innovation Director

7. Quorum

Three members, of which at least one must be a Non-Executive Director

8. Meeting Roles and Responsibilities

Chair	Dean Royles, Non-Executive Director
Lead Officer	David Black, Chief Medical Officer (Development)

Meeting Administrator	Chief Executive's Office Business Manager Team
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9. Meeting frequency

The Research and Innovation Committee will be every other month, with the exception of August.

10. Process for reviewing effectiveness (tick all that apply)

- Annual review of terms of reference
- Annual report including review of work plan delivery and attendance
- Effectiveness questionnaire completed by members
- Internal / external audit review

11. Document control

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