

# Terms of Reference

## For members of Arthritis UK funding review panels

### Scope and Purpose

The purpose of the Arthritis UK Funding Review Panels is to review funding and make recommendations to the charity on suitable applications.

### Terms of reference

The main duties of the Funding Review Panels are as follows:

- i. Conduct peer review of specific allocated applications
- ii. Evaluate and make funding recommendations on applications received through research calls or other application mechanisms.

### Delegated authority

The Funding Review Panels make recommendations to the charity Executive who have full delegated authority from the Board of Trustees to authorise funding, within agreed overall policies and procedures and within budget, subject to the charity's Schedule of Authority, as may be amended from time to time by the Board of Trustees.

In some instances, recommendations will be assessed and further ratified by the relevant Expert Committee before final recommendations are made to the charity Executive.

### Membership and procedures

- i. Funding Review Panels do not have a core membership and will be assembled on an ad hoc basis for the review of a specific funding purpose. Membership will include experts in fields relevant to the activity as well as people affected by musculoskeletal conditions and other non-research specialisations including health-care professionals, policy, public-sector and industry as appropriate.
- ii. Unless otherwise specifically stated, Funding Review Panel members are appointed as individuals with a specific expertise to fulfil the work of the Funding Review Panel, not as representatives of a particular profession or interest group. Members should make it clear when they declare an organisation's views rather than a personal view.
- iii. The Funding Review Panels will vary in size according to the nature of the review expectation.

- iv. Funding Review Panels will be co-chaired by members of the relevant Expert Committee, one of which will be a person affected by a musculoskeletal condition.
- v. Members of the Funding Review Panels will be drawn from the College of Experts and Patient Insight Network and appointed by the charity with input from the co-Chairs.
- vi. Funding Review Panel member roles are non-remunerated.

## **Chairs' Responsibilities**

Chairs of Funding Review Panels have responsibility for:

- i. The operation and output of the Funding Review Panel, including ensuring that all decisions are reached impartially and objectively, and that the volume of work does not compromise the rigor of the discussion.
- ii. Ensuring that every member of the Funding Review Panel has the opportunity to be heard and that no opinion is ignored or overlooked. That the full range of scientific and lay opinion, including unorthodox and contrary views, are appropriately taken into account and ensuring that any significant diversity of opinion is fully discussed and, if it cannot be reconciled, is accurately reflected in the minutes.
- iii. Ensuring that the proceedings of the Funding Review Panel are accurately minuted.
- iv. Authorising actions outside the Funding Review Panel meetings by Chairs' action.
- v. Reporting the Funding Review Panel's activities to the Expert Committee.
- vi. Ensuring that members act in accordance with the Code of Conduct.

## **Function and Governance**

- i. Arthritis UK has secretariat responsibility for the Funding Review Panels. Responsibilities within this are as follows:
  - a. Management of recruitment to the Funding Review Panel
  - b. Maintenance of the membership details on Arthritis UK secure database
  - c. Facilitation of meetings including, venue booking/Teams meeting set up, preparation of agenda and papers, taking minutes of the meetings
  - d. All correspondence with members relating to their memberships.
- ii. Arthritis UK will work in liaison with the Chairs to:
  - a. Select members of the Funding Review Panels
  - b. Finalise content of agenda and papers
  - c. Approve minutes.

The attendance of at least three members or over 50% (whichever figure is higher) of the Funding Review Panel including the appointed Chair will constitute a quorum.