

Theme Management Groups, Theme Lead Roles and Expectations

1. Introduction

Theme Management Groups are to be established through which Theme programmes are to be co-developed and prioritised according to agreed criteria (see our Forms for Prioritisation and Ideas Scoping).

Co-development of outlines (see our Form for Case for Support from ARC) will utilise our cross-cutting Theme resources (ARC-funded staff and academics), integrate Public/Community/Resident Advisers from the outset and work with relevant staff from all Member Organisations.

Integration of equity across all of our work will be facilitated by the universal application of our co-developed health- inequalities toolkit ([HIAT - Welcome](#)).

Theme Management Groups will collate data on progress, successes, outcomes and impacts in their areas, and monitor co-production, Public and Community Involvement (P&CIEP) and mainstreaming of health inequalities.

Theme objectives will be refreshed annually, consistent with the timing of the annual business plans required by NIHR.

The expectations for Theme Leads are to:

- Provide senior academic input to the equivalent of 0.2 FTE. This could be a small team comprising at least 0.1 FTE from the designated theme lead plus Senior Lecturer/Fellow, bearing in mind the HEI in-kind funding commitment
- Lead a programme of activities within their theme, including developing cross-theme work, co-produced with Member organisations and members of the public
- Establish a Theme Management Group comprising at least: two Public/Community/Resident advisers plus relevant staff from our non-HEI Member organisations. Meetings should be regular and minuted.
- Contribute to the ARC NWC Management Team and to ARC 'Days': the ARC Director shall represent the Theme Leads at the Steering Board
- Oversee the resources, both NIHR and matched funding, allocated to and the quality of work within the theme
- Work with theme managers to maintain a focus on health inequalities and co-production with Members and Public/Community/Resident Advisers including monitoring and evaluation to evidence impact.

Markers of success will include: grant applications; BITEs; the flow-through to implementation and impacts; integration of co- production; P&CIEP, and embedding Health Inequalities.

2. Terms of Reference for Theme Management Groups

Each Theme Management Group should agree a Terms of Reference based on the following considerations: Role of the Theme Management Group; Representation on Theme Management Groups; Chair; Quorum; Meeting Frequency; Decisions; Conduct; Review.

Role of the Theme Management Group

To co-produce with Member Organisations and members of the public a programme of activities within the theme, including cross-theme work

To maintain a focus on health inequalities and co-production with Members and Public/Community/Resident Advisers

To receive regular reports on: the use of Theme resources, both NIHR and matched funding; the quality of work within the Theme; progress against Theme objectives; evidence of impact on the focus on health inequalities and co-production.

It's deliberations and decisions will be open to scrutiny by the Director and Steering Board and as such meetings, including any decisions made, shall be minuted and those minutes made available within two weeks.

Representation on the Theme Management Group

To provide a balance of interests from across the range of stakeholders involved in ARC NWC, representation will be sought from across the Member Organisations and from the Public Adviser Forum.

Decision-making in relation to the Theme's programme of activities shall involve at least: two Public/Community/Resident advisers plus relevant staff from our non-HEI Member organisations.

Representatives attending Theme Management Group meetings are expected to adequately prepare for, attend and contribute and to participate in additional tasks and meetings as required by the Theme Management Group.

Regular annual commitments include:

- Four two-hour meetings of the Theme Management Group
- Project development meetings as appropriate

Chair

The Theme Lead shall chair, supported by one representative from the non-HEI Member Organisation and up to two Public Advisers.

Decisions

Each Member Organisation shall, through its representative on the Theme Management Group, have one vote. Agreement on issues under debate shall normally be reached by consensus but representatives at a theme meeting can request for a vote to be taken.

It should be acknowledged that no Member Organisation has the power to bind any other Member Organisation to any matter which may have a financial or legal impact on them.

Final decisions on prioritisation of projects shall be subject to availability of resources and ratification by the Member Organisations.

Quorum

For a Theme Management Meeting to be quorate, at least two Public/Community/Resident advisers and relevant staff, that are eligible to vote, from five non-HEI Member organisations in addition to the Theme Lead must be present.

Meeting Frequency

The expectation is that Theme Management Groups will convene on each of our ARC Quarterly Days (ARC-NWC Fest) and that these will be the main decision-making meetings.

As such a Theme Management Group will meet at least every 3 months

Additional meetings of the theme management group may take place at any time when reasonably considered necessary.

All meetings shall be convened with at least twenty-one days' prior written notice, which shall include an agenda.

Conduct

All representatives participating in Theme Management meetings shall take decisions objectively and in the best interests of the ARC NWC.

Representatives at a Theme Management meeting will declare any interests and appropriately manage any conflicts that may arise. Declarations of interests will be recorded in the minutes.

Review

The Theme Management Group shall undertake an annual review of their Terms of Reference.