## UK CLL Biobank Governance Committee Terms of Reference

Overview of the biobank

The UK CLL Biobank was established in 2008 as a national biorepository linked to multiple CLL trials and observational studies developed through the NCRI CLL Study Group. Located in the University of Liverpool GCP laboratory and funded by Blood Cancer UK, its primary purpose is to drive and facilitate laboratory research to elucidate CLL biology and heterogeneity including variable therapy outcomes. Sample are collected, transported, processed and stored to GCP standards, with sample access overseen by the NCRI CLL Study Group.

Purpose of the governance committee

1. To provide a pathway of accountability to biobank stakeholders
2. To provide advice on biobank strategy and operations

Governance committee membership

| Member | Role | Organisation |
|---|---|---|
| Prof Russell Patmore | Chair of governance committee | Hull University Teaching Hospitals |
| Prof Andrew Pettitt | Biobank Director | University of Liverpool |
| Dr Melania Oates | Biobank Manager | University of Liverpool |
| Dr Lisa Flaherty | GCP Lab QA manager | University of Liverpool |
| Dr Hannah Davies | HTA lead and Sponsor representative | University of Liverpool |
| Ms Natasha Greatorex | Head of trial management | University of Leeds |
| Dr Piers Patten | Chair of NCRI CLL Study Group | Kings College Hospital |
| Prof Jon Strefford | Biobank user and UK CLL Forum rep | University of Southampton |
| Prof Chris Pepper | Biobank user and UK CLL Forum rep | University of Sussex |
| Dr Pauline Robbe | Biobank user | University of Oxford |
| Mr Frank Mercer | Patient and CLL Support rep | N/A |
| Dr Sarah McDonald | Observer | Blood Cancer UK |
| *funder representative* | Observer | |

Membership will be reviewed every 3 years or earlier as requested by invididual members

Frequency of governance committee meetings

- Annually with additional ad-hoc meetings as required

Quoracy for governance committee meetings

The committee will be considered quorate if at least 5 members are in attendance including

- The independent Chair (or deputy nominated by the Chair)
- The Biobank Director or Manager
- Sponsor representative
- At least one representative from the NCRI CLL Study Group or UK CLL Forum
- Representative from CLL Support

Objectives

1. To receive assurance that the biobank is operating in accordance with all legal requirements and the principles of Good Clinical Practice for Laboratories
2. To be aware of the outcome of all internal audits and external inspections and any corrective and preventative actions (CAPAs)
3. To be aware of any quality incidents and resulting actions
4. To advise on all aspects of biobank operation including
    a. Sample collection, transport, processing and storage
    b. Visibility and accessibility of samples to researchers
    c. Engagement with clinical trials units
    d. Quality assurance and governance
5. To advise on all aspects of biobank strategy including
    a. Meeting the future needs of researchers
    b. Financial sustainability
    c. Publicity and communication
6. To advise on specific issues raised by the Director, Manager, Sponsor, users or other stakeholders