ALSPAC Senior Management Team

Terms of Reference

1.   Introduction

1.1   The ALSPAC Senior Management Team (SMT) manages operational activity in ALSPAC within the following areas: administration, clinic, data, and biosamples.

1.2   SMT reports directly to the ALSPAC Executive (AE) leads: Chief Operating Officer, Executive Director (biosamples), Executive Director (data) and Executive Director (collection).

1.3   The Chief Operating Officer has responsibility for the efficient and effective running of SMT.

2.   Membership

2.1   Membership comprises of senior managers from the key operational teams: operations, clinic, data (access, pipeline, systems, linkage), and laboratories (BBL). The remit of BBL is much wider than ALSPAC but since a significant amount of work undertaken involves the processing, storing, selection and governance of ALSPAC samples representation at SMT is appropriate.

2.2   Members are expected to understand fully the duties and responsibilities of their role.

3.   Remit

3.1   The remit of SMT incorporates:

- Management of resourcing and operational activity in the key areas of operations, clinic, data and ALSPAC bioresource (BBL).
- Management of methods and systems used to collect, access, release, and curate ALSPAC data.
- Reporting to AE on operational activity and escalate issues where relevant.
- Operational management of ALSPAC's Information Security Management System and support AE in ensuring ALSPAC is not brought into disrepute and that participant confidentiality is respected.
- Contribute to, write and comply with policies, protocols and procedures in line with relevant legal, regulatory and ethical requirements.

4.   Objectives and Responsibilities

4.1   Management of resourcing and operational activity in key areas (operations, clinic, data and ALSPAC bioresource):

a.   Monitor progress of operational activity to ensure all agreed deliverables and objectives are met on time and to budget.
       Including:
- Feasibility and acceptability.
- Costings.
- Workflow (data collection and systems)
- Stakeholder communication.

b.   Resource management (people, physical, facilities).

c.   Ensure compliance within all relevant legal frameworks.
d.   Proactively seek efficiencies and conduct lessons learned reviews to ensure continuous improvement.

4.2   Management of methods and systems used to collect, curate, access and release ALSPAC data:

a.   Ensure that all methods and systems used are effective and fit for purpose.
b.   Review and oversee changes to methods and systems.

4.3   Reporting to AE on operational activity and escalate issues where relevant:

a.   Reports prepared and delivered to AE on progress against deliverables and activity.
b.   Regular reports covering progress/activity in clinic activity, issue log and risk register, publications, data access, data preparation, participation/engagement and communication activities, funding, SOP's and ethics.
c.   Support AE with reports to external bodies as needed.

4.4   Operational management of ALSPAC's Information Security Management System and support AE in ensuring ALSPAC is not brought into disrepute and that participant confidentiality is respected:
a.   Maintain a risk register; identify, assess and prioritise risks regularly; monitor, minimise and control these risks.
b.   Maintain an issue log; identify, assess and prioritise issues regularly; put in place measures to manage and control these issues
c.   Coordination of Information Asset Owner (IAO) function.
d.   Offer advice to AE on how plans can be achieved through available and/or future resources.
e.   Monitor permissions process and grant approval to new requests.
f.   Review information security events and identified weaknesses; consider root cause analysis and improvements.
g.   Report and discuss new or changed requirements; identify new or changed IS risks, new stakeholders or changes in organisational scope.

4.5   Contribute to, write and comply with policies, protocols and procedures in line with relevant legal, regulatory and ethical requirements:

a.   Oversee protocols, standard operating procedures and policies for all relevant areas in line with all relevant legal, regulatory and ethical requirements.
b.   Ensure staff are trained to comply with protocols, standard operating procedures and policies and ensure compliance.
c.   Advise AE on new legislation/best practice guidance and ensure that sub-unit teams remain compliant with these.

5.   Meetings

5.1   SMT meets once a week, either online or in person. There is a rotating chair, with a new SMT member taking responsibility convening and chairing meetings each month. Meetings will usually last one hour.

5.2   Every fourth week there will be a dedicated information security meeting to focus on all matters relating to information security. The ALSPAC Information Security Officer will attend these meetings.

5.3   SMT meets for an away day, usually once every three months. The Chief Operating Officer is responsible for convening and chairing the meetings.

6.   Minutes and Reporting

6.1   The minutes of the meetings are circulated to all SMT members.

7.   Constitution

7.1   These terms of reference were endorsed by the AE at its meeting on the 14 November 2024.