



*National Institute for
Health Research*

Cancer Research Network

Pan Birmingham Cancer Research Network

NIHR Pan Birmingham Cancer Research Network

Constitution

**Date 27 May 2010
Revised May 2011
Revised November 2011**

Revision Due: May 2012

Version Control

THIS IS A CONTROLLED DOCUMENT PLEASE DESTROY ALL PREVIOUS VERSIONS ON RECEIPT OF A NEW VERSION.

VERSION	DATE ISSUED	BRIEF SUMMARY OF CHANGE	OWNER'S NAME
Draft 0.1	28 April 2010	First draft for comment	Gina Dutton
Draft 0.2	27 May 2010	Amended TOR post PBCN Board	Gina Dutton
Version 1	14 June 2010	Finalised version	Gina Dutton
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Version 1.2	1 November 2010	Amended Appendices	Gina Dutton
Version 1.3	24 May 2011	Amended Appendices	Gina Dutton
Version 1.4	10 November 2011	Updated 'Branding' Revised Measure numbering	Gina Dutton

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* Denotes a Cancer Network Measure

Pan Birmingham Cancer Research Network Constitution - Agreement Cover Sheet

This Constitution has been agreed by:

Position: **Cancer Network Medical Director**

Name: Professor Don Milligan

Organisation: Pan Birmingham Cancer Network

Date Agreed: 27 May 2010

Position: **NCRN Director or Assistant Director**

Name: Ruth McLaren

Organisation: National Cancer Research Network

Date Agreed: 28 July 2010

Position: **Clinical Lead of the Cancer Research Network**

Name: Dr Daniel Ford

Organisation: Pan Birmingham Cancer Research Network

Date Agreed: 27 May 2010

Position: **Chair of the Network Board**

Name: Claire Molloy

Organisation: Solihull NHS Care Trust

Date Agreed: 27 May 2010

Position: **Chair of the Research Network Steering Group (Acting)**

Name: Professor Don Milligan

Organisation: Pan Birmingham Cancer Network

Date Agreed: 27 May 2010

Position: **User Partnership Representative**

Name: Fran Gurney

Organisation: Pan Birmingham User Partnership Group

Date Agreed: June 2010 (Verbal)

Position: **Trust Nominated Cancer Research Lead**

Name: Dr Bruce Morland

Organisation: Birmingham Children's Hospital NHS Foundation Trust

Date Agreed: 28 May 2010

Position: **Trust Nominated Cancer Research Lead**

Name: Dr Kai Ren Ong

Organisation: Birmingham Women's Hospital NHS Foundation Trust

Date Agreed: 7 June 2010

Position: **Trust Nominated Cancer Research Lead**

Name: Bethan Bishop

Organisation: Heart of England NHS Foundation Trust

Date Agreed: 28 May 2010

Position: **Trust Nominated Cancer Research Lead**

Name: Rob Grimer

Organisation: The Royal Orthopaedic Hospital NHS Trust

Date Agreed: 28 May 2010

Position: **Trust Nominated Cancer Research Lead**

Name: Dr Daniel Rea

Organisation: Sandwell & West Birmingham Hospitals NHS Trust

Date Agreed: 7 June 2010

Position: **Trust Nominated Cancer Research Lead**

Name: Professor Nick James

Organisation: University Hospital Birmingham NHS Foundation Trust

Date Agreed: 11 June 2010

Position: **Trust Nominated Cancer Research Lead**

Name: Dr Ye Lin Hock

Organisation: Walsall Hospital NHS Trust

Date Agreed: 1 June 2010

Position: **University of Birmingham Trials Unit Representative**

Name: Jenny Barnwell

Organisation: Cancer Research UK Clinical Trials Unit

Date Agreed: 1 June 2010

Position: **University of Birmingham Trials Unit Representative**

Name: Professor Sue Wilson

Organisation: Primary Care Clinical Trials and Research Unit

Date Agreed: 1 June 2010

Position: **CLRN Representative**

Name: Theresa Morton

Organisation: Birmingham & the Black Country Comprehensive Local
Research Network

Date Agreed: 7 June 2010

Constitution Review date: May 2011 –Reviewed and amended

Next Review date: May 2012

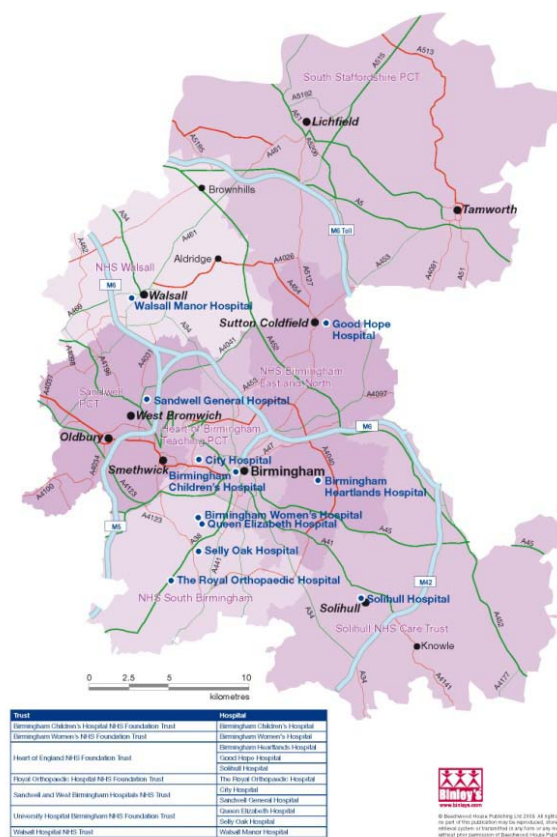


National Institute for Health Research

Cancer Research Network

Pan Birmingham Cancer Research Network

Pan Birmingham Cancer Research Network Constitution



1 Introduction

Pan Birmingham Cancer Research Network (PBCRN) was established in 2002.

It is a geographically small Network and serves a population of 1.94 million people in the Birmingham and Black Country Conurbation.

It is hosted by NHS South Birmingham.

Network	Pan Birmingham
Clinical Lead for Research	Dr Daniel Ford
Research Network Manager	Mrs Gina Dutton
Network Population	1,940,000 (This includes the whole Walsall population from April 2010)

Network organisation	Centralised/devolved/mixed
Staff appointments	Core team – part of Cancer Network; Trust posts – employed by Trusts
Line management	Manager and Clinical Lead – Cancer Network; Trust posts – Trust Line Manager, mix of cancer services and R&D
Governance	Central completion of SSI forms available by Information Officer
Portfolio management	Trust decisions, with support and guidance from Core Team

Summary of NHS organisations within the network from which patients are recruited (or referred)			
Trust name	Trust acronym	Hospital site(s)	Hospital site acronym
Birmingham Children's Hospital NHS Foundation Trust	BCHFT	Birmingham Children's Hospital	BCH
Birmingham Women's NHS Foundation Trust	BWHFT	Birmingham Women's Hospital	BWH
Heart of England NHS Foundation Trust	HEFT	Birmingham Heartlands Hospital Solihull Hospital – also in Arden Network Good Hope Hospital	BHH SH GHH
Royal Orthopaedic Hospital NHS Foundation Trust	ROHFT	Royal Orthopaedic Hospital	ROH
Sandwell and West Birmingham NHS Trust	SWBHT	Birmingham City Hospital Sandwell General Hospital	CH SGH
University Hospitals Birmingham NHS Foundation Trust	UHBFT	Queen Elizabeth Hospital Selly Oak Hospital	QEH SOH
Walsall Healthcare NHS Trust	WHT	Walsall Manor Hospital	WMH

Summary of PCTs covered by Network area (to give indication of geographical boundaries)	
PCT name	PCT name
NHS South Birmingham	NHS Birmingham East and North
Heart of Birmingham Teaching PCT	Sandwell PCT
Walsall PCT	Solihull NHS Care Trust
Part of South Staffordshire PCT (old Burntwood, Lichfield and Tamworth PCT population)	

Other Networks in our locality	West Midlands Medicines for Children Research Network
	West Midlands Stroke Research Network
	Heart of England Mental Health Research Hub
	Primary Care Research Network for Central England

Comprehensive Local Research Network(s)	Cancer Research Network Trust included
Birmingham and Black Country	All of Pan Birmingham Cancer Research Network Trusts

2 Network Organisation

Pan Birmingham Cancer Research Network was established in 2002 and serves a population of 1.94 million people. The Network is comprised of seven acute Trusts, four of which provide district general hospital services to their local populations. One of these, University Hospitals Birmingham NHS Foundation Trust hosts the Cancer Centre which provides radiotherapy services for the Network and surrounding areas. The Network also has three specialist Trusts providing specialist services in paediatrics, orthopaedics and obstetrics and gynaecology. Tertiary level services are provided by six of these Trusts. The population for Walsall Healthcare NHS Trust was previously shared with Greater Midlands, but from April 2010 is now wholly within Pan Birmingham Cancer Research Network.

Trusts in Pan Birmingham have a long history of participation in cancer research pre-dating the NCRN, recruiting large numbers of patients into breast, colorectal, haematology and paediatric trials in particular. There are two Experimental Cancer Medicine Centres based at University Hospitals Birmingham NHS Foundation Trust and Birmingham Children's Hospital NHS Foundation Trust. Both institutions also have Wellcome Trust Clinical Research Facilities. Although not coterminous with, Pan Birmingham Cancer Research Network is contained within Birmingham and the Black Country Comprehensive Local Research Network.

PBCRN has a small core team, led by Dr Dan Ford, Clinical Lead, and Gina Dutton, Manager, who provide centralised support for training, information, etc. Almost all Trust based staff are employed by the Trusts in which they work. An Organisation Chart can be found as Appendix 1. A list of the responsibilities for the Clinical Lead is included as Appendix 2.

3 Reporting arrangements

The Pan Birmingham Cancer Research Network is an integral part of the Pan Birmingham Cancer (Service) Network (PBCN), with the Manager and Clinical Lead of the Research Network being directly responsible to the Cancer Network Manager and Medical Director, respectively. The Clinical Lead has an annual review by the Medical Director of the Cancer Network.

PBCRN reports bi-annually to the Cancer Network Board. The Research Network completes a risk register which is submitted to the PBCN Governance Committee, it can also be required to submit a report to this committee.

The Clinical Lead and Research Network Manager are also accountable to the NCRN Network Director and Assistant Director, who are involved in performance management of the Research Network, via the review of the Annual Report and regular review of recruitment performance.

The Annual Report is also distributed locally to all key stakeholders including the Network Board, all Network Group Chairs, key personnel within Acute Trusts, PCTs and the SHA, cancer researchers and is available via the Cancer Network website.

4 Integration with Cancer Service

In addition to the direct reporting arrangements described earlier, the relationship is two-way, with the Research Network Manager holding a place on the PBCN Executive. The PBCRN Executive sees this as a vital affiliation, as research plans cannot be implemented in isolation. The Research Network Clinical Lead is a member of the PBCN Network Board. (Board Terms of Reference can be found as Appendix 3). The Network Board takes an active interest in the activities of the Research Network and receives a formal report twice per year. The Medical Director of the Pan Birmingham Cancer Network is a member of the Research Committee. The Cancer Research Network Manager and Lead Nurse are members of the PBCN User Partnership, and one of their members attends the Research Committee.

A Research Network representative attends each of the Network Site Specific Groups (NSSG), at least twice per year and the cross-cutting groups annually. The Research Network Manager attends the PBCN Commissioning Group as a member and periodically attends the Lead Cancer Managers meetings

Each Network Group has a regular research representative, with sufficient authority to represent the Clinical Lead, assigned who supports them with their research discussions. A standard template is provided for the NSSG to complete its agreed trials list, as well as reports of recruitment activity and study portfolio. A corresponding template is provided to the MDTs to complete, to enable the NSSG to discuss and agree remedial actions to increase or maintain recruitment. The Clinical Lead reviews and agrees all MDT and NSSG reports and action plans.

In keeping with our devolved model, decisions regarding the portfolio open within different organisations is made by teams within the Trusts. Ownership of the portfolio by multi-disciplinary teams is encouraged, with someone or a group within the organisation having responsibility for monitoring the Trust portfolio.

5 Integration with other research infrastructure

The Pan Birmingham Cancer Research Network and Birmingham and the Black Country Comprehensive Local Research Network have good formal and informal links, which are working well. The Cancer Research Network Manager is a member of the BBC CLRN Board. The Clinical Lead attends the Priority Area Board meeting. The managers of the two Networks are in regular contact to discuss common issues and priorities. Other staff within the Networks also have frequent contact.

The Primary Care Research Network for Central England is based in the School of Primary Care Clinical Sciences in The University of Birmingham, with which the PBCRN has a long

standing relationship, through the Birmingham Research Training Collaborative and the Research Committee membership

There are links to a number of other research groups/organisations within the Network/region. Pan Birmingham Cancer Research Network was until April 2010 accommodated by the Cancer Research UK Clinical Trials Unit (Birmingham) in the School of Cancer Sciences at The University of Birmingham. This has afforded the opportunity for close working between the two organisations. The Trials Unit has a place on the Research Committee.. The School also hosts the Experimental Cancer Medicine Centre which is now led by Professor Dion Morton.

The Network has also developed links with the Birmingham Clinical Research Academy, established in 2007 and led by Professor Richard Lilford.

The Topic, Primary Care and Comprehensive Clinical Research Networks in the West Midlands Strategic Health Authority and Leicestershire, Northamptonshire and Rutland CLRN area meet regularly. These meetings have proved a valuable forum for sharing best practice and exploring common issues. Outside of these meeting, communications and briefings are shared by e-mail. Members of the group have agreed to share resources where appropriate, but as yet there has been no specific need for PBCRN to do this. In addition Research Network Managers contact each other on a needs basis.

Pan Birmingham Cancer Research Network is part of the recently developed (2009) NCRN Central Region. The Manager and Training Link participate in regional initiatives.

6 Pan Birmingham Cancer Research Network Research Committee

The decision making body for the Pan Birmingham Cancer Research Network is the Research Committee (formerly known as - Pan Birmingham Cancer Research Resource Allocation Working Party). It is made up of members of the Core Team, the Cancer Network Medical Director, a User representative, the Trust-nominated Cancer Research Leads, and representatives from the Cancer Research UK Clinical Trials Unit, the Division of Primary Care, Public & Occupational Health, University of Birmingham and the Senior Manager for the Birmingham and the Black Country Comprehensive Local Research Network. The current membership is listed as appendix 4. The group was established when the Network was initiated in 2002. The Research Committee oversees all resource allocation and reviews activity within Trusts. The group currently meets three times per year.

The Terms of Reference for the Group, which are agreed by the Pan Birmingham Cancer Network Board can be found as appendix 4.

The group has a single User Representative, who is a member of the Pan Birmingham Cancer Network User Partnership. The Lead Nurse and Manager attend this group and are able to elicit additional views should this be necessary

7 Financial Arrangements

The use of Network funding is overseen by the Research Committee and any changes to use are agreed by the membership. Initial Trust allocations were made largely on equity and over time there have been changes to allocations based on potential for patient recruitment. The Network complies with the National Institute for Health Research Clinical Research Network

(NIHR CRN) financial planning and reporting cycle, which requires a plan to be submitted prior to the start of the financial year, and mid-year and year-end financial reports. The Research Committee receives a copy of the Network financial information.

Pan Birmingham Cancer Research Network has a process for agreeing the use of short term funding such as Flexibility and Sustainability Funding and in year underspend. The process and requesting template can be found as appendix 5.

8 Service Level Agreements

Pan Birmingham Cancer Research Network has a Service Level Agreement (SLA) with each NHS organisation within the Network which receives funding. The SLA was last reviewed and revised by the Research Committee on 22 March 2010. The SLA sets out the expectations placed on constituent organisations and the Network. A copy of the SLA is attached as appendix 6.

Appendix 1 – Organisation Chart

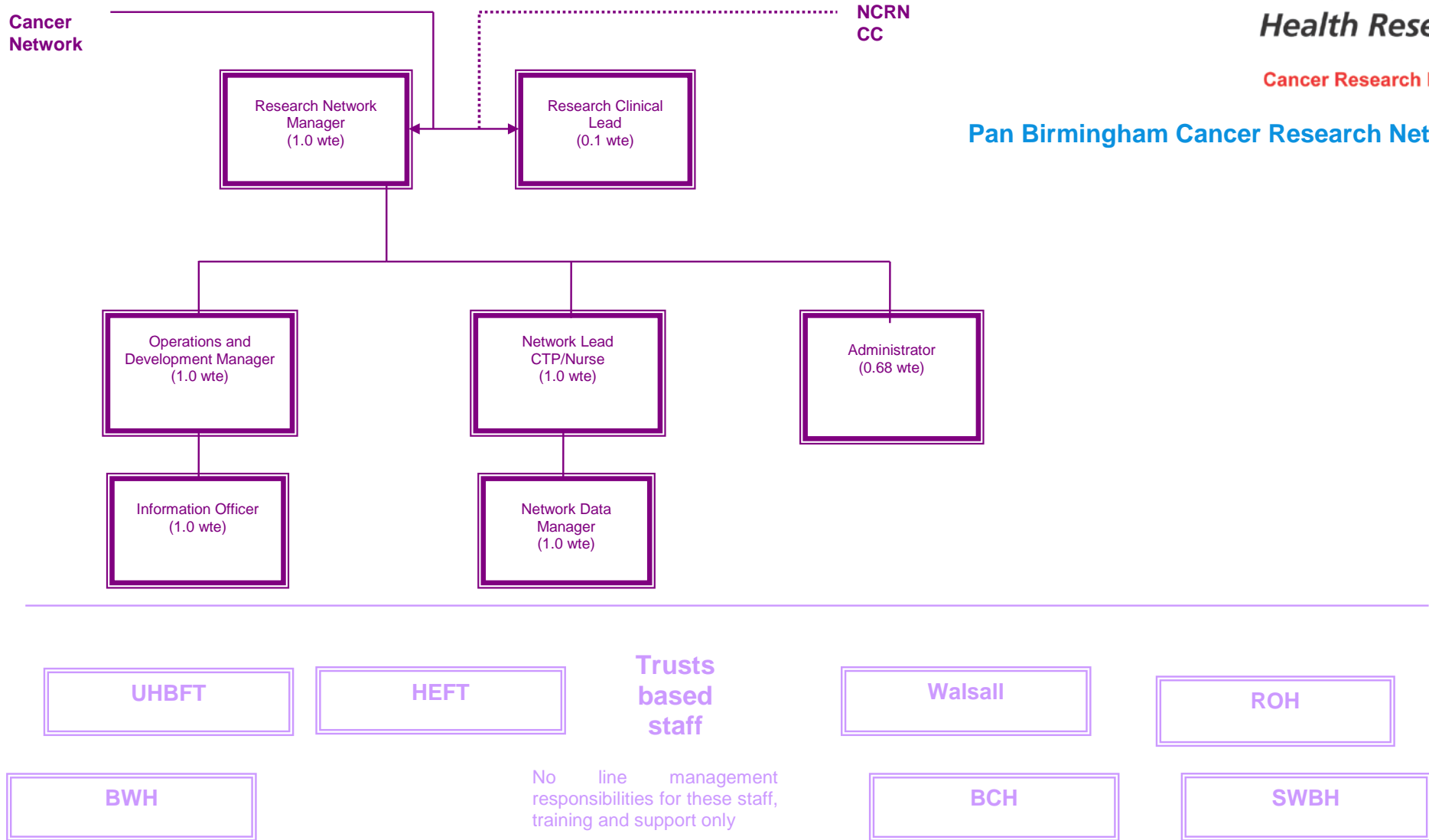


National Institute for Health Research

Cancer Research Network

Pan Birmingham Cancer Research Network

Pan Birmingham Cancer Research Network Organisational Chart





**National Institute for
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Pan Birmingham Cancer Research Network

PAN BIRMINGHAM CANCER RESEARCH NETWORK

Job Description

The post will be part-time filled by a consultant with knowledge and experience of cancer and previous experience in cancer clinical trials.

- Title:** Clinical Lead for Research
- Accountable to:** Medical Director, Pan Birmingham Cancer Network
- Hours:** Part time. Minimum of one Programmed Activity per week, maximum two.
- Tenure:** Secondment until March 2011, with potential for fixed term contract.
- Network Office:** Room 102, Birmingham Research Park, Vincent Drive, Birmingham, B15 2SQ
- Salary:** Pro-rata Equivalent at appropriate Consultant level
- Liases with:** NCRN Director and Coordinating Centre Staff, Pan Birmingham Cancer (Service) Network Executive, Local Research and Development staff, in particular Trust R&D Directors, Clinical, Managerial and Research Leads within Pan Birmingham Cancer Network Trusts, Birmingham and Black Country Comprehensive Local Research Network Directors and Managers

Network Summary: The Pan Birmingham Cancer Research Network (PBCRN) was established in 2002 as part of the highly successful National Cancer Research Network (NCRN) initiative. The NCRN, established by the Department of Health, aims to improve the speed, quality, and integration of research, ultimately resulting in improved patient care.

The Pan Birmingham Cancer Research Network covers Birmingham Children's Hospital NHS Foundation Trust, Birmingham Women's NHS Foundation Trust, Heart of England NHS Foundation Trust, Royal Orthopaedic Hospital NHS Foundation Trust, Sandwell and West Birmingham Hospitals NHS Trust, University Hospital Birmingham NHS Foundation Trust and Walsall Hospitals NHS Trust.

The Research Network is led by a part time Clinical Lead for Research (this post) and a Research Network Manager who is based at The Cancer Research UK Clinical Trials Unit, Institute for Cancer Studies, University of Birmingham, but work across all Network sites.

Role Summary: This post will provide the clinical leadership and development of the Research Network in line with local and national priorities. The post holder will be required to promote the aims of the NCRN ensuring access to clinical trials for patients with cancer, and, in turn, increasing accrual into trials, across the Network.

Appendix 2 – Clinical Lead Responsibilities

Responsibilities

1. To provide clinical leadership for the Cancer Research Network in the Pan Birmingham Cancer Network, advising the Pan Birmingham Cancer Network Board on the PBCRN's role as part of the National Cancer Research Network
2. To oversee the participation of the Pan Birmingham Cancer Research Network in NCRN activities
3. To liaise with the Pan Birmingham Cancer Network Medical Director, Lead Manager, Lead Nurse, Chair of the Commissioning Group and other Pan Birmingham Cancer Network staff concerning the Pan Birmingham Cancer Research Network's participation in the NCRN
4. To represent the cancer research interest at the Pan Birmingham Cancer Network Board and the Birmingham and Black Country Comprehensive Local Research Network Board
5. To liaise with existing tumour groups and management groups in the Network and establish other groups as appropriate
6. With the assistance of the Research Network Manager to develop and maintain an ongoing portfolio of clinical trials, to which patients from the Pan Birmingham Cancer Network area will be recruited. This is to be developed in discussion with the Pan Birmingham Cancer Network Tumour-Specific Groups and in line with the clinical trial activity of the Network Trust Research and Development programmes and the NCRN
7. With other members of the Pan Birmingham Cancer Research Network Steering Group to be responsible for the overall recruitment and quality of clinical trial research in the Pan Birmingham Cancer Research Network, ensuring that appropriate governance processes are in place and all clinical trial activity is supported by appropriate guidelines and protocols and complies with established quality standards
8. With the assistance of the Research Network Manager, to introduce systems to enable the Pan Birmingham Cancer Research Network to comply with NCRN agreed performance, financial and planning arrangements and report on progress in these areas as required
9. To liaise with the Trust nominated Cancer Research Leads, Chairs of Tumour-Specific Groups and Cancer Lead Clinicians and Research Groups to promote recruitment to clinical trials throughout the Network
10. To contribute to the recruitment, training, support and quality control of the Research Network Manager, Research Nurses, and other research staff at the Pan Birmingham Research Network
11. To keep abreast of clinical trial developments locally, nationally and internationally and to inform and guide the Pan Birmingham Cancer Network accordingly
12. To represent the Pan Birmingham Cancer Research Network at strategic health authority, regional, national and international meetings

Job Plan

The sessional commitment to the Cancer Research Network will be 1-2 PAs. The timing of these sessions will be agreed upon appointment. Flexibility will be required by the post holder in order to attend national and local meetings, as required by the post.

Pan Birmingham Cancer Research Network is hosted by South Birmingham Primary Care Trust.

Subject to the provisions of the Terms and Conditions of Service, the post-holder is expected to observe the agreed policies and procedures drawn up in consultation with the profession on clinical matters and follow the standing orders and financial instructions of the South Birmingham

Appendix 2 – Clinical Lead Responsibilities

Primary Care NHS Trust. In particular, managers of employees of the Trust are expected to follow local and national employment and personnel policies and procedures. The post-holder will be expected to ensure that there are adequate arrangements for staff involved in the care of patients to be able to contact him / her when necessary. All medical staff employed by South Birmingham Primary Care NHS Trust are expected to comply with the Trust Health and Safety Policies.

Full registration with the General Medical Council is mandatory for this post. The appointee should be a fully registered medical practitioner who must be registered with, or eligible for, an appropriate GMC Specialist List.

Appraisal

Appraisal will be carried out by the employing Trust. The post holder will be subject to annual review by the Pan Birmingham Cancer Network Medical Director.

Continuing Professional Development

There will be opportunities for the post holder to receive training in areas necessary to carry out their job responsibilities.

Investors in People

As a recognised Investor in People the Trust is committed to supporting the development of all staff.

Health and Safety at Work

Attention is drawn to the responsibility of all employees to take reasonable care for the health and safety of themselves and other people who may be affected by their actions at work.

Equal Opportunities

The Trust is committed to Equal Opportunities in Employment.

Smoking

The Trust actively discourages smoking.

Mobility

The postholder will be based at the Trust for which they hold a substantive contract. Travel around the Network is required in this post.

Confidentiality

Your attention is drawn to the confidential nature of information collected within the National Health Service.

The unauthorised use of disclosures of patient or other personal information is regarded as gross misconduct and will be subject to the Trust's Disciplinary Procedure and in the case of computerised information could result in a prosecution for an offence or action for civil damages under the Data Protection Act 1998.

Job Description

This job description will be subject to discussion and review on an annual basis within the appraisal process.

POST HOLDER'S SIGNATURE:

DATE:

MANAGER'S SIGNATURE:

DATE:

Appendix 2 – Clinical Lead Responsibilities

Person Specification

	Essential	Desirable	How identified
	<ul style="list-style-type: none"> Consultant Member of a multi-disciplinary team in PBCN 		CV/AF
EXPERIENCE	<ul style="list-style-type: none"> Experience of contributing to phase III clinical trials and other well designed studies 	<ul style="list-style-type: none"> Experience in holding and administering research grants or similar budgetary experience 	CV/AF
	<ul style="list-style-type: none"> Experience of the Clinical Trials Regulation 2004 and 2005 		
	<ul style="list-style-type: none"> Commitment to Raising the Value of Recognised Training and Development for all Clinical Researchers 		CV/AF/Int/Ref
	<ul style="list-style-type: none"> Commitment to improve cancer care through integration of research into 'normal' practice 		
SKILLS & KNOWLEDGE	<ul style="list-style-type: none"> Strong communication, negotiation and persuasion skills able to influence across professional and organisational boundaries 		CV/AF/Int
	<ul style="list-style-type: none"> Understanding of NHS Cancer Plan and broader healthcare issues 		CV/AF/Int/Ref
	<ul style="list-style-type: none"> Strategic awareness, ability to function at Board level 		
	<ul style="list-style-type: none"> Effective team member able to draw on the team for information, ideas, resources and action 		Int
	<ul style="list-style-type: none"> Practical organisational skills 		CV/AF/Int
OTHER REQUIREMENTS	<ul style="list-style-type: none"> Evidence of Recent Learning and Development with respect to clinical trials 	<ul style="list-style-type: none"> Membership of, or good working relationships with, local units conducting cancer research funded by the major funding bodies 	CV/AF/Int
		<ul style="list-style-type: none"> An up to date record of publication in clinical cancer research 	CV/AF/Int

CV – Curriculum Vitae AF – Application Form Int – Interview Ref – Reference

Pan Birmingham Cancer Network Board

Terms of Reference – March 2010

Chairman:	Doug Wulff, Medical Director, NHS Birmingham East & North (Interim Chair)
Frequency of meetings:	Two monthly with a minimum of five per year
Overall purpose:	To support PCT commissioning of cancer services
Accountable to:	All member PCTs
Hosted by:	South Birmingham PCT

The Network Board will provide an assurance framework and strategic direction for the Network. The Board is responsible for ensuring the provision of timely, accurate and contestable advice to PCTs in order to support World Class Commissioning of Cancer Services and the Quality, Innovation, Prevention and Productivity agenda. The Board, working through its formal sub committees will:

- Develop a long term ‘strategic’ plan for the improvement of cancer services in line with national guidance and local priorities
- Agree an annual work programme
- Make recommendations to statutory bodies about priorities for investment on an annual basis within the longer term strategy.
- Create and support opportunities for working and sharing information across boundaries to improve network-wide performance
- Monitor quality and performance to improve standards of care and reduce inequalities
- Ensure clinical and user engagement in service development and redesign
- Promoting good practice and encouraging innovation to improve quality and increase productivity.
- Promote partnership working between providers and commissioners to optimise use of resources, including opportunities for redesign and disinvestment.

Specifically the Board will:

- Direct strategies to achieve local implementation of the Cancer Plan and Cancer Reform Strategy across the cancer pathway from prevention through to survivorship and end of life.
- Ensure the development of and approve an annual network plan setting out key priorities for action, including a manpower and facilities plan
- Ensure that users and carers views are represented at all levels
- Monitor the achievement of key indicators including cancer milestones and work with organisations to secure improvement where appropriate
- Approve Trust action plans following Peer Review and monitor changes

Appendix 3 – Pan Birmingham Cancer Network Board Terms of Reference

- Work in conjunction with trust clinical governance committees to set standards, identify areas of poor performance and ensure the effect on overall system performance is minimised
- Support the work of its sub committees
- Receive a report from the Pan Birmingham Research Network and support it in its activities

The Board has delegated responsibility to the following formal sub committees:

Governance Committee – This group will be chaired by a PCT Medical Director and is responsible for Governance, Quality and Safety. The committee will receive reports and take action on behalf of the board when appropriate. This group will also be responsible for ensuring high quality (peer review) compliant treatment guidelines and patient information resources are developed. Once agreed these will be signed by the Chair of the Governance Committee.

Commissioning Group – This group will be chaired by a PCT Director of Commissioning. The group will provide a forum for collective decision making, and agreement of investment priorities. The Commissioning Group will agree the Network work programme to ensure this will deliver National and Local priorities for cancer.

Network Board Membership

The Network Board brings together Commissioners, Users, and Providers of Cancer Services. It is important that the Board is able to make decisions and that those decisions are supported and implemented by PCTs and providers. The member PCTs will be represented by the PCT CEO or a designated executive who has the authority to make decisions on behalf of the CEO. Providers organisations will be represented by the CEO or a nominated Executive with responsibility for Cancer services.

Members are expected to attend a minimum of 5 out of 6 Board meetings a year. Each member must nominate a formal deputy. Members may not send alternative deputies without the agreement of the Chair. Deputies will be of equivalent status to the member.

Appendix 3 – Pan Birmingham Cancer Network Board Terms of Reference

	Interests represented	Number of Members	Comments
Network Chair	A PCT CEO	1	The Chair of the Network Board will represent other PCT Chief Executives. A Deputy Chair will be identified by the Chair from one of the members
Network Executive	Medical Director, Network Director	2	Other members of the Network team will attend when required.
Users		2	Usually the chair of the User Partnership group and one other nominated representative of the UPG will attend
PCTs	Commissioning, Governance, Public Health	5	PCT representation will also include the PCT Director of Commissioning Chair of Commissioning Group PCT Medical Director Chair of Governance Committee and other nominated representatives
Provider Representatives	To be nominated by Acute Trust Chief Executives,	4	To include Chief Executive, Medical Director, Chief Operating Officer, Trust Cancer Lead from Acute Trusts
Clinical Representatives	Eligible candidates include NSSG Chairs and Trust Lead Cancer Clinicians	3	To be appointed following an interview process involving Chair and Medical Director
Research Network	Clinical Lead	1	The Research Network Manager will act as deputy to the Clinical Lead
Total membership		18	

Sub Committees

The following Sub-Committees are accountable to the Board and provide regular reports in line with the timetable.

Pan Birmingham Cancer Research Network Research Committee

The role of this committee is to endorse and monitor targets and performance measures for individual Trusts' trial recruitment, to reallocate funding if targets are not being achieved or the Network considers that the funds can be better deployed in a different way to maximise trial entry and to make recommendations to the Pan Birmingham Cancer Network Board in the unlikely event that a Trust and the Research Executive are unable to reach agreement about an issue related to the Service Level Agreement.

Appendix 3 – Pan Birmingham Cancer Network Board Terms of Reference

Network Site Specific Groups:

- Breast
- Colorectal
- Haematology
- Head and Neck
- Gynaecology
- Lung
- Skin
- Upper GI
- Urology

Functional or Cross Cutting Groups:

- Cellular Pathology
- Chemotherapy
- Radiology
- Drugs and Therapeutics Committee
- Molecular Biology
- Supportive and Palliative Care

The role of the Network Site Specific/Functional Groups is to determine policy and strategy on a tumour site specific basis. The Chairs of the NSSGs to report annually to the Board

Supra Network Advisory Groups:

- Paediatrics
- Hepatobiliary (hosted by Greater Midlands Cancer Network)
- Neuro Oncology (hosted by Pan Birmingham Network)
- Musculo Skeletal

Note: Member Organisations

Primary Care Trusts	Provider Organisations	Hospices
NHS Birmingham East and North	Birmingham Children's Hospital	John Taylor
Heart of Birmingham Teaching PCT	Birmingham Women's Hospital	Marie Curie Warren Pearl
Sandwell PCT	Heart of England FT	St Giles, Litchfield*
Solihull Care Trust	Royal Orthopaedic Hospital	St Mary's, Selly Oak
NHS South Birmingham	Sandwell and West Birmingham Hospitals	
South Staffordshire PCT*	University Hospitala Birmingham FT	
Walsall PCT	Walsall Healthcare	

Appendix 4 – Pan Birmingham Cancer Research Network Research Committee Terms of Reference and Membership



NHS
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Pan Birmingham Cancer Research Network

Pan Birmingham Research Cancer Network Research Committee

(Formerly known as Resource Allocation Working Party)

Terms of Reference/ Membership

Purpose of the Working Party:

To allocate and, if appropriate reallocate, Research Network funds based on an assessment of potential and actual performance against Network and Trust Targets.

Chair:

The Chair will be an individual who has an appreciation of the issues related to undertaking clinical research in the NHS, experience in a senior managerial role and is able to provide independent view to the Research Committee and therefore ideally should not be involved in cancer research. He or she will have a current affiliation with a stakeholder involved in NHS clinical research, within the Pan Birmingham Cancer Research Network.

The tenure of the Chair will be three years, with possibility of extension for a further three years.

The Chair will be appointed with the agreement of the membership.

Frequency of meetings:

To meet at least twice yearly within the period of operation of the Research Committee. Written reports will be provided and distributed prior to the meeting by the Clinical Lead/Manager for the Research Network and each Trust-nominated Cancer Research Lead for each meeting.

Specific Responsibilities:

- To endorse and monitor targets and performance measures for individual Trusts' trial recruitment, developed with the Research Network Executive.
- To disseminate good practice and support Trusts who are having difficulty meeting their targets
- To reallocate funding if targets are not being achieved or the Network considers that the funds can be better deployed in a different way to maximise trial entry.
- To make recommendations to the Pan Birmingham Cancer Network Board in the unlikely event that a Trust and the Research Executive are unable to reach agreement about an issue related to the Service Level Agreement.
- To provide advice to the Network Board on matters relating to research, for example future developments of significance to the wider Network.

Appendix 4 – Pan Birmingham Cancer Research Network Research Committee Terms of Reference and Membership

- To make recommendations to the Pan Birmingham Cancer Network Board about the contribution the Working Group could make as a standing sub committee of the Network Board to meet the Aims of the NCRN
- To ensure that the views of stakeholders, including cancer patients and their carers are taken into account with regard to the development of the Pan Birmingham Cancer Research Network.

Membership:

To include:

- A representative from each Trust, (known as Trust-nominated Cancer Research Lead)
- Research Network Clinical Lead
- Research Network Manager
- Research Network Lead Research Nurse/Clinical Trials Practitioner
- Research Network Operations and Development Manager
- Network Medical Director (also on the Pan Birmingham Cancer Network Board)
- A User Representative - to be supported by the Network User Partnership Group
- Cancer Research UK Clinical Trials Unit Representative
- Primary Care Clinical Trials and Research Unit Representative
- Birmingham and Black Country Comprehensive Local Research Network Representative

Notes:

- Trust representatives are appointed by their organisations. Trusts are requested to review representation every three years. Regular attendance is expected. However deputies, if sent, should be of equivalent expertise to the member and their names agreed with the chair in advance.
- Administrative support will be provided by the Research Network Administrator.
- The Research Committee will invite other organisations to send representatives to provide advice or information an ad hoc basis e.g. senior managers from Trusts, NCRN representatives, West Midlands Cancer Intelligence Unit staff, Birmingham university staff

Pan Birmingham Cancer Network
11 June 2002

Amended 20 May 2003
Endorsed by Network Board 20 May 2003
Re-examined May 2005 – Agreed by Network Research Committee
Revised May 2007
Endorsed by Network Board 18 October 2007
Revised April 2010
Endorsed by Network Board 27 May 2010



Pan Birmingham Cancer Research Network

**Pan Birmingham Cancer Research Network
Role Description – Trust Nominated Cancer Research Lead**

Background

Pan Birmingham Cancer Research Network (PBCRN) is a devolved model Network with a small core team providing central support and the Trust based staff are employed by the Trusts in which they work. Trusts have autonomy to decide which staff groups they employ and the studies which the staff support.

At the inception of the Network, CEOs were asked to nominate a Cancer Research Lead to represent them on the Research Committee (formally known as Pan Birmingham Research Cancer Network Resource Allocation Working Party) and to ensure that the Trust contributed to the National Cancer Research Network targets of doubling trial accrual for patients with cancer. The nominated representative should be of sufficient standing within the organisation that they can effect change and initial nominees were all either Cancer Lead Clinicians or R&D Directors.

It is expected that replacements should be of similar status. Representatives should also have relevant research experience to enable them to fulfil the requirements of the role.

Responsibilities of the Trust nominated Cancer Research Lead:

- To represent the Trust on the Pan Birmingham Cancer Research Network Research Committee. (Deputies can be used to represent the Trust, but they should have sufficient expertise to adequately represent the Cancer Research Lead and the organisation.)
- To meet with the PBCRN Clinical Lead and Network Manager to discuss Trust accrual performance.
- To ensure that the Service Level Agreement is adhered to, which includes:
 - To develop and agree a strategy with the Research Committee and work to achieve them, providing regular written reports, as requested, to the Committee. This will include agreeing a target for recruitment for the Trust.
 - To ensure that appropriate mechanisms are in place to review and develop the local portfolio.
 - To raise awareness of the importance of clinical trials as a means of improving clinical care amongst all staff and ensure that clinical trial entry is integrated into core trust business.
 - To provide regular reports to the Pan Birmingham Cancer Research Network Manager/Clinical Lead, using the standard report template, of activities within their Trusts, highlighting activities that might impact on achievement of Pan Birmingham aims, e.g. Chemotherapy capacity or restrictions

Appendix 4 – Pan Birmingham Cancer Research Network Research Committee Terms of Reference and Membership



Cancer Research Network

Pan Birmingham Cancer Research Network

Pan Birmingham Cancer Research Network Role Description – Research Committee Chairperson

Background

Pan Birmingham Cancer Research Network (PBCRN) is one of thirty-three English Cancer Research Networks and part of the National Institute for Health Research.

PBCRN is led by a Clinical Lead for Research and a Manager and is a devolved model Network with a small core team providing central support and the Trust based staff are employed by the Trusts in which they work. Trusts have autonomy to decide which staff groups they employ and the studies which the staff support.

Oversight of the activities of the Network Executive and constituent Trusts of the Network falls to the Research Committee (formally known as Pan Birmingham Research Cancer Network Resource Allocation Working Party), which is made up of Trust nominated representatives, as well as other key local stakeholders, such as the Comprehensive Local Research Network and Trials Units.

Responsibilities of the Chairperson:

- To chair regular meetings of the Research Committee of the Pan Birmingham Cancer Research Network working with the constituent organisations, Clinical Lead and Network Manager of the PBCRN to develop the agenda and ensure implementation of decisions. (Meetings are presently held 2 – 3 times per annum.)
- To chair the Flexibility and Sustainability Funding panel meetings. (Meetings are presently held 2 – 3 times per annum.)
- To be a member of the panel, convened by the Pan Birmingham Cancer Research Network, which appoints or re-appoints the CRN Clinical Lead.
- To be an expert resource to the Clinical Lead and Research Network Manager.

Qualifications

- An experienced Clinical Investigator with an established reputation for leadership and/or management of clinical research.
- A current contract or honorary contract with a stakeholder within the Pan Birmingham Cancer Research Network, usually an NHS organisation or a Higher Education Institution.
- Experience of chairing committees.

Ideally the Chairperson will not be an oncology clinician, in order to provide an impartial perspective to the Research Committee.

Appendix 4 – Pan Birmingham Cancer Research Network Research Committee Terms of Reference and Membership

Conditions of appointment

- The Research Committee Chairperson should not be the Clinical Lead of the PBCRN.
- If the Network Board Chairperson is currently representing an organisation on the Research Committee then they would be expected to give up that representative role in order to take on the broad personal responsibilities of Chairmanship; the organisation would have the opportunity to nominate a new representative to the Committee.

Appendix 4 – Pan Birmingham Cancer Research Network Research Committee Terms of Reference and Membership

Research Committee

Title	Name	Surname	Position	Trust
Ms	Andrea	Docherty	Chair	NHS Birmingham East & North
Mrs	Gina	Dutton	PBCRN Manager	Pan Birmingham Cancer Research Network
Dr	Daniel	Ford	PBCRN Clinical Lead	Pan Birmingham Cancer Research Network
Ms	Jackie	Sears	Lead Nurse	Pan Birmingham Cancer Research Network
Prof	Don	Milligan	Medical Director	Pan Birmingham Cancer Network
Mrs	Frances	Gurney	User Partnership Representative	
Dr	Tony	Ingold	User Partnership Representative	
Dr	Bruce	Morland	Clinical Director/Trust Nominated Cancer Research Lead	Birmingham Children's Hospital NHS F Trust
Dr	Mark	Tein	Consultant in Clinical and Cancer Genetics/Trust Nominated Cancer Research Lead	Birmingham Women's NHS F Trust
Ms	Bethan	Bishop	Trust Nominated Cancer Research Lead	Heart of England NHS Foundation Trust
Mr	Rob	Grimer	Consultant Surgeon/Trust Nominated Cancer Research Lead	Royal Orthopaedic Hospital NHS F Trust
Dr	Daniel	Rea	Consultant Oncologist/Trust Nominated Cancer Research Lead	Sandwell and West Birmingham Hospitals NHS Trust
Prof	Nick	James	R&D Director	University Hospitals Birmingham NHS Foundation Trust
Dr	Ye Lin	Hock	Consultant Pathologist/Trust Nominated Cancer Research Lead	Walsall Healthcare NHS Trust
Ms	Teresa	Morton	Senior Manager	Birmingham & the Black Country Comprehensive Local Research Network
Prof	Paul	Moss	Head of the School of Cancer Sciences/Director CRUK Cancer Centre	Cancer Research UK Cancer Centre
Dr	Jenny	Barnwell	GI/Urology Team Leader	University of Birmingham-Cancer Research UK Clinical Trials Unit
Prof	Sue	Wilson	Professor of Clinical Epidemiology/Primary Care CTU Representative	University of Birmingham (Primary Care)
Ms	Suzanne	Sumara	Operations & Development Manager	Pan Birmingham Cancer Research Network

Appendix 5 – Process for agreeing use of Flexibility and Sustainability Funding and in-year underspend



NHS
*National Institute for
Health Research*

Cancer Research Network

Pan Birmingham Cancer Research Network

Process for agreeing NIHR Flexibility and Sustainability Funding within Pan Birmingham Cancer Research Network

Background

NIHR Flexibility and Sustainability Funding (FSF) is a funding stream which was introduced by DH from 2008/09 in order to attract, develop and retain the research workforce necessary for delivering high quality health research. It is awarded to current or potential NIHR Faculty Members. NIHR Faculty members are individuals who conduct or support patient- or people-based research, and whose salary is funded in part or in whole from an NIHR funding stream, and who are employed by an NHS organisation or by a university.

Each Network receiving the funding should agree an explicit process for allocating network related NIHR FSF funding across their network.

Opportunities to access FSF

It is proposed to hold two rounds of bidding per year, in September and February, in the February round, bids for the following year will be considered. However, the timing of the call for bids will need to be flexible to reflect the timing of DH funding announcements.

Funding will only be awarded for a maximum of one year.

It is, therefore expected that 70% will be allocated in the first round and 25% at the September round, when funding can only be allocated for up to 6 months, although at this stage, a request can be logged against the following year's funding, if appropriate.

A small amount of funding, 5%, will be retained as contingency; this will, however, be allocated no later than 31 December each year, to ensure that it is spent in year.

Process for agreeing use of FSF

PBCRN will use the process that has previously been used to distribute underspend.

- A call for bids will be initiated by the PBCRN Manager at the agreed time
- Bids will be submitted to the RNM by the deadline on the application form
- A panel will be convened comprising
 - PBCRN Manager
 - Chair of PBCRN Research Committee
 - User member of PBCRN Research Committee
 - External Research Network Manager
 - CLRN Representative
- The panel will meet within 3 weeks of the close of bids to assess the requests

The NIHR Pan Birmingham Cancer Research Network is part of the National Institute for Health Research and the UK Clinical Research Network

Appendix 5 – Process for agreeing use of Flexibility and Sustainability Funding and in-year underspend

- Requests for funding will be assessed against:
 - the DH/UKCRN criteria
 - potential impact of the post (both of funding and electing not to fund)

 - Where bids are supported, these will be prioritised.

- The results of the panel meeting will be sent to the Research Committee for endorsement. (Meetings will ideally be scheduled to allow bids to be discussed, however, this may not always be possible and electronic communication will be used.

- Where the value of the requests is less than the total amount of funding available, the Research Committee will be asked to support all requests supported by the panel
- Where the value of requests is more than the total funding available, the Research Committee will be asked to support the bids as prioritised by the panel

- Results of the bidding process will be sent to the requesters as soon as possible, and no more than 8 weeks, after close of application process.

Contingency funding

Availability of contingency funding should not be a substitute for good planning and will only be made available where there is an acute need to source short term funding (no more than three months). Bids can be made outside of the usual bidding cycle, by verbal contact with the Research Network Manager, followed by a formal application. The process for allocation of contingency funding will be the same as the formal bidding rounds.

Appendix 5 – Process for agreeing use of Flexibility and Sustainability Funding and in-year underspend

Pan Birmingham Cancer Research Network Application for funding

The Pan Birmingham Cancer Research Network is now in receipt of funding labelled Flexibility and Sustainability Funding (FSF). FSF is an additional funding stream introduced by DH from 2008/09 in order to attract, develop and retain the research workforce necessary for delivering high quality health research. It is awarded to current or potential NIHR Faculty Members. This funding can only be used for salary costs.

At times, there may be a small amount of in-year underspend. This form should also be used to bid for these funds.

If you would like to discuss your proposals in advance of submission, please do not hesitate to contact Gina Dutton.

Name of Applicant*:	
Position held:	
Organisation:	
Amount of funding requested:	
Purpose of funding:	
How does this funding fulfil the FSF criteria?	
How will this funding impact on NCRN approved trial accrual or data quality?	Please include a list of studies that the post holder is expected to work on
How will accrual and follow up be maintained following the end of the funding?	
Please give any additional information, such as funding provided by institution to support this post/capital expenditure.	
Where the Trust has previously received FSF, please explain how this has been used.	

*Applications not made by the Trust-nominated Lead for Cancer Research must be endorsed by the Trust Lead

Pan Birmingham Cancer Research Network

Service Level Agreement

Implementing the NCRN Strategy

Parties:

Pan Birmingham Cancer Research Network
Representative: Dr Daniel Ford, Network Clinical Lead

Trust:

Representative:

Period: 1 April 2010 - 30 March 2012

This service level agreement describes the responsibilities of the Pan Birmingham Cancer Research Network (the Network) and each Trust with regard to the Network meeting the aims of the National Cancer Research Network and the NHS Operating Framework. It describes arrangements by which both parties will work in partnership to improve cancer care through increased trial entry and it is assumed that each will work to achieve targets set. However, failure to achieve targets will result in funding being withdrawn or modified at the end of this period. Trusts are expected to comply with the relevant requirements set out in this agreement and a copy of this agreement will be provided to each Trust-nominated Cancer Research Lead for reference.

The Pan Birmingham Cancer Research Network is funded by the National Cancer Research Network through a Letter of Agreement dated 27 February 2002. Continued funding of staff based at Trusts is dependent on continued funding of the whole Network, which in turn is dependent upon the Network's satisfactory performance.

Appendix 6 – PBCRN Service Level Agreement

Research Network Central Office Responsibilities

- To agree a Cancer Research Strategy with each Trust, monitor individual trust progress on a quarterly basis and provide additional support where appropriate as the information base develops.
- To provide advice on the list of agreed phase II and phase III, nationally/ internationally peer reviewed trials, which qualify for meeting overall accrual target.
- To provide an induction programme and continuing professional support for the research team. This may include participation in their appraisal.
- To provide standard operating procedures and patient information for local adoption.
- To provide, where required, information, support and in post training for staff in the trust/primary care not wholly involved in trial management but whose activities touch on this.
- To support the process of gaining Site Specific Assessment and Trust approvals for new trials.
- To provide regular reports to the Pan Birmingham Cancer Research Network Steering Committee, the Pan Birmingham Cancer Network Board and Network Site Specific Groups as to progress and future strategic development.
- To liaise with adjacent Cancer Research Networks to ensure that there is appropriate integration in support of national NCRN aims.

Trust Responsibilities

- To develop and agree a strategy with the Research Committee and work to achieve them,. This will include agreeing an annual target for recruitment for the Trust.
- To provide regular written reports to the Pan Birmingham Cancer Research Network Research Committee, using the standard report template, of activities within their Trusts, highlighting activities that might impact on achievement of Pan Birmingham aims, e.g. Chemotherapy capacity or restrictions.
- To ensure that appropriate mechanisms are in place to review and develop the local portfolio.
- To record and monitor recruitment for all new studies opened from 1 April 2010, this should be a total target, including time period over which recruitment is expected to last and an annual target, as defined at study feasibility or R&D approval application.
- To record, monitor and report specified time points during study set up to ensure that studies are opened in a timely manner.
- To provide timely information about trials in setup within the Trust to ensure that the Core Team can maintain the relevant websites accurately.
- To take on employment responsibilities for research staff to increase trial entry as agreed with the Research Network Executive. Each member of research staff should have a named manager, local induction programme and regular appraisal, in line with Trust policies. **Their activities should be limited to those agreed with the Research Network Research Executive and should support increased cancer clinical trial entry.** Staff will be expected to attend regular meetings and training provided by the Network and it is anticipated this will comprise less than one half session per week.
- To ensure that posts funded from PBCRN money are appointed to in a timely manner, with all replacement posts advertised within two months of the staff member handing in their notice. For new posts, posts should be advertised within two months of receiving the

Appendix 6 – PBCRN Service Level Agreement

funding letter for jobs where an existing job description and banding exists and three months for new roles, due to the requirements to create and evaluate new job descriptions.

- To provide honorary contracts, a named manager, local induction programme and workspace for centrally employed staff with Trust based activities, for example the Network Data Manager.
- To provide the Cancer Research Network with accurate and up to date information regarding staff employed using PBCRN funding, including commencement and termination dates to ensure in year underspend can be appropriately re-distributed.
- To invoice the PBCRN's Host Organisation for actual staff costs and travel expenses in a timely manner.
- To liaise with the Cancer Research Network Manager with respect to requests for and use of Birmingham and Black Country Comprehensive Local Research Network funding.
- To ensure that NCRN funds, not spent in year, are ring-fenced and carried forward into future years for use for cancer research posts.
- To ensure trials are conducted in accordance with current UK Legislation.
- To ensure that any critical incidents are reported to the network.
- To raise awareness of the importance of clinical trials as a means of improving clinical care amongst all staff and ensure that clinical trial entry is integrated into core trust business.
- To identify opportunities for additional support from the Network relevant to local issues.
- To maintain records of eligibility assessment and patients approached.

Signed :

For the Trust:

**Name
Title**

Date

For the Network:

**Name
Title**

Date