

Applied Research Collaboration Kent, Surrey and Sussex (ARC KSS)

Board - Terms of Reference

The Board is accountable to the host organisation (Sussex Partnership NHS Foundation Trust) and, through them, to the National Institute for Health and Care Research (NIHR) and the Department of Health and Social Care (DHSC).

- (i) To provide guidance on the overall vision of Applied Research Collaboration Kent, Surrey, Sussex (ARC KSS).
- (ii) To oversee and ensure appropriate governance and management of the ARC KSS.
- (iii) To oversee and monitor the activities of the ARC KSS against its objectives to ensure that tangible outcomes are being delivered for each theme.
- (iv) To review performance and recommend appropriate action to assure the long-term sustainability of ARC KSS.
- (v) To ensure the work of the ARC KSS is informed by and meets the needs of the emerging bodies engaged in promoting integration of health and social care, in particular the Sustainability & Transformation Partnerships (STPs), Integrated Care Systems (ICSs), and Primary Care Networks (PCNs).
- (vi) To advise on and assist with the interface with the NIHR.
- (viii) To ensure that progress reports and budgetary information are available as necessary to the appropriate governing bodies of the ARC KSS partners.
- (ix) To review annually the ARC KSS risk register and advise accordingly.

Membership (19)

- Independent Chair
- ARC KSS Director
- Sussex Partnership NHS Foundation Trust Chief Medical Officer
- Sussex Partnership NHS Foundation Trust Chief Finance Officer
- HIN KSS
- KSS CRN
- Public Advisor (Kent)
- Public Advisor (Surrey)
- Public Advisor (Sussex)
- Surrey Heartlands ICB
- Kent & Medway ICB
- Sussex ICB
- Director of Social Services
- Director of Public Health
- Primary Care Networks
- University of Surrey
- University of Sussex
- University of Kent
- Brighton & Sussex Medical School

Meetings

- The Board will normally meet three times a year in public including twice virtually and once face to face rotating between a venue in Kent, Surrey and Sussex.
- The Board will be quorate if the chair (or deputy chair designate) plus 10 members are present.
- Members will be expected to attend at least two meetings a year.
- 1 nominated permanent Deputy permitted from June 2022.
- Review Terms of Reference annually.
- Meetings are held in public and therefore members of the public (in addition to our formal full public members) may be in attendance to observe only. They are entitled to ask a question in advance related to an agenda item which will be proposed to a relevant Board member in advance.

Members should be aware that minutes from this Board could be made available in response to a Freedom of Information Act request. Further, in the spirit of openness and transparency, a list of members and a summary version of the approved minutes will be published on the internet.

Use of names in the minutes will be kept to a minimum but we would like to use names, rather than roles, in the list of those attending or sending apologies. This could imply transfer of personal data about members outside the European Economic Areas and, if any member is concerned that this would cause them harm, they have the right to request that their name or other identifier be excluded from the minutes or other papers.