

UK LLC Executive Group – Terms of Reference

Membership and Meetings

The Executive Group (EG) meets monthly and membership comprises senior UK LLC staff and leading interdisciplinary academics.

The EG provides strategic oversight, resolves issues raised by the Management Group (MG), assesses risks that have been escalated and advises on updates to the project plan as appropriate.

The group discusses and shapes the forward strategy, including sustainability.

The EG also signs off quarterly and annual reports from the UK LLC Applications Team, Data Team and Information Security Team.

The agenda is agreed by the UK LLC MG and meetings are supported by the Senior Research Administrator.

UK LLC Executive Group (EG) Executive oversight	
Andy Boyd , (Chair)	UK LLC Director (UoB)
Robin Flaig , (Deputy Chair)	UK LLC Deputy Director (UoE)
Jacqui Oakley	UK LLC Senior Research Manager (UoB)
Jonathan Sterne	Professor of Medical Statistics and Epidemiology (UoB)
John Macleod	Professor in Clinical Epidemiology and Primary Care & Joint Head of CAPC (UoB)
Nishi Chaturvedi	Professor in Clinical Epidemiology, Director of the MRC Unit for Lifelong Health & Ageing (UCL)
George Ploubidis	Professor of Population Health and Statistics (UCL)
Diane Foster , (Admin support)	UK LLC Senior Research Administrator
Terms of Reference	
The Group will meet monthly to:	
<ul style="list-style-type: none"> • Review quarterly progress reports • Advise on resolution escalated by the MG • Support the Principal Investigator with scientific strategy <ul style="list-style-type: none"> ○ Share progress of LHW and key messages from LHW Executive Group ○ Discuss progress reports/updates from all partners ○ Report against agreed milestones ○ Review/approve Information Security policies ○ Agree risk management strategies ○ Assess risks and risk management ○ Agree issues arising/of importance to feed to LHW Executive Group ○ Update project plan as appropriate ○ Advise on partnerships ○ Discuss and shape forward strategy ○ Plan for future sustainability 	