

Management Board

Terms of Reference

The NIHR Applied Research Collaboration South West Peninsula (PenARC) Management Board has the following terms of reference:

- (i) To have oversight of the governance and management of PenARC.
- (ii) To have oversight of the performance of PenARC against its objectives.
- (iii) To monitor progress within PenARC and its themes to ensure that tangible outcomes are being delivered.
- (iv) To review performance of PenARC within its five-year funding phase (and any extension granted by NIHR) and recommend appropriate action to assure the collaboration's longer-term sustainability.
- (v) To advise on effective links with partner organisations.
- (vi) To advise on and assist with interfaces with key external bodies including the Department of Health and Social Care and the National Institute for Health and Care Research.
- (vii) To oversee the dissemination of information to both internal and external stakeholders in health and social care.
- (viii) To ensure that progress reports and budgetary information are available as necessary to the appropriate governing bodies of the partners.
- (ix) To establish and review a risk register.
- (x) The Board will normally meet twice in a year, in autumn and spring.
- (xi) Board Members are required to disclose any actual or potential conflicts of interest on a meeting by meeting basis. The Chair will request declarations of conflicts of interest at the start of each meeting.
- (xii) The Board will review these Terms prior to each meeting, and propose any amendments or changes of wording at the meeting.

- (xiii) Board members undertake to inform PenARC of any forthcoming organisational changes, changes of name or designation, significant appointments (e.g. change of Chief Executive or other senior officer), and changes to representation on the Board.
- (xiv) Board members undertake to ensure that their organisation is appropriately represented at every meeting. In the event that an organisation's nominated Board member is unable to attend a meeting, they are invited to field an appropriate representative to attend in their stead.
- (xv) One representative of each stakeholder organisation will normally participate in each meeting. Board members may request that an additional colleague attends alongside them to observe the meeting. With the exception of the Peninsula Public Engagement Group (for whom this is the norm), such requests will be considered by the Chair and Director on a case by case basis, taking into consideration both the content of the meeting and any logistical constraints.

Membership

Members should be aware that minutes from this committee could be made available in response to a Freedom of Information Act request. Further, in the spirit of openness and transparency, the membership list and a summary version of the approved minutes are available on request by email to penarc@exeter.ac.uk.

Use of names in the minutes themselves 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 for, each individual meeting. 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. Please [contact the Secretary](#) if you wish to exercise your right to do this.

Chair: Judy Hargadon OBE, Non-Executive Director for Primary Care, NHS Devon Integrated Care System

Members:

The Chief Executive Officer of Health Innovation South West

A representative of each of the partner universities nominated by the Vice Chancellor:

A representative of the University of Exeter

A representative of the University of Plymouth

A representative of each of the partner health and care organisations nominated by the Chief Executive Officer:

CoLab Exeter

Cornwall Council

Cornwall Partnership NHS Foundation Trust

Devon County Council

Devon Partnership NHS Trust

Livewell Southwest

NHS Cornwall and the Isles of Scilly Integrated Care System

NHS Devon Integrated Care System

NHS England South West

NHS Somerset Integrated Care System

NIHR Clinical Research Network South West Peninsula

Office for Health Improvement and Disparities

Plymouth City Council

Royal Cornwall Hospitals NHS Trust

Royal Devon University Healthcare NHS Foundation Trust

Somerset Council

Somerset NHS Foundation Trust

South Western Ambulance Service NHS Foundation Trust

Torbay Council

Torbay and South Devon NHS Foundation Trust

UK Health Security Agency

University Hospitals Plymouth NHS Trust

Representatives of the Peninsula Public Engagement Group (PenPEG) (*on rotation*)

Representatives of the PenARC Executive Group:

Director of PenARC

PenARC Deputy Director (Plymouth)

PenARC Deputy Director (Exeter)

PenARC Operations Director

PenARC Operations Deputy Director

PenARC Implementation Lead

Representative(s) of the PenARC Theme Leads

PenARC Communications and Research Information Manager

Secretary to the Management Board