

Research Strategy Board

Remit

To provide the charity with expert insight and fulfil governance requirements for the review and development of its Research Strategy 2023-28 which will underpin the charity's Research Fund within the charity's overarching 2020-25 Strategy and soon to be decided, 2025-2030 Strategy. The Board reports to the Board of Trustees.

Terms of Reference

The Research Strategy Board (RSB) will:

- inform the Charity in its understanding of the research award types and associated merits and preferences; advantages and disadvantages of different approaches with an annual review of the charity's research strategy 2023-28.
- advise the Board of Trustees on the development of any necessary policies relating to the charity's research strategy, to include but not limited to peer review processes, intellectual property rights, data sharing, ethics and patient and public involvement and engagement.
- advise the Board of Trustees on the Research Awards Panel remit, providing a best practice peer review policy of research award applications
- make recommendations for maximising the impact from the charity's Research Fund and activities
- and help the charity develop its networks in funding research.

Membership

The RSB shall be comprised of at least six and up to ten members. Membership shall be by invitation of the Chair of the RSB after receiving approval from either the Chair of the Board of Trustees or the Chief Executive of Coeliac UK and shall be put forward for ratification at the first meeting of the Board of Trustees following the appointment.

The Chair of the RSB shall be chosen from the membership of the RSB by the Chair of the Board of Trustees.

The Chair of the Board of Trustees has the ability to remove any member of the RSB including the Chair with immediate effect.

Terms of appointment for all members will be for three years, with the possibility of renewal for a further one term of three years depending on mutual agreement.

The following individuals will attend scheduled meetings (except when issues relating to that individual are discussed):

- The Director of Evidence and Policy
- Research Officer

Other individuals may attend meetings by invitation, for specific items of business.

Subcommittees

The RSB may create subcommittee(s) to facilitate the workings of the RSB and may, if it chooses, delegate any of its powers to such a subcommittee. The approval of the Board of Trustees is not required for the creation of any such subcommittees. The subcommittee shall be made up of such members of the RSB as the Chair of the RSB may decide, is advisory only and shall report to the RSB. Separate Terms of Reference shall be created for any such subcommittee.

Quorum and Voting

The quorum for a meeting shall be three or more members being present at the meeting.

If a matter is put to a vote, voting shall be by a show of hands and all members of the RSB present at the meeting shall have one vote. A majority of the votes of the members of the RSB present is required to carry a motion and in the event of a tie, the Chair of the RSB shall have a casting vote.

In the absence of a RSB Chair, the remaining RSB members present shall elect one of themselves to chair the meeting.

Frequency and recording of meetings

There will be a minimum of two separate meetings each year.

Additional meetings may be called at the request of the Chair of the RSB as needed as specific matters arise. Unless otherwise agreed, notice of each meeting, confirming venue and time, together with an agenda and relevant papers will be sent out to RSB members. Papers will be sent out at least seven days in advance of the meeting.

Meetings will normally be held by video conference but may be held in person at Coeliac UK's offices or in a hybrid form if the Chair so wishes. There will also be communication by email and possible telecalls as required.

Each meeting will be minuted. Draft Minutes of each RSB meeting will be included in the document pack for the next available Board of Trustees meeting. If requested by the Chair of the Board of Trustees, the Director of Evidence and Policy will provide an update at the Board meeting.

Confidentiality

All information and discussions shared within the RSB are confidential. Members must not discuss them outside of the meeting without express permission of the Chair of the RSB.

Representation

Members of the RSB may be asked by the Chair of the RSB to represent the RSB at external meetings. RSB members may not represent Coeliac UK or the RSB without express permission of the Chair of the Board of Trustees or Chief Executive of Coeliac UK.

Review

These Terms of Reference will be reviewed a minimum of every three years. Any amendments to the terms of reference should be made aware to the Board of Trustees.