

PCR N Northern & Yorkshire Executive

Terms of Reference

1. Background

- 1.1 The purpose of PCR N N&Y is to enable trials and studies to take place within primary care and to engage with primary health care professionals and the family of NIHR research networks in the region to enable the delivery of NIHR portfolio studies.
- 1.2 The overarching aim is to support the delivery of high quality NIHR portfolio research studies.

2. Responsibilities and Activities

- 2.1 To oversee the activity of the PCR N Hubs (NTW, CDTV, NEYNL and WY CLRNs).
- 2.2 To provide strategic guidance and a point of reference for the PCR N Hubs.
- 2.3 To help and advise on securing and the use of primary care resource from CLRNs.
- 2.4 The Executive operates at a strategic level and informs 'delivery' and 'working group' functions at PCR N Hub level. These groups are commonly chaired by the CLR N Primary Care Leads or PCR N CTCs with representation from CLR N, PCR N and PCTs. Their function is to operationalise the delivery of NIHR portfolio studies within their respective PCR N Hubs.

3. Structure and Accountability

- 3.1 The PCR N N&Y Executive acts in an advisory capacity to the PCR N Hubs. The Executive can request that any concerns or advice that it has regarding PCR N Hub strategy and policy are brought to the attention of the national Primary Care Research Network.
- 3.2 The PCR N N&Y Executive will produce reports for the PCR N N&Y Board and make them available for the PCR N Hubs.
- 3.3 Although not formal within the NIHR CC structure, the PCR N N&Y Executive will play an active role in advising and sign off of the primary care resource OUR plans of each of the CLRNs.
- 3.4 The work of the PCR N N&Y Executive will be included in the Network's Annual Report.
- 3.5 The Terms of Reference of the PCR N N&Y Executive will be reviewed periodically to ensure that it remains fit for purpose and is best configured to discharge its duties.
- 3.6 The membership of the Executive will be reviewed periodically to ensure the membership remains fit for purpose and is best configured to discharge its duties.
- 3.7 The PCR N N&Y Executive Group is accountable to the PCR N CC and is supported by advice of the Advisory Board and the PCR N Hubs.

4. Membership and Meetings

- 4.1 The membership of the PCRN N&Y Executive is locality focused drawn from those responsible for strategy and delivery in PCRN and CLRN within their respective PCRN Hubs (CLRN areas).
- 4.2 Named deputies will be permitted by prior agreement.
- 4.3 A quorum will consist of not less than 6 members of the Committee which must include the PCRN N&Y Clinical Lead or Manager, and at least one representative from each of the PCRN Hubs.
- 4.4 The PCRN N&Y secretary will prepare agendas, keep minutes and deal with any other matters concerning the administration of the Committee. Minutes will be approved by the whole committee. The minutes will be considered as accepted by the members of the Executive if within 30 days from receipt no member has objected in writing to the PCRN N&Y Clinical Lead or PCRN N&Y Manager.
- 4.5 The Executive will meet bimonthly. Minutes of the meetings will be sent to directors of stakeholder organisations and other interested individuals, notable, CLRNs, TCRNs, PCTs, SHAs and HEIs.

5. Appointment of Members

- 5.1 The PCRN N&Y Executive will be chaired by the PCRN N&Y Clinical Lead.
- 5.2 Changes in the group constitution and/or nominations will be made through the Executive chair and ratified by the committee members.

Membership

The membership will be as follows:

- PCRN N&Y Clinical Lead (Chair)
- PCRN N&Y Manager
- CLRN Primary Care Leads
- PCRN N&Y Co-Clinical Leads
- PCRN N&Y CTCs

Name	Affiliation(s)
Scott Wilkes	Clinical Lead PCRN N&Y
Terri Harding	Manager PCRN N&Y
James Larcombe/Tim Butler	CDTV CLRN
Nick Summerton	NEY&NL CLRN
Robbie Foy	WY CLRN
Scott Wilkes	NTW CLRN
Naomi Reay	PCRN N&Y Co-clinical Lead WY
Raghu Raghunath	PCRN N&Y Co-clinical Lead NEY&NL
Tba	PCRN N&Y Co-clinical Lead NTW, CDTV
Louise Warner	CTC NTW
Sarah Daniel	CTC CDTV
John Hodgson	CTC WY
Yvonne Coverdale	CTC NEY&NL