

**NIHR Applied Research Collaboration Kent Surrey and Sussex (ARC KSS)
Board**

Guidance for public board meetings:

1. Introduction

Meetings of the NIHR Applied Research Collaboration Kent Surrey and Sussex (ARC KSS) Board are open to members of the public. This guidance provides information about how these meetings work and how members of the public can get involved.

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. Its purpose is:

- To provide guidance on the overall vision of the ARC KSS.
- To oversee and ensure appropriate governance and management of the ARC KSS.
- To oversee and monitor the activities of the ARC KSS against its objectives to ensure that tangible outcomes are being delivered for each theme.
- To review performance and recommend appropriate action to assure the long term sustainability of ARC KSS.
- 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).

- To advise on and assist with the interface with the NIHR.
- To ensure that progress reports and budgetary information are available as necessary to the appropriate governing bodies of the ARC KSS partners.
- To 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, patients and the public, Sustainability & Transformation Partnerships/Integrated Care Systems, Local Authorities, Primary Care Networks. At each meeting the names of each board member is displayed on the table to enable observers to identify who is speaking.

4. Agenda and Papers

The agenda and minutes for the meetings are available in advance, usually not less than 5 working days before by visiting our website www.sussexpartnership.nhs.uk/research or by contacting ARCKentSurreySussex@sussexpartnership.nhs.uk. Some paper copies will be available at the meeting.

It is preferable that members of the public inform us in advance of:

- ✓ their intention to attend the meeting
- ✓ accessibility and dietary needs
- ✓ submit any questions based on agenda items, in advance (see below section 8.).

Meetings start on time and latecomers cannot be admitted.

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

Members of the public will be given the opportunity to ask questions but may not take part in the Board discussion. Normally the Chair will ask members of the public about these at the beginning of the public meeting so that they can be picked up by Board members at the relevant time. Any questions must be based on the agenda items. We ask that members of the public notify the Trust in advance about a question they might like to ask so that any necessary enquiries can be made in order to enable a full answer to be given. In the event that the question cannot be answered 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 and to submit questions please contact:

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