

NIHR ARC South London

Terms of Reference for the Board

July 2020

1. Role/Purpose

Accountable to the Board of King's College Hospital NHS Foundation Trust and the NIHR, the ARC South London Board is responsible for the overall strategic direction and performance of the ARC and it also operates as its main steering and scrutiny group. In broad terms, the ARC South London Board has the following remit:

(i) To monitor the performance of the NIHR ARC South London, to ensure it meets its aims and that tangible outcomes are being delivered as set out in the application submitted to NIHR.

(ii) To maintain oversight of the governance and management structure of NIHR ARC South London.

(iii) To be responsible for assuring the quality of the management team and the performance of the themes, including progress review and audit.

(iv) To be responsible for the approval and delivery of the ARC South London delivery plan and any associated operational plans.

(vi) To monitor and review performance of the ARC South London, make decisions regarding future strategic developments of ARC South London activities including horizon scanning and foresight and recommend appropriate action to assure the collaboration's longer term sustainability including bids for external funding.

(vii) To monitor and manage interfaces with key external bodies including the Department of Health and Social Care (DHSC) and the National Institute for Health Research (NIHR).

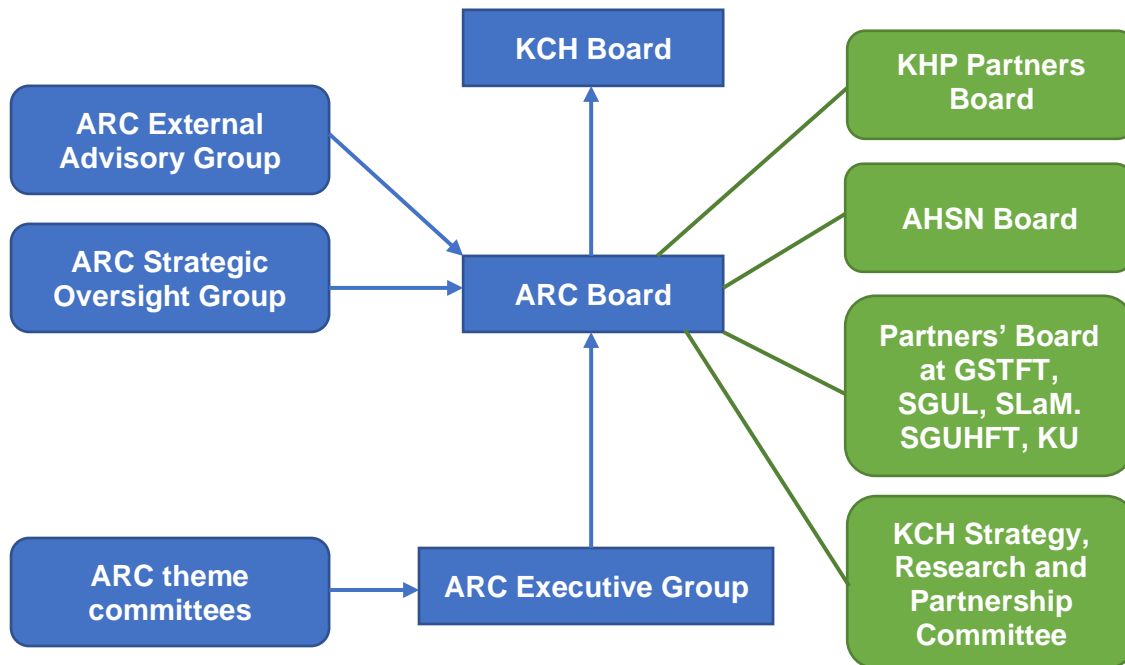
(viii) To act as a conduit for engagement of stakeholders from partner organisations in order to:

- Encourage and strengthen collaborative relationships with them
- Ensure that the main stakeholder priorities are reflected in and met by the programme
- Implement resources via matched funding in a manner commensurate with the aims and objectives of the NIHR ARC South London
- Ensure the proper dissemination of information regarding the NIHR ARC South London.

(ix) To monitor flows and usage of grant funds (NIHR funding) and co-funding (partner organisations' funding) and provide progress reports and financial

information as necessary to the NIHR, partner organisations and their governing bodies.

2. ARC South London Governance Structure



Key



3. Meetings

The Board will normally meet quarterly.

Meeting agendas, minutes and supporting papers will be produced by the ARC South London Programme Manager and approved by the ARC Director and Board Chairs.

4. Diversity and Inclusion

ARC South London intends to ensure that diversity and inclusion considerations are formally embedded in its governance, processes, research and outreach, in order to reflect the community we are serving, and the public sector duty in the Equality Act 2010, and relevant Advance Higher Education Charters and other standards to which we commit. Progress will be monitored and evaluated.

Community Engagement and Involvement

The Involvement Strategy sets out how we will involve the public in our work – by public we mean patients, potential patients, carers and people who use health and social care services, as well as people from organisations that represent people who use services.

We expect all ARC researchers to be leaders in involvement. However, we recognise the importance of the ARC senior management's influence on this work. ARC Executive and Board members will therefore act as 'involvement sponsors'. **We also plan that an ARC Executive member and Board member will lead a discussion on involvement every six months.**

The ARC Board and Executive meetings will lead on: | Priority setting – ensuring research theme priorities continue to represent important areas for local people (for example, we have seen priorities change in relation to the Covid-19 pandemic) | Monitoring and evaluation – ensuring all themes have effective involvement mechanisms in place, which are leading to greater impact | Dissemination and communication of research findings | How involvement can inform the translation of research into local health and social care practice | Training to ensuring all members have a clear understanding of the role of involvement and the need for equality, diversity and inclusion with minority group representation in governance.

We wish to appoint patient, service user and carer and community members from diverse backgrounds to the ARC Executive and Board who will be able to play a key role in this process.

If you are interested in being involved on the ARC EXEC and Board can you briefly answer the following questions:

, reflecting the importance of involvement in ARC governance and everyday practice. These new members of the Board and Executive will not be staff employed by any of the ARC's partner organisations (see appendix for list of partners).

Governance meetings will ensure that involvement is actively sought and taken up, not just a 'tick box' exercise. For example, sufficient public, patient, service user and carer members or community stakeholders will be invited to the meetings so that people do not feel isolated. **We will consult on the time and format of meetings to offer more opportunities for active participation and personal stories.** The decisions and work of the ARC Board and Executive will be fed back to the public and be available via our website and newsletters.

5. NIHR ARC South London Board Membership

The board will be co-chaired by Professor Julia Wendon (King's College Hospital NHS Foundation Trust) and Adrian McLachlan (GP clinical lead – Lambeth, South East London Integrated Care System).

The Board will include the chief executive or their representatives from member organisations:

- Guy's and St Thomas' NHS Foundation Trust
- Health Innovation Network
- King's College Hospital NHS Foundation Trust
- King's College London
- King's Health Partners
- St George's, University of London
- St George's University Hospitals NHS Foundation Trust
- South London and Maudsley NHS Foundation Trust

The membership will also include partner organisations and local groups as agreed by the board:

- Health Education England
- Local Authority, South West London (tbc)
- Local Authority, South East London (tbc)

The membership of the Board will also include members of the ARC South London programme team (or their nominees):

- Programme Director (Professor Sir Graham Thornicroft)
- Co-deputy Programme Directors (Professor Peter Littlejohns and Professor Nick Sevdalis)
- Programme Manager (Dr Jane Stafford)
- PPI lead (Professor Mary Chambers)
- Capacity Building Lead (Dr Rachel Allen)
- Finance Manager (Ms Ann Grant)
- Communication Managers (Ms Michele Harris-Tafri and Mr Nick Sarson)

6. Amendment, Modification or Variation

These Terms of Reference may be amended, varied or modified in writing after consultation and agreement by Board Members.