

**Institute of Health and Wellbeing Board
Terms of Reference**

1. Purpose

The Board of the Institute of Health and Wellbeing will provide strategic direction and leadership to ensure the Institute of Health and Wellbeing delivers innovative interdisciplinary research, education and enterprise to improve the health and wellbeing of the population.

The objectives of the Board are to:

- Agree the Institute's priorities and operational plan and monitor their implementation against its aims, objectives and performance measures
- Ensure and enable public and patient engagement throughout the Institute's activities
- Monitor and manage the factors outside the Institute of Health and Wellbeing's control that are critical to its success
- Ensure strong financial and corporate governance
- Receive reports from the Institute's Research Theme Advisory Groups

2. Membership

The Board will be comprised of:

- Vice Chancellor, The University of Northampton, Chair
- Director of Research, Impact and Enterprise, The University of Northampton, Deputy Chair
- Director of The Institute of Health and Wellbeing, The University of Northampton
- Manager of The Institute of Health and Wellbeing, The University of Northampton
- Director of Public Health, Northamptonshire County Council
- Research Lead, Nene Clinical Commissioning Group
- Research Lead, Corby Clinical Commissioning Group
- Medical Director, Northamptonshire Healthcare NHS Foundation Trust
- Research Lead, Kettering General Hospital NHS Foundation Trust
- Research Lead, Northampton General Hospital NHS Trust
- Consultant Gynaecological Oncologist & Trust Lead in Research and Development, Northampton Gynaecological Cancer Centre
- Academic Director, St Andrew's Healthcare
- Head of Research and Development, Northamptonshire R&D Service
- Director, Healthwatch Northamptonshire
- Representative from East Midlands Academic Health Science Network
- Public Involvement Programme Lead, East Midlands CLAHRC
- Public/Patient Representatives
- Administrator, The Institute of Health and Wellbeing (in attendance)

3. Responsibilities

The members of the Board will commit to:

- Championing the Institute of Health and Wellbeing across Northamptonshire and East Midlands, and in relevant professional fora
- Encouraging evidence based decision making and the adoption of innovation into practice
- Fostering collaboration
- Share information with the Institute of Health and Wellbeing and its Board
- Removing obstacles to the Institute of Health and Wellbeing's successful delivery of activity aligned to our aims
- Notifying members of the Board, as soon as practical, if any matter arises which may be deemed to affect the development of the Institute of Health and Wellbeing
- Attending all scheduled meetings of the Board, and if necessary nominate a proxy
- Declaring all conflicts of interest

Members of the Board will expect:

- That each member will be provided with complete, accurate and meaningful information in a timely manner
- To be alerted to potential risks and issues that could impact on the Institute of Health and Wellbeing as they arise
- Open and honest discussions, including challenge with transparency
- Transparent information to verify the overall status and sustainability of the Institute of Health and Wellbeing

4. Accountability and Reporting

The Board will account to the University of Northampton's Executive Team, which reports directly to University Senate Committee. Responsibility for communicating between the Board and the University Executive Team will fall to the Chair, or the Deputy Chair in his absence.

Information shared and generated at the Board that is of relevance to the Institute's Research Theme Advisory Groups will be reported to them at their next meeting. Responsibility for communicating between the Board and the Research Theme Advisory Groups will fall to the Director of the Institute of Health and Wellbeing, or the Manager in her absence.

5. Meetings

- Meetings will be chaired by the Vice Chancellor of the University of Northampton, or the Executive Dean for Research in his absence
- The meeting quorum will be 8 members of the Board, or 50% plus 1 in the event of other members being co-opted to the Board
- Decisions will be made by consensus. If this is not possible, the Chair will make the final decision.
- Meetings will be held twice a year, usually in April and October.
- Documents for the meetings, including the agenda and supporting papers, will be prepared by the Administrator of the Institute of Health and Wellbeing, and circulated at least two weeks prior to the meetings. Minutes and actions from the meeting will follow no more than two weeks after the meetings.

There may be occasion to create subgroups to complete a specific piece of work. Members of the subgroup, its objectives and duration will be specified in its own terms of reference. Any formed subgroup will report to the Institute of Health and Wellbeing's Board, who will agree the strategic direction of the activity being undertaken.

6. Amendment, Variation or Modification

This Terms of Reference will be reviewed on a regular basis to ensure continuing relevance. This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the Board members.