

# **Terms of Reference for the South West London Research Governance Consortium, March 2006**

As agreed by the Research Governance Consortium (LB Croydon, Royal Borough of Kingston upon Thames, LB Merton, LB Richmond upon Thames, LB Sutton)

## **Research Governance Framework For Social Care**

### **Terms Of Reference Of The SW London Research Governance Consortium**

#### **1.0 AIMS OF THE GROUP**

##### **1.1 Primary aims**

- To promote best practice in research and safeguard the public within the combined Local Authority area by overseeing the proper application of the National Research Governance Framework for Health and Social Care on behalf of the participating Boroughs.
- To agree and disseminate lessons learnt in the conduct of research, which both promote good practice and also can prevent adverse incidents.
- To monitor all local relevant research to ensure that high scientific, ethical and financial standards are applied.
- To consider research proposals in the local area and where necessary recommend changes and further work to ensure compliance with national standards and expectations.
- To ensure all participants to the research are aware of their responsibilities.
- To ensure research has proper ethical review and refer to, or recommend appropriate independent review bodies where necessary.
- To ensure that research proposals comply with data protection legislation and procedures.
- To ensure that proposals have appropriate agreements between participants to the research and monitor the proper implementation.

##### **1.2 Secondary aims**

- To encourage creative and innovative research and to assist the effective transfer of learning, technology and best practice to improve services.
- To publish a list of known research undertaken within this context, (and on the findings once proper scientific review has been conducted.)
- To operate as a 'Learning Network', making connections between interested parties and sharing knowledge as appropriate.
- To bid for and manage funds relevant to the pursuit of these aims.

## **2.0 DEFINITION OF RELEVANT RESEARCH**

The research Governance Framework applies to all research, which “relates to the responsibilities of the Secretary of State for Health - that is research concerned with the protection and promotion of public health,...and research undertaken by or within social care services that might have an impact on the quality of those services. This includes clinical and non-clinical research, research undertaken by NHS staff using NHS resources, and research undertaken by industry, the charities, the research councils and universities within the health and social care systems”.

The SW London Consortium will consider any such research which;

- Involves the participation of the Local Authorities' in one or more of the defined roles, or
- The use of material gathered as part of the Borough's activities, or
- Access to users of Borough services.

## **3.0 ACCOUNTABILITY**

- Each officer nominated to the Consortium will be accountable to the Executive of his or her employing Authority in regard to the implementation of the Framework.
- The Consortium will report on behalf of the participating Boroughs to the Department of Health, as appropriate and take responsibility for the proper implementation of the Framework on behalf of each Borough.
- No Borough will be obligated to commit resources as a result of the actions of the Consortium. All contributions are voluntary.

## **4.0 RECORD KEEPING**

- The Consortium will document its recommendations and observations on any research that it is aware of, and nominate an officer from each of the participating Boroughs to store these recommendations.
- An annual report will be drawn up on the findings of the Consortium to cover observations on how the framework is working in this area.

## **5.0 MEMBERSHIP**

- The participating Boroughs are; Croydon, Kingston, Merton, Richmond, Sutton
- Each Borough will nominate a lead officer with appropriate training and knowledge to the Consortium for a minimum period of one year's membership (to ensure continuity of decision making).
- Other officers of the participating Boroughs will attend meetings at the invitation of any of the lead officers.
- Other members will include – representatives from Educational institutions, (particularly someone on Ethics Boards) PCT's and other health services as agreed with the core group.

## **6.0 MEETINGS**

- The Consortium will meet every 2 months, and meet in emergency session as required if urgent attention to a particular matter is required by any of the Boroughs. Emergency sessions may not be fully attended but should have at least 3 members of the Consortium including the Borough where the research is taking place or proposed to take place.
- The lead officer of one of the participating Boroughs will convene meetings and act as a single referral point for issues concerning relevant research in the catchment area; this role will be undertaken for a period of one year.