
**Cambridge BioResource Management Committee
Terms of Reference**

Membership

The membership of the Committee shall comprise:

Position	Name	Tenure	Position on Committee
- Director of the NIHR BioResource - Director of Research and Development, CUH	Dr John Bradley	<i>Ex-officio</i>	
- Scientific Director of the BioResource	Professor John Danesh	<i>Ex-officio</i>	
- Director of the NIHR BioResource – Rare Diseases	Professor Willem Ouwehand	<i>Ex-officio</i>	
Expertise in Paediatrics	Professor David Dunger	<i>Ad-hominem</i>	
Solicitor Consultant, Research and Development, CUH	Dr Mary Kasanicki	<i>Ex-officio</i>	
NIHR Cambridge BioResource Manager	Jaimie Taylor	<i>Ex-officio</i>	Deputy Chair
Associate Director - NIHR BioResource	Dr Nathalie Kingston	<i>Ex-officio</i>	Chair
Research Study Manager, NIHR BioResource – Rare Diseases	Hannah Stark	<i>Ex-officio</i>	
Senior Study Manager, NIHR BioResource	Sofie Ashford	<i>Ex-officio</i>	
Representative from the MRC Cognition and Brain Sciences Unit	Dr Duncan Astle	3 years: 1 Apr 2017 – 31 Mar 2020	
Assistant Director Research and Development, NHSBT	Dr Nick Watkins	3 years: 1 Sept 2016 – 31 Aug 2019	
Co-Chair NIHR BioResource	Professor Patrick Chinnery	3 years: 1 Jan 2017 – 31 Dec 2020	
Representative for Clinical Research Facility	Jo Piper	<i>Observer</i>	
Senior Study Participation Coordinator - NIHR Cambridge BioResource	Cheryl Chapman	<i>Ex-officio</i>	Secretary

The quorum for Committee meetings is 4 including the Chair (or Deputy Chair) but excluding the Secretary. The Chair and deputy chair will be elected by the committee.

Further points relating to membership

1. Members acting as a representative of a University/NHS department shall be recommended to the Committee by the department or unit where the person is based. The appointment shall then be formally approved by the Committee. Members are appointed for three years in the first instance. There is provision for the appointment to be extended for further periods of up to three years at a time, on the recommendation of both the member's department and approval by the Committee.
2. Observers may be invited to attend Committee meetings.
3. Where there is a conflict of interest, the relevant member of the Committee shall not participate in discussions or decision-making relating to that person.

Remit

- The Committee has ultimate responsibility for directing the overall activity of the Cambridge BioResource, its strategic direction and related policies. The Committee ensures that the actions of the BioResource supports its vision, purpose and aims and it is responsible for establishing the fundamental values and ethical principles.
- The Committee is accountable to the Executive Board and the CBR volunteers.
- The Committee considers applications to enrol cohorts of patients/volunteers into the BioResource.
- Once a year, the Committee will make an evaluation of already approved recall studies and consider the applications seeking renewal.

Reporting and other relationships

The Committee will report information to other committees as relevant. This will include (but not necessarily be limited to) the following:

- The CBR Scientific Advisory Board
- The CBR Executive Board
- The BioResource Operational Management Group
- The NIHR BioResource Steering Committee
- Other committees as relevant

Frequency of meetings

The meetings are held at least quarterly but interim meetings can be arranged if necessary. Decisions can also be made via email circulation where required.

Confidentiality

All members, observers and invited guests, are bound by the requirement not to reveal or discuss confidential details with unauthorised persons.

NHS and University employees (honorary and substantive) are reminded of the terms of confidentiality in their employment contracts.

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Jaimie Taylor
03 September 2018