

DARE UK Programme Board:

Terms of Reference

February 2022

Purpose

The DARE UK (Data and Analytics Research Environments UK) Programme Board is a decision-making group responsible for overseeing the delivery, financial management, monitoring and evaluation, and ensuring a coherent programme of activity and alignment with the wider UK Research and Innovation (UKRI) Digital Research Infrastructure Programme's activities.

Remit

The Programme Board is responsible for overseeing the Programme, in decisions overarching delivery, including strategic and tactical, financial, and non-financial.

The core responsibilities of the Board include to:

- oversee the Programme's governance, including the effective operation of the Technical/Scientific Group
- oversee the delivery of DARE UK Phase 1 by Health Data Research UK (HDR UK) and Administrative Data Research UK (ADR UK)
- oversee Programme progress against plans, maximising the potential for delivery of the expected long-term benefits.
- advise and support on alignment of DARE UK with established and future activities within the UKRI Digital Research Infrastructure Delivery Programme but also with other initiatives and activities outside the formal UKRI DRI Programme as appropriate
- review progress via regular programme update reports (incl. financial), helping identify gaps, recommending appropriate course of action to prevent/resolve slippages
- identify and agree appropriate assurance approaches for programme delivery, to ensure practices are robust and transparent.
- act as the Change Board for the Programme, approving major changes to planned budget, for instance, where transfer across work streams may be proposed
- endorse and/or sign off key Programme deliverables and milestones, where and if required
- review new and critical risks and issues, proposing further mitigating actions to resolve/prevent these where necessary
- expedite decisions and progress actions between meetings to enable effective delivery of the Programme

- hold DARE UK Programme Director to account for delivery of the Programme and deal in a timely fashion with issues escalated to the Programme Board by the Programme's Director
- provide updates to the UKRI Digital Research Infrastructure Committee, UKRI DRI Programme Board, and UKRI Executive Committee as required, and to escalate risks and issues as necessary where these fall outwith the remit of the DARE-UK Programme Board
- consider the recommendations and advice received from the Scientific/Technical Advisory Group
- help embed and maintain the appropriate working principles of the Scientific/Technical Advisory Group
- where and if-required, take on ad-hoc assurance roles within the Programme
- refer to the UKRI DRI Programme Board or the UKRI DRI Committee, as appropriate, for key decisions concerning approval of funding, strategies and changes to the business plan
- communicating the project within UKRI, or outside UKRI.

In addition, the Board will review and make recommendations on:

- the process that will define measures of success for the Programme, and beyond the period of the Programme, including the approaches for monitoring and evaluation to maximise long-term benefits
- major investment decisions and any policies or strategies external to the Programme that may impact the long-term vision

Governance

The DARE UK Programme Board will report to the UKRI Digital Research Infrastructure Committee through the lead research council's (Medical Research Council – MRC) representatives, and from the Programme Board Chair or Director as necessary (see also Appendix 1).

Frequency of meetings

The Programme Board will formally meet to review Programme progress as necessary, but at monthly basis during the first six months of Phase 1 and bi-monthly thereafter.

At each meeting, the Programme Board will review Programme progress documentation as a minimum to include: key highlights for the period, financial report (expenditure against budget, and forecast), key progress in communications and stakeholder engagement, major risks and issues, benefit realisation, evaluation approach, reviews, and other to be defined by the Board.

Membership

The DARE UK Programme Board will be Chaired by the Senior Responsible Officer, who will be provided by the MRC (member of its Senior Leadership Team).

Its composition will be a senior representative from the UKRI DARE UK partner Research Councils (MRC and the Economic and Social Research Council – ESRC) empowered to make decisions on behalf of their respective organisation; and other key relevant to the Programme UKRI stakeholder (Appendix 2 – Current membership of the DARE UK Programme Board).

Secretariat support will be provided by the MRC.

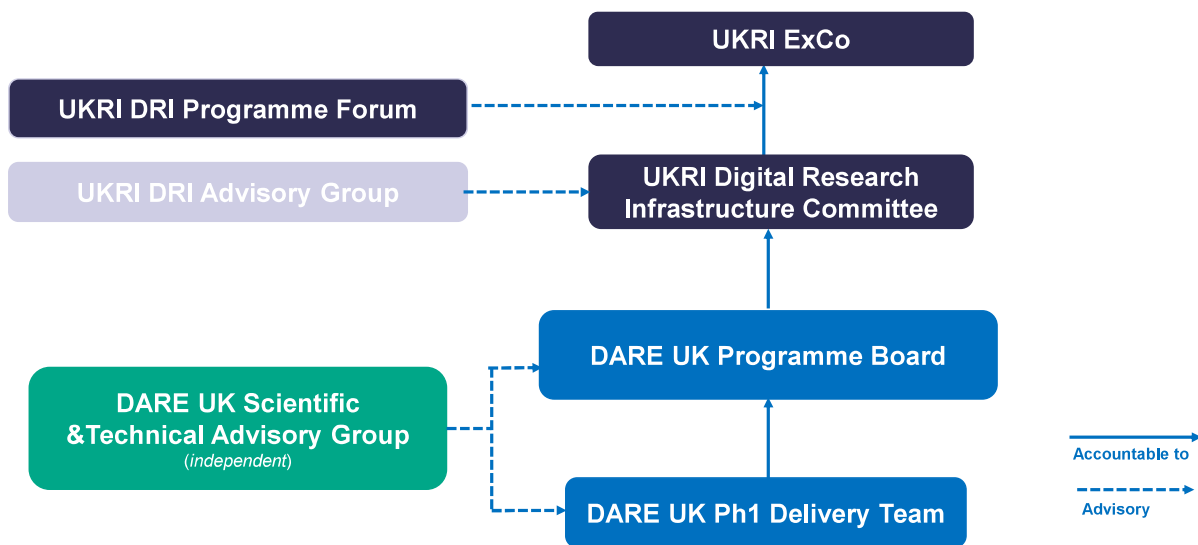
Quorum

The quorum shall be half of the membership of the Board (i.e. four members), including at least one representative from the partner Research Councils.

Term of Office

The Programme Board will be in place for a period of four years during Programme design and implementation, with its continuation to be reviewed at the point where the Programme activities are fully delivered. This is expected to be in 2026.

DARE UK Phase 1 (Design and Dialogue) governance structure



Current membership of the DARE UK Programme Board

Name	Role and Institutional Affiliation	PB Role
Professor Patrick Chinnery	Clinical Director, MRC and Professor of Neurology and Head of the Department of Clinical Neurosciences, University of Cambridge	Chair
Professor Felix Ritchie	Professor of Applied Economics and Director of Bristol Centre for Economics and Finance, University of the West of England	Deputy Chair
Angela Coulter	DARE UK Public Contributor	Member
John Marsh	DARE UK Public Contributor	Member
Professor David Ford	Professor of Health Informatics, Swansea University and Chair of the DARE UK Scientific and Technical Advisory Group	Member
Dr Mike Ball	Head of Research Infrastructure, Biotechnology and Biological Sciences Research Council	Member
Dr Ekaterini Blaveri	Interim Head of Digital Research Infrastructure, MRC	Member (Secretariat)
Dr Catherine Bromley	Deputy Director of Data Strategy and Infrastructure, ESRC	Member
Dr Justin O’Byrne	Acting Co-Director of Digital Research Infrastructure, UKRI	Member
Dr Hans-Erik Aronson	DARE UK Phase 1 Director	Observer