

Guidance for members of the public observing an NIHR ARC KSS Board Meeting

V0.6 June 2024

Board meetings of the NIHR Applied Research Collaboration Kent, Surrey and Sussex (ARC KSS) are held in public 3 times per year. This guidance provides information about how these meetings work and how the public can observe and propose a question.

1. Introduction

The NIHR ARC KSS Board provides guidance on the overall vision of the NIHR Applied Research Collaboration Kent, Surrey and Sussex (ARC KSS). It is accountable to the host organisation, Sussex Partnership NHS Foundation Trust and through them to the National Institute for Health and Care Research and the Department of Health and Social Care.

The NIHR ARC KSS Board includes members from lead and collaborating universities, Health Innovation Network Kent, Surrey, Sussex, public members, Integrated Care Systems, Local Authorities including Public Health and Social Care, Primary Care Networks. At each face to face meeting board member name cards are displayed. At virtual meetings Board members will be named on their video screen.

NIHR ARC KSS Board meetings are held either virtually (2 times per year) or face to face (1 time per year).

2. Request by a member of the public to attend an NIHR ARC KSS Board Meeting

The upcoming Board meeting agenda is available in advance, usually not less than 10 working days before by visiting our website [Governance | The ARC Kent, Surrey & Sussex Board \(nihr.ac.uk\)](https://www.nihr.ac.uk/governance/the-arc-kent-surrey-sussex-board). Paper copies are not available at face to face meetings unless specifically requested.

Members of the public must inform publicinvolvementARCKSS@spft.nhs.uk at least 7 working days in advance of the meeting with the following information. We will subsequently confirm with you, the date on which you are invited to observe an NIHR ARC KSS Board meeting.

Please submit the following information to publicinvolvementARCKSS@spft.nhs.uk.

Request by a member of the public to attend an NIHR ARC KSS Board Meeting

Your name:

Your town or locality within Kent, Surrey or Sussex:

Your organisation or network (if applicable):

Your role (if applicable):

Accessibility Needs:

Contact details (email, phone):

State the Board meeting you would like to observe.

1st Choice:

2nd Choice:

Proposed Question (if any) for the NIHR ARC KSS Board:

(Please state question and which item on the agenda your question refers to and see 3.Guidance on proposing a question to the Board below)

3. Guidance on proposing a question to the Board

If observing the Board, members of the public can propose a question emailed to publicinvolvementARCKSS@spft.nhs.uk in advance but may not take part verbally in the Board discussion. Questions must be based on an agenda item(s). Questions proposed by the public will be summarised in particular issues/themes and allocated to a Board member in advance so they can be addressed by that Board member during the relevant item of the agenda. In the event that the question cannot be covered at the meeting it may need to be deferred to the next meeting or provided to the member of the public via correspondence.

4. Information about observing Virtual Meetings

All meetings start on time and latecomers cannot be admitted.

- Your place at a virtual meeting will be confirmed by email from the organisers.
- You will be sent a virtual meeting link which cannot be shared with anyone else. If someone you know wishes to observe the meeting please encourage them to contact us on the email above.
- To avoid delay when you are accessing the virtual meeting room (via the waiting room) you will need to ensure you can be properly identified by your registered name. If the meeting organiser cannot identify you, you will not be admitted.
- Your place in the meeting is to observe only and not verbally contribute to the meeting. Please see above guidance if you wish to submit a question.

5. Information about observing Face to Face Meetings

All meetings start on time and latecomers cannot be admitted.

- Your place at a face to face meeting will be confirmed by email from the organisers. Please do not attend a meeting if you do not have this confirmation.
- Please arrive at the meeting venue only 10 minutes before the start of the meeting ie 1:50pm where you will be checked in by the organiser.
- Your place in the meeting is to observe only and not verbally contribute to the meeting. Please see above guidance if you wish to submit a question.

6. Confidential items on the NIHR ARC KSS Board Meeting Agenda

Some items to be discussed at the Board are confidential. These items are dealt with in a separate Board-members only session which will take place after the public part of the meeting. It is the Board's policy to hold as much business as possible in open Board meetings. The confidential Board-members only meeting is not open to the public for specific reasons, such as:

- Matters concerning individual patients, carers or members of staff
- Matters that are commercially confidential or potentially commercially sensitive for either the Trust or a third party
- Any matters pertaining to litigation or potential litigation

7. Agenda and Minutes

- The NIHR ARC KSS Board considers each item on the agenda in turn. The Board will be quorate if the chair (or deputy chair designate) plus 10 members are present.

- A record of the issues discussed and decisions taken at the meeting will be set out in the minutes, which the Board will be asked to approve as a correct record at its next meeting.

8. Contact details

For further information please contact:

PublicinvolvementARCKSS@spft.nhs.uk

[Governance | The ARC Kent, Surrey & Sussex Board \(nihr.ac.uk\)](https://www.nihr.ac.uk/about/governance/)