Birmingham and Solihull Mental Health NHS Foundation Trust
Research and Innovation (R&I) Committee Terms of Reference

1.0 Authority

1.1 The Research and Innovation (R&I) Committee is a sub-committee of the Clinical Governance Committee (CGC)

1.2 The CGC is required to approve any changes or amendments to the Terms of Reference

1.3 Authorised by the CGC, the R&I Committee can carry out any function within its terms of reference; the purpose, duties and constitution for which are set out below

2.0 Purpose

2.1 The primary purpose of the Committee is to drive, promote and support both the research and innovation cultures across the Trust and to ensure strong governance in line with relevant frameworks, policies, procedures and guidelines

2.2 The Committee is responsible for developing and fostering a close and meaningful relationship between research activity and clinical practice. To this end, the core purpose of the committee is to create an environment across all parts to the Trust to support excellent clinical delivery, and promote a culture of service innovation and evidence-based practice

3.0 Duties

The Committee will undertake the following duties:

3.1 To develop, review and update the strategic direction and business planning for research and innovation by:

- to contribute and support the delivery of the Trusts strategic objectives, priorities and ambitions
- to develop and deliver the research and innovation strategy, promoting and establishing collaborative relationships with universities, NHS partners, research and innovation networks and other key stakeholders such as social care and service user and carer groups
- identifying and reviewing changes in legislation and policy or guidance that impacts on the local delivery and management of Research and/or Innovation
- ensuring that service users/carers are involved with research and innovation activities
- monitoring outcomes arising from research and innovation carried out within the Trust and support the integration of findings, outcomes, R&I intelligence into business planning for clinical and corporate divisions
- overseeing, reviewing, and steering research and innovation finance and funding including management of the Research and Innovation fund
- embedding research and innovation at every level of the organisation

3.2 To develop and promote NIHR portfolio research by:

- monitoring the Trust's performance against the NIHR high level objectives, including recruitment to portfolio studies
- providing infrastructure to support grant applications primarily for (but not exclusively) NIHR grant applications
- ensuring the communication of key messages regarding the importance of research and innovation as a routine part of clinical practice
- ensuring that a research advice and support service is provided to all Trust staff as required, and contributes to new and innovative ways to support research and research related activity

Improving mental health wellbeing
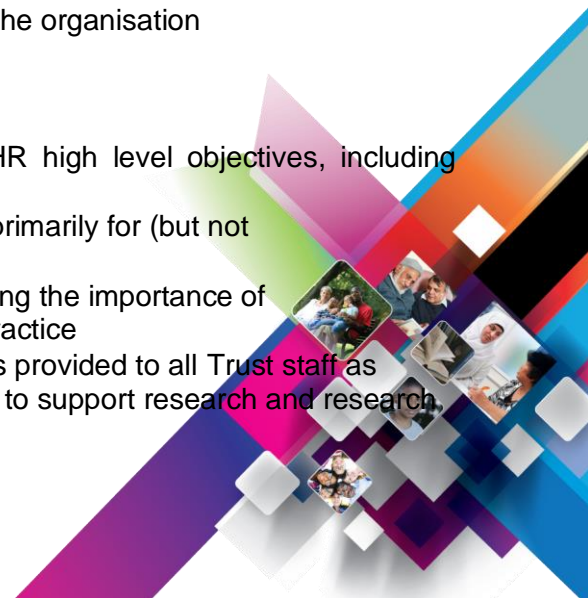
- supporting NIHR portfolio researchers within the Trust to develop their potential to become research leaders

3.3 To oversee and direct the activities which support the development of a research into action culture, bringing research and clinical application closer. Activities referred to above include:
- ensuring information is widely available regarding all research undertaken within the Trust
- ensuring that headlines from research, evaluation, and research related activity are regularly publicised, to include early findings, progress and final outcomes
- profiling good practice regarding service improvements based on research findings
- demonstrating the application and importance of practice based research evidence in providing tailored mental health care to the population of Birmingham and Solihull
- ensuring that the library service resource is fully utilised to enable research application in clinical practice

3.4 To oversee and coordinate the activities relating to the development and promotion of innovation within BSMHFT. These activities will include:
- distributing and maintaining a Trust innovations framework and associated guidance
- developing regular communications to BSMHFT staff members to ensure they are aware of how to submit ideas and how to apply for innovation funding
- linking with individual staff, teams and/or service areas to generate and prioritise innovative ideas which either align to the Academic Health Science Networks clinical priority themes, European funding objectives, Trust objectives or which are designed to solve problems which have been identified in our clinical settings
- reviewing and disseminating relevant innovations in other organisations via the AHSN Mental Health Innovation Network
- prioritising and commissioning BSMHFT and external innovations for testing, adoption and dissemination in line with Trusts innovation framework. Accessing innovation funds as required (e.g. internal, NIHR or EU)
- establishing BSMHFT as a leading organisation for innovation through a variety of methods e.g. networking, relevant event attendance, hosting of conferences
- receive updates in relation to the West Midlands Academic Health Science Network (WMAHSN)
- identification of potential collaborative partners through external networks
- supporting BSMHFT input into the WMAHSN

3.5 To assure high robust management and governance of research and innovation:
- develop, monitor and regularly review the Trust's Research and Innovation policies and procedures
- ensure that other research-related policies, guidelines and standard operating procedures are developed and ratified as and when necessary
- ensure an effective review process for all Service Evaluations undertaken at the Trust
- ensure findings are shared and actions are implemented as appropriate

3.6 To establish and oversee the management of Clinical Academic Sub Committee

3.7 To establish and oversee a twice annual R&I meeting of the extended R&I Committee members, and an Annual Research and Innovation Event
- to ensure extended Research and Innovation Committee meetings are hosted when required

- to set agendas of the twice-yearly meetings that will be used to inform the strategy and direction of the Trust
- to support the R&I team in managing an annual R&I event by
  - contributing to the agenda
  - facilitating in attracting external speakers
  - using professional networks for promoting the event where relevant locally, regionally and nationally

4.0 Committee Management
4.1 The R&I administrative team will act as secretariat to the Committee; the following will be standing agenda items:
- Chairs Executive Update
- Head of Department Update
- Research Development and Grant Application Update
- Update from External Meetings (to include Professional Committee updates)
- R&I Performance Report
- Innovation
- Library Services
- Finance
- CRN Division 4
- Communications & Marketing
- Risk Register

5.0 Membership
The following members will attend the regular committee:
- Executive Medical Director (Chair)
- Associate Director Research & Development (Vice Chair)
- Head of Research and Innovation
- Chief Clinical Information Officer
- Head of Communications and Marketing
- Head of ICT
- Head of AHPs and Health and Wellbeing
- Assistant Director Operations
- Chief Pharmacist
- Clinical Director for Psychological Services and Chief Psychologist
- Clinical Director for Urgent Care and Consultant Old Age Psychiatry
- Consultant Occupational Therapist
- Honorary Consultant Psychologist/Professor of Addictions Research
- Finance lead for R&I
- Library Services Manager
- Service User and/ or carer representatives (x2)
- CRN Division 4 Manager
- Assistant Director for Operations (by invitation)
- Clinical Academics (by request)

Each representative listed above (or the appropriate nominated representative) will have a nominated deputy who will attend the committee in his or her absence.

6.0 Quoracy

6.1 The meeting will be in Quorum with the Chair (or nominated Deputy) and six other members present.

6.2 The Chair can take the decision to run non-quorate meetings however approval and ratification of official documents, policies/ procedures is not permitted

7.0 Frequency of meetings

7.1 The Research and Innovation Committee will meet quarterly. Exceptional meetings will be arranged if required and virtual meetings to discuss documents and proposals in between committees by arrangement.

8.0 Reporting

8.1 The committee will provide regular progress updates and annual reports to the CGC, Trust Board and other relevant Committees as requested

8.2 Policy approval will be in line with the Trust Policy Management policy

9.0 Expectations of Committee Members

9.1 Members are expected to contribute their expertise in delivering the duties outlined in section 3.0

9.2 To act as an ambassador for research and innovation in their local service area and at wider operational and strategic level; sharing relevant papers and documents as appropriate.

9.3 To ensure information from their own service area that is relevant to the Research and Innovation Committee is raised and discussed as appropriate

9.4 To support the Research and Innovation team in cascading relevant information

9.5 To support in identifying suitable Principle Investigators/and or collaborators for locally run research studies.