

Guidance for Board meetings held in public

V0.3 01/21

1. Introduction

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

2. Purpose of the ARC KSS Board

The ARC KSS Board is accountable to the host organisation (Sussex Partnership NHS Foundation Trust) and, through them to the National Institute for Health Research and the Department of Health and Social Care. The Board's purpose is to:

- provide guidance on the overall vision of the ARC KSS
- oversee and ensure appropriate governance and management of the ARC KSS
- oversee and monitor the activities of the ARC KSS against its objectives to ensure that tangible outcomes are being delivered for each theme
- review performance and recommend appropriate action to assure the long-term sustainability of ARC KSS
- 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)
- advise on and assist with the interface with the NIHR
- ensure that progress reports and budgetary information are available as necessary to the appropriate governing bodies of the ARC KSS partners.
- review annually the ARC KSS risk register and advise accordingly.

3. Membership

The ARC KSS Board has 22 members including the Chair, ARC KSS Director and representatives from the partner universities, Academic Health Science Network, Clinical Research Network Kent Surrey Sussex, the public, Sustainability & Transformation Partnerships/Integrated Care Systems, Local Authorities, 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.

4. Agenda and Papers

The agenda and minutes for the meetings are available in advance, usually not less than five working days before by visiting our website: www.arc-kss.nihr.ac.uk. Paper copies are not available at face-to-face meetings unless specifically requested.

Members of the public must inform us three days in advance of the meeting:

- ✓ That they wish to observe the meeting;
- ✓ Submit any questions based on agenda items (see below section 8).

Meetings start on time and latecomers cannot be admitted. Members of the public must ensure that they register their request to observe a meeting by emailing publicinvolvementARCKSS@sussexpartnership.nhs.uk the information below. This is so there is time to discuss any accessibility needs, send you the meeting papers and virtual meeting link and allocate any relevant questions to the appropriate Board member.

Your name:

Your town or locality within Kent, Surrey or Sussex:

Your organisation or network (if applicable):

Your role (if applicable):

Contact details (email, phone):

State the Board meeting you would like to observe:

1st Choice:

2nd Choice:

State your question for the Board, if you have one, and which item on the agenda your question refers to:

5. Private Board Meeting

Some items to be discussed at the Board are confidential. These items are dealt with in a separate private session which will take place after the public meeting. It is the Board's policy to hold as much business as possible in open Board meetings. The private 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.

6. Decisions

The ARC KSS Board considers each item on the agenda in turn. Board members will not hold formal votes but seek consensus on a recommended course of action.

7. Minutes of the meeting

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. Public questions

If observing the Board, members of the public can propose a question emailed to publicinvolvementARCKSS@sussexpartnership.nhs.uk in advance but may not take part 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.

9. Contact details

For further information on how to sign up to observe a Board meeting and submit questions and accessibility needs please contact:

PublicinvolvementARCKSS@sussexpartnership.nhs.uk