

## Appendix 1

### Research Governance Board - Terms of Reference

**The Research Governance Board is a partnership body set up to manage the Research Governance Framework (RGF). The Board is also the approvals panel. In most circumstances, the day to day review of applications is delegated to the council's lead manager for RGF.**

The Board will ensure that the RGF competently processes and monitors research, including a studies, surveys, evaluations or consultations. Such research will be subject to the Framework if it involves services users, their families or carers and council staff either directly or indirectly. In doing so the Panel will oversee arrangements to :-

- Promote research and research outcomes both within and outside the council.
- Review all applications for research.
- Make decisions about research applications on the basis of set criteria.
- Ensure consistency and quality of research standards.
- Prevent multiple or repeated requests for access to service users and staff.
- Provide advice to researchers about the process, their research proposal and approval decisions.
- Protect the interests of service users, their families, carers staff and public.
- Ensure the Council and partners are not exposed to undue risk.
- Ensure that research is monitored by appropriate council or partner officers.
- Ensure the Council and partner's legal requirements and obligations are met (e.g. Equal Opportunities, CRB, Data Protection, Caldecott).
- Oversee a register of approved research projects.
- Periodically report on research activity involving services users, their families or carers and council staff.
- Delegate such decisions (e.g. to the council's lead manager for RGF) as it considers fit. This will normally apply to non-complex or non-contentious applications.
- Scrutinise delegated decisions as required.
- Monitor research outcomes.
- Establish a library of completed research that has been undertaken with council staff and with service users, their carers and their families.