Appendix 2: Key milestones for HDRC Southampton

Time Point	HDRC Southampton's Deliverables	Milestone
Year 1	Leadership team and governance arrangements established for HDRC	April
	HDRC funded staff in post (some posts not due to start until later)	May
	Partnership agreements and MoU between key partners*	July (1st)
	PICE Group Established	July
	NIHR progress and finance report*	July & Dec
	Create a research Priority Setting Partnership	September
	HDRC launch event hosted	October
Year 2	Develop the councils existing EDI impact assessment template for use on HDRC	January
	Develop staff and elected member induction on embedding EIDM	January
	Develop a learning assets and needs assessment relating to using evidence	January
	Co-produce an evaluation framework to evaluate the impact of the HDRC	January
	Work with democratic services and cabinet to review decision making processes	January
	Work with legal and governance to develop robust governance processes	April
	Create a Communities of Practice for two research priority areas	June
	Co-produce a community research engagement strategy	July
	Research ethics processes established with the new NIHR PHNSC	July
	Rapid evidence assessment framework to identify/prioritise evidence reviews	July
	NIHR progress and finance reports*	July & Dec
	Work with HR & OD on including EIDM in annual performance reviews	November

Key:
* National Institute for Health and Care (NIHR) milestone requirement
PICE: Public Involvement and Community Engagement; EDI: Equality, Diversity and Inclusion;
EIDM: Evidence Informed Decision Making; HR & OD: Human Resources and Organisational Development;
NIHR PHNSC: National Institute for Health and Care Research Public Health National Specialist Centre.

Time Point	HDRC Southampton's Deliverables	Milestone
Year 3	Apply for external funds to train local people to become peer researchers	January
	Establish a data linkage warehouse to aid council decision making	January
	Co-develop an evaluation framework for use on SCC policies/programmes	January
	EIDM learning needs identified across Directorates	January
	Co-produced communication and dissemination plan	January
	Create an evidence repository on SCC's Data Observatory	July
	Create a Communities of Practice for three research priority areas	July
	NIHR progress and finance reports*	July & Dec
	Annual HDRC evaluation completed, including our PICE approach	December
Year 4	Apply for external funds to train local people to become peer researchers	January
	Identify funded research opportunities and apply for research funding	January
	HDRC early learning event	January
	Co-produce two peer-reviewed papers on HDRC learning	January
	NIHR progress and finance reports*	July & Dec
	Annual evaluation completed, including our PICE approach	December

Time Point	HDRC Southampton's Deliverables	Milestone
Year 5	Apply for external funds to train local people to become peer researchers	January
	Identify funded research opportunities and apply for funding	January
	NIHR progress and final project report, and finance report*	July & Dec
	Co-produce a sustainability plan for continuation of Southampton's HDRC	December
	HDRC local and national learning events	December
	Two peer-reviewed papers on HDRC learning	December
	Annual HDRC evaluation completed, including our PICE approach	December