

Standing Order [18]

Terms of Reference for the Science and Research Advisory Group

Purpose

1. The Science and Research Advisory Group makes recommendations to the Board on areas in which the Charity should focus its research effort.
2. The Group does this by working with the Director of Research (or equivalent position) to:
 - 2.1 Formulate a research strategy for the Charity on a periodic basis;
 - 2.2 Review the outputs of the Diabetes Research Steering Groups and advise the Charity on areas of focus;
 - 2.2 Maintain a watching brief on the outcome of research funded by the Charity and advise the Director of Research accordingly;
 - 2.3 Promote and encourage research into all aspects of diabetes relevant to the Charity;
 - 2.4 Maintain a watching brief on changes to the external research and funding environment and advise the Charity accordingly.

Membership

3. There shall be between 12 and 20 members of the Group (excluding Trustees and staff who may not be members) of which between 6 and 10 shall be professional members and between 6 and 10 shall be lay members or such other category of members as shall be agreed by the Trustee Board from time to time.

Membership should reflect diverse personal and professional experience.

4. Members shall serve for one term of three years after which they are eligible to serve for one further term of three years.
5. Members are expected to abide by our Advisory Body Code of Conduct.
6. Members shall cease to be members if they do not attend two successive meetings and have not made the Chair aware of any mitigating circumstances; or are removed from office on the grounds of failure to abide by the Advisory Body Code of Conduct by resolution of the Governance & Nominations Committee.
7. The Chair of the Diabetes Research Steering Groups Management Committee will attend the meetings to provide a link between the Diabetes Research Steering Groups and the Science and Research Advisory Group but will not be a formal member.

Chair and Vice-Chair

8. Advice may be sought from the Governance & Nominations Committee, which has oversight of advisory groups on the method and process of appointing the Chair.
9. The Chair shall be appointed for a term of three years which may be renewable for one further term of three years.
10. There shall be one Vice-Chair who shall be selected by the members. Vice-Chairs shall serve for a term of three years which may be renewable for one further term of three years.

Meetings

11. At least two meetings of the Group will be held during a calendar year. Meeting papers and subsequent meeting notes shall be circulated to members within a reasonable time scale. Whilst Trustees may not be members they are entitled to attend meetings as observers.
12. We are happy to reimburse members for their reasonable travel expenses (and any overnight/subsistence expenses where appropriate) in line with the prevailing expenses policy.

Review of performance

13. The Group may review its own performance from time to time in accordance with any guidance agreed by the Governance & Nominations Committee.