

Charter

Board Research Committee as at December 2020

1. Purpose

The purpose of the West Moreton Hospital and Health Service (**WMHHS**) Board Research Committee (the **Committee**) is to:

- provide advice and recommend strategies to the Board that contribute to the achievement of West Moreton Health's strategic goal of *Better Care* and its related action of building our innovation and research capabilities to improve our care.
- support and enable the work of West Moreton Health's Centre for Research and Innovation to be an essential contributor to West Moreton Health's ongoing transformation toward a world class health service, realising its vision of creating a West Moreton community which is thriving and well.

In fulfilling its responsibilities, the Committee will observe and promote the organisational values of connect, respect and excel.

2. Authority

The Committee is established under the *Hospital and Health Boards Act 2011* (Schedule 1, s.8) and reports to the WMH Board. The Committee is not a "prescribed committee" under Part 7, s31 of the *Hospital and Health Boards Regulation 2012*, but is established in recognition of research being considered a priority of the West Moreton Hospital and Health Service Board. The Committee is an advisory committee of the Board and has no executive powers. It may pass resolutions however it is not authorised to make decisions. The Chair of the Committee has the authority to create relevant sub-committees or other subordinate bodies deemed necessary to assist the Committee in discharging its responsibilities.

3. Functions

The Committee had the following functions:

- a) Provide oversight and strategies to the WMHHS on research priorities and the development and implementation of collaborative and strategic research programs.
- b) Provide oversight and strategies on the alignment of the WMHHS research focus to build a critical mass of expertise in defined areas of research where there is capacity to build a state-wide, national and international reputation.
- c) Identify opportunities for WMHHS to enhance research programs in collaboration with external agencies and partnerships, including research institutes, the private sector, commercial entities and non-government organisations.
- d) Seek opportunities at state, national and international level to leverage the expertise and capacity to advance the resourcing (including government funding) of health research and development activities.

- e) Provide oversight and strategies to the WMHHS on the potential to translate and commercialise research outcomes, and for protection of Intellectual Property developed.
- f) Set and monitor key research performance indicators for the WMHHS.
- g) Oversee strategic risks as they relate to research performance and partnerships.
- h) Provide assurance (or otherwise) to the WMHHS Board that processes and structures are established and assigned to ensure effective governance of research and research training.
- i) Provide oversight and strategies to the Board and Health Service Chief Executive on the above-mentioned matters.
- j) Any other function given to the Committee by the Board, if the function is not inconsistent with the above.

4. Reporting to the Board

The Committee, via the Committee Chair, will provide prompt and constructive written and oral reports on its findings directly to the Board highlighting issues it considers warrant Board discussion, approval or noting.

The minutes of each Committee meeting will be provided to the subsequent Board meeting or, if the subsequent Board meeting occurs within one week of the Committee meeting, the minutes will be provided to the following Board meeting.

5. Membership

The Committee consists of three or more members appointed by the Board, three of which must be members of the Board. It is preferable to have at least one member with 'research expertise'. The Board may appoint an external party that meets this requirement if necessary, on an as-needed basis. The Board will appoint a member of the Board to be the Chair of the Committee. The Board will review the Committee's composition as the need arises, but no less than annually.

Presiding at meetings

The Committee Chair is to preside at all meetings of the Committee at which the Committee Chair is present. If the Chair is absent from a meeting or vacates the Chair at a meeting, a member of the Board chosen by the members is to preside on a temporary basis.

Attendees

Attendees at Committee meetings comprise all members plus the Chief Executive, Chief Medical Officer, Chair of Research Council, Director Research and Innovation and the Corporate Secretariat. The Chief Strategy Officer and Executive Director, People and Culture are also invited to attend part of the meeting.

Other Participants

In addition, the Committee Chair or a majority of members may request the attendance at any meeting of any person who, in their opinion, may be able to assist the Committee in any matter under consideration. Subject to the presence of any conflict of interest, all Board members are entitled to attend Committee meetings.

Proxies

Members are not permitted to appoint a proxy to attend a meeting on their behalf.

6. Voting at Meetings

A question at a meeting of the Committee is decided by a majority of the votes of the members present. Each member present at the meeting has a vote on each question to be decided and, if the votes are equal, the member presiding also has a casting vote.

A member present at the meeting who abstains from voting is taken to have voted for the negative. Non-member attendees at meetings are not able to vote on questions to be decided by the Committee at the meeting.

7. Quorum

A quorum for a meeting of the Committee is one-half of the number of its members, or if one-half is not a whole number, the next highest whole number.

8. Written Resolutions

Urgent matters can be progressed out-of-session with the agreement of the Chair. The Board Charter outlines processes for written resolutions of the Board and Board Committees.

9. Committee Evaluation

Unless otherwise determined by the Board, the Board will undertake an annual assessment of the Committee's performance, including its performance against the requirements of this Charter. Following each assessment, the Board will consider what, if any, actions need to be taken to improve the Committee's performance.

10. Confidentiality and Access

Although not a prescribed committee, the Committee must recognise and adhere to the principles set out in the *Hospital and Health Boards Act 2011*, *Hospital and Health Board Regulation 2012*, the *Public Service Act 2008* and the *Financial Accountability Act 2009* in carrying out the Committee's function.

Members of the Committee may receive information that is regarded as 'commercial in confidence', clinically confidential or have privacy implications. Members acknowledge their responsibility to maintain confidentiality of all information that is not in the public domain. This responsibility includes, but is not limited to, the obligations on Board Members outlined in the *Hospital and Health Boards Act 2011* in Part 7 Confidentiality.

Members of the Committee must ensure that all confidential or sensitive information is stored securely and otherwise in accordance with the requirements of the *Public Records Act 2002*. Committee members must notify the Chair if they believe that confidential or sensitive information has been accessed by anyone other than the Committee member.

The Committee has full, free and unrestricted access to all records, documentation and physical property and personnel as may be required to fulfil its responsibilities. WMH employees and management are expected to make themselves available to the Committee and frank, truthful and meaningful answers be given to questions asked of Committee members.

11. Secretariat

Secretariat support will be provided by the Corporate Secretariat. The secretariat will be responsible for:

- Organising Committee meetings and Committee member attendance
- Coordinating the completion and dispatch of Committee agendas, Committee papers and briefing papers, in consultation with the Committee Chair and the Chief Executive.
- Preparing minutes of meetings and resolutions of the Committee, in consultation with the Committee Chair.
- Providing a point of reference for communications between the Committee and the Executive
- Advising the Committee on good governance practices and adherence to applicable laws and Board and Committee charters and procedures.

All members have direct access to the Corporate Secretariat for advice and services relating to the operation of the Committee.

12. Meeting Schedule

Meetings of the Committee are to be held at the times and places the Committee Chair decides. Unless otherwise agreed, the Committee will meet at least four times each year. Exceptional circumstances aside, Committee members will be provided with at least 48 hours' notice of meetings.

13. Charter Review

The Board will review this Charter as the need arises, but at least once every two years. Any changes to this Charter must be approved by the Board.

14. Publication of this Charter

A copy of this Charter will be made available at www.westmoreton.health.qld.gov.au.

15. Business Rules

This Committee Charter should be read in conjunction with the Board Charter. The Board Charter outlines the general provisions and corporate governance framework which also apply to Board Committee meetings.

16. Revision History

Version	Date	Comments

This Charter was approved by the Board at its meeting on 04 December 2020.



Mr Michael Willis

Chair, West Moreton Hospital and Health Board