

Terms of Reference

Board Research Committee *as at May 2020*

1. Purpose

The function of the Research Committee is to provide oversight and recommend strategies to the Board in relation to building long-term collaborations in research and enhanced clinical service delivery founded on sustainable and trusting partnerships, facilitated by a shared collective vision with clear benefits to all parties which help to position the Children's Health Queensland Hospital and Health Service (CHQHHS) as a world class health service of national and international significance.

In fulfilling its responsibilities, the Committee will observe and promote the core organisational values of respect, care, integrity and imagination.

2. Authority

The Committee is established under *Hospital and Health Boards Act 2011* (Schedule 1, s. 8) and reports to the Children's Health Queensland Hospital and Health Board. The terms of reference are approved by the Children's Health Queensland Hospital and Health Board. The Committee has no executive powers and is an advisory committee of the Board.

3. Functions

The Committee has the following functions:

- a) Provide oversight and strategies to the CHQHHS on research priorities and the development and implementation of collaborative and strategic research programs, with particular reference to opportunities arising out of the CHQHHS state-wide role.
- b) Provide oversight and strategies on the alignment of the CHQHHS research foci to build a critical mass of expertise in defined areas of research where there is capacity to build a state-wide, national and international reputation.
- c) Seek opportunities for CHQHHS to enhance research programs in conjunction with external agencies, including the private sector and non-government organisations.
- d) Seek opportunities at state, national and international level. to leverage the expertise and capacity to advance the resourcing (including government funding) of health research and development activities.
- e) Provide oversight and strategies to the CHQHHS on the potential to translate and commercialise research outcomes, and for protection of Intellectual Property developed.
- f) Set and monitor key research performance indicators for the CHQHHS.
- g) Provide oversight and strategies to the Board and Health Service Chief Executive on the above-mentioned matters.

4. Membership

Membership is determined by the Board. Members, including the Chair, will include at least three members of the Board. The Chair will be a Board member appointed by the Children's Health Queensland Hospital and Health Service Board.

Standing invitations:

The following positions will be invited to attend each meeting:

- Health Service Chief Executive
- Executive Director Medical Services
- Chair, Research Council
- CHQ Director of Research
- CHQ Business Manager Research

Proxies:

Proxies are only permitted if approved by the Chair.

5. Other Participants

The Chair may request Health Service Executive management team members, employees or external parties to attend a meeting of the Committee. A person officially acting in a standing invitee's position may attend and participate in committee deliberations and contribute to committee recommendations provided they are suitably briefed prior to the meeting.

6. Secretariat

Secretariat support will be provided by Board Secretary or another suitable officer.

7. Reporting

The Committee will report directly to the Children's Health Queensland Hospital and Health Board.

The Committee will provide the Board with an annual research report for CHQHHS which will provide a research narrative of activities and performance metrics (national and international networks, research income and publications, other impact data).

8. Frequency of meetings

Meetings will be held at least four times a year and a schedule of meetings will be agreed in advance.

9. Quorum

A quorum will comprise 50% of members, or if 50% is not a whole number, the next highest whole number.

10. Agenda items

Agenda items will be submitted to the Board Secretariat 10 days prior to a scheduled Committee meeting. The agenda and papers will be distributed at least four days prior to a scheduled Committee meeting.

11. Business rules

As per Board Charter which provides the corporate governance framework for Board and Committee meetings.