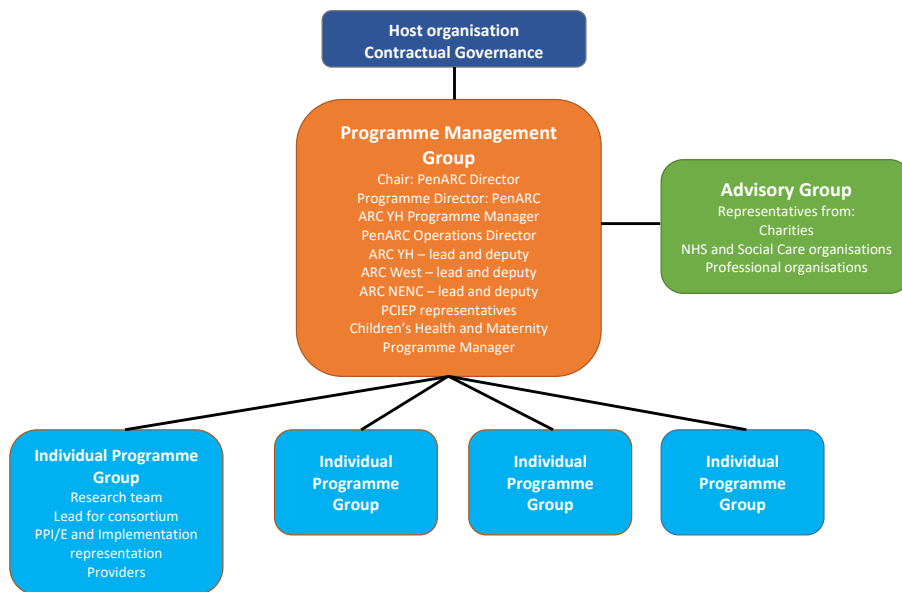


**NIHR ARC National Priorities: Children’s Health & Maternity (CHM) -
Advisory Group (AG)**

TERMS OF REFERENCE v1

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Structure of the AG, within the context of the programme

1. Purpose and functions of the Advisory Group (AG)

- 1.1 The AG will provide independent support and advice to the Programme Management Group (PMG) relating to delivery of NIHR National Priorities for the Children's Health & Maternity (CHM) programme.
- 1.2 The AG will provide advice on the selection of projects, methods and implementation strategies as well as ensuring that initiatives are aligned to other similar national programmes.
- 1.3 The AG will advise on key research themes for progression with consideration of viability for implementation and impact.
- 1.4 The AG will advise on the progress of the project against the Children's Health & Maternity (CHM) programmes aims and objectives
- 1.5 The AG will link in and work closely with Programme Management Group representatives in relation to advising selection of projects and methods for implementation.
- 1.6 The AG will provide advice on knowledge brokerage and engagement with stakeholders and policymakers.

2. Membership

The Advisory Group will be chaired by Amanda Allard, National Children’s Bureau

Membership includes:

Advisory Group members:	
Dr Matthew Clark	NHSE National Specialty Advisor for children and young people
Dr Nimarta Dharni	Royal College of Obstetrics and Gynaecology
Prof Gary Ford CBE	Academic Health Science Networks
Prof Ruth Gilbert	Children and Families Policy Research Unit
Dr Claire Lemer	Guy’s and St Thomas’ Consultant in Paediatrics
Dr Misha Moore	NHSE National Specialty Advisor for Obstetrics
Dr Rachel Taylor	Royal College of Nursing
Prof Russell Viner	Royal College of Paediatrics and Child Health and NHSE Children and Young People’s Transformation Board
Hina Qureshi	ARC North West Coast
Jane Whitehurst	ARC West Midlands
Libby Davis	ARC West (Young Persons Advisory Group)
Tejas Ramanan	ARC West (Young Persons Advisory Group)

- 2.1 The AG may request other staff to attend meetings to provide information and/or assist in the delivery of the AG’s remit.
- 2.2 Secretariat support will be provided by the CHM Administrator (PenARC) including organising and convening meetings, preparing and distributing agendas and provision of minutes and papers.
- 2.3 AG members will serve for the full funding period of three years, unless otherwise agreed by the Chair of the AG and management group members.
- 2.4 Members of the PMG will attend the Advisory Group meetings.

3. Accountability

- 3.1 The AG is accountable to the CMH Principal Investigator/s and Study sponsor who will have final overall responsibility for ensuring that the AG is managed and functions appropriately.

4. Frequency and conduct of meetings

- 4.1 The AG will be consulted twice during the first six months, at a meeting convened in January 2021 and by email/electronic consultation in March 2021. Thereafter, meetings will be yearly with a minimum of five members at each meeting. Attendance is expected wherever possible however a deputy can be nominated for occasional meetings.
- 4.2 Papers and agenda items will be submitted through the CMH Programme Manager at least one week before the date of the AG meeting.
- 4.3 Late and tabled papers will only be accepted with the agreement of the Chair.
- 4.4 The meeting draft minutes will be emailed to AG members within two weeks of the meeting.

5. Declarations of interest

- 5.1 Advisory Group members must disclose all potential and actual conflicts of interest and ensure such conflicts are managed in adherence with their organisations' disclosure of interests' policies and statutory duties.

6. Review

- 6.1 These Terms of Reference will be reviewed annually by the AG (commencing Dec 2021).