The overall mission of the Department of Cardiovascular Sciences is to undertake bench-to-bedside research, education and training, and clinical practice that impacts on the health and well-being of patients and the public.

The Departmental Leadership Team (DLT) is the key decision-making committee of the Department; membership derived and reports received from the key committees and professional groups of the Department. The DLT will have overarching responsibility for the delivery of the Department’s mission by setting and reviewing progress against the Department’s 5-year strategy.

The DLT reports to:
- University Executive Board via the Head of Department
- College Leadership Team via the Head of Department
- Department of Cardiovascular Sciences staff and students via the Academic Staff, and All-Staff and Students meetings

Terms of Reference

1. To establish and oversee the strategic direction of the Department, ensuring alignment of the Departmental strategy with that of the University and College;
2. To consider University and College issues relevant to the Department’s operation; providing advice and support to the Head of Department and Departmental Manager;
3. To identify, evaluate and manage risk in respect to the Department’s activities;
4. To ensure compliance across the Department with College and University policies and regulations, with external regulations, and with the Department’s procedures and values;
5. To approve the budgets for and monitoring expenditure from the Department’s recurrent non-pay budget and Departmental Development Fund;
6. To ensure the fair and transparent allocation of teaching and administrative responsibilities to members of academic staff;
7. To prioritise, approve and take forward proposals for new and replacement core-funded posts within the Department;
8. To oversee and support career enhancement within the Department, including ensuring effective mentoring for staff, coordinating performance development discussions and performance management, considering all promotions and nominations for University reward and recognition schemes (including support to the writing of citations), and supporting the Concordat for Research Staff;
9. To receive reports from the Chairs of the Academic Committee, Research Committee, Working Lives Group and Athena SWAN Self-Assessment
Team, in respect of meetings and actions relevant to the delivery and development of the Department’s strategy and its performance;

10. To receive reports from the Chief Technician, in particular to review the provision of technical support for the delivery of the Department’s strategic research objectives, including renewal and maintenance of equipment;

11. To receive reports from the Departmental Safety Officer, including reports of external and internal audits, and to support the Departmental Safety Officer in any resulting actions;

12. To receive reports from the Gender Equality Lead and Departmental Equalities Officer, in particular ensuring the delivery of the equality and diversity institutional objectives, including (but not limited to): Athena SWAN, HeForShe, Stonewall, etc;

13. To receive reports from the ECR and Postgraduate Student representatives, in particular to ensure uptake of mentorship and buddyng, career progression and relevant surveys;

14. To receive reports from the NIHR BRU Manager; ensuring the development and delivery of joint strategic initiatives for the benefit of the Department and BRU;

15. To liaise externally (within and without the University) and internally with regard to strategic funding initiatives;

16. To receive summaries of annual leave, absence, sickness, staff turnover (including exit interviews) and other returns; in particular identifying trends that have implications for the effective delivery of the Department’s strategic and operational objectives.

Membership

Head of Department: Professor Tom Robinson
BRU Manager*: Dr Martin Batty
Chair, Academic Committee*: Professor Iain Squire
Chair, Athena SWAN SAT*: Professor Tim Coats
Chair, Research Committee*: Professor Andre Ng
Chair, Working Lives Group*: TBC
Chief Technician/ Safety Officer: Dr Tim Barnes
Departmental Manager: Ms Eleanor Jackson
Deputy Departmental Manager: Miss Janet Harris
Early Career Researcher Representative*: Dr Veryan Codd
Gender Equality Lead*: Dr Glenn Rodrigo
PG Student Representative*: TBC
Laboratory Science Professor*: Professor Nick Brindle/ Professor Dave Lambert/ Professor Shu Ye

Minutes: Mrs Denise Ladkin

*Or Designated Deputy
Template Agenda

1. Apologies for Absence

2. Action Points from Previous Meeting (5 minutes)

3. Standing Reports
   (a) HoD (10 minutes)
   (b) DM (10 minutes)
   (c) Chair, Academic Committee (10 minutes)
   (d) Chair, Research Committee (10 minutes)
   (e) Chair, Working Lives Group (5 minutes)
   (f) Chair, Athena SWAN SAT (5 minutes)
   (g) Chief Technician (5 minutes)
   (h) Early Career Representative (5 minutes)
   (i) PG Student Representative (5 minutes)
   (j) BRU Manager (5 minutes)

4. Strategic Discussion (40 minutes)
   Reports (September, January, May)
   Research (October, February, June)
   Academic (November, March, July)
   Culture/ Environment (December, April, August)

5. Departmental Summary (5 minutes)

6. Next Meeting Date/ Time/ Confirm Strategic Discussion Item

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