

ALSPAC Senior Management Team

Terms of Reference

1. Introduction

- 1.1 The ALSPAC Senior Management Team (SMT) manages operational activities across ALSPAC's administration, clinic and data functions, and coordinates with the Bristol Bioresource Laboratories (BBL) on the management and governance of ALSPAC biosamples.
- 1.2 SMT reports to the ALSPAC Executive (AE) through the Chief Operating Officer and the Executive Directors for data and collection, with the Executive Director for biosamples involved where appropriate.
- 1.3 The Chief Operating Officer has responsibility for the efficient and effective running of SMT.

2. Membership

- 2.1 Membership comprises senior managers from the key operational teams: operations, clinic and data, including data access, pipelines, systems and linkage. The Bristol Bioresource Laboratories (BBL) are represented at the dedicated monthly information security SMT meeting. Although BBL's remit extends beyond ALSPAC, a significant proportion of its work involves the processing, storage, selection and governance of ALSPAC samples, making its representation at these meetings appropriate.
- 2.2 Members are expected to understand fully the duties and responsibilities associated with their roles and their membership of SMT.

3. Remit

- 3.1 The remit of SMT includes:
 - Managing resources and operational activities across operations, clinics, data and the ALSPAC bioresource.
 - Managing the methods and systems used to collect, curate, access and release ALSPAC data.
 - Reporting to AE on operational activities and escalating issues where appropriate.
 - Operational management of ALSPAC's Information Security Management System.
 - Operational oversight and implementation of ALSPAC's business continuity arrangements.
 - Supporting AE in protecting ALSPAC's reputation and ensuring that participant confidentiality is respected.
 - Contributing to, developing and complying with policies, protocols and procedures in accordance 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):**
 - In carrying out this responsibility, SMT will consider:
 - feasibility and acceptability;
 - costings;
 - workflows, including data collection and systems;

- stakeholder communications;
 - Resource management, including people, equipment and facilities.
- Ensure compliance with all relevant legal, regulatory and ethical requirements.
- Proactively identify opportunities to improve efficiency and use lessons learned to support continuous improvement.

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

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

4.3 Reporting to AE on operational activity and escalating issues where appropriate:

- Prepare and submit reports to AE on progress against agreed activities, objectives and deliverables.
- Provide regular reports covering clinic activity, issues and risks, publications, data access, data preparation, participant engagement and communications, funding, standard operating procedures and ethics.
- Support AE in preparing reports for external bodies, as required.

4.4 Operational management of ALSPAC's Information Security Management System, including protecting participant confidentiality and supporting AE in safeguarding ALSPAC's reputation:

- Maintain a risk register; identify, assess and prioritise risks regularly; monitor, minimise and control these risks.
- Maintain an issue log; identify, assess and prioritise issues regularly; put in place measures to manage and control these issues
- Coordinate the Information Asset Owner (IAO) function.
- Offer advice to AE on how plans can be achieved through available and/or future resources.
- Oversee permissions process and grant approval to new requests.
- Review information security events and identified weaknesses, including their root causes, and identify improvements.
- Review new or changed requirements and identify associated information security risks, stakeholders or changes in organisational scope.

4.5 Operational oversight and implementation of ALSPAC's business continuity arrangements:

- Identify incidents that may disrupt ALSPAC's operations.
- Complete an initial assessment of the local operational impact of an incident.
- Determine whether relevant escalation thresholds have been met and escalate incidents in accordance with the ALSPAC Business Continuity Plan and relevant University procedures.
- Activate and coordinate appropriate local business continuity arrangements.
- Support and contribute to any Faculty- or University-led response following escalation.
- Ensure that decisions, actions and lessons learned are documented and used to improve ALSPAC's business continuity arrangements.

4.6 Development of and compliance with policies, protocols and procedures in accordance with relevant legal, regulatory and ethical requirements:

- Oversee the development and maintenance of relevant protocols, standard operating procedures and policies.
- Ensure that staff receive appropriate training and comply with relevant protocols, standard operating procedures and policies.

- Advise AE on new legislation and best-practice guidance and ensure that operational teams remain compliant with relevant requirements.

5. Meetings

- 5.1 SMT meets weekly, either online or in person. The chair rotates monthly, with an SMT member responsible for convening and chairing meetings during that month. Meetings will usually last one hour.
- 5.2 Every fourth weekly meeting will be dedicated to information security matters. The ALSPAC Information Security Officer will attend these meetings
- 5.3 SMT usually holds a quarterly away day. The Chief Operating Officer is responsible for convening and chairing these meetings.

6. Minutes and Reporting

- 6.1 Minutes will be produced for each meeting and circulated to all SMT members. Agreed actions will identify the responsible person and completion date. Matters requiring a decision or further oversight will be escalated to AE.

7. Review

- 7.1 These terms of reference will be reviewed annually, or earlier if there is a material change to SMT's responsibilities or governance arrangements.

8. Constitution

- 8.1 These terms of reference were endorsed by the AE at its meeting on the 20 August 2026.