

## PenARC Executive Group

The PenARC Executive Group has a major role in shaping the ARC work programme, feeding into both the Senior Leadership Team (Kitchen Cabinet) and Management Board.

### Terms of Reference

1. To share ideas amongst the group regarding the strategic and operational management of PenARC, for onward communication amongst teams where relevant
2. To receive updates from PenARC senior staff and collaborators regarding the progress of core PenARC activities relating to each functional area e.g. teams, Themes, clinical or methodological areas
3. To provide a forum for discussing and advising on the resourcing of specific ARC activities, including projects, programmes of work, engagement events or teaching activities.
4. To share advice on the current priorities of the ARC and the balance of [impacts](#) needing to be achieved, to enable effective decision making amongst members
5. To provide a forum for discussing, advising and developing collective strands of work of strategic importance to the ARC e.g. topic areas or methodologies.
6. To provide a mechanism for recording activities to better enable wider ARC reporting and communications.

The Chair will work closely with the Director and Operations Director to establish the agenda and deliver the meeting in line with the functions annotated above. Responsibility for Chairing will rotate around the group and be decided at the previous meeting. Meetings will be scheduled for 90 minutes circa every 8 weeks, on varying days of the week, avoiding school holidays where possible. An Activity Summary List will be collated and circulated by the Central Team prior to each meeting.

### Example Agenda

1	Minutes/Matters Arising	5min
2	Chair's Business	5min
3	Update from Director	10min
4	Activity Updates (around the table, 3 mins max per person) e.g.to include: <ul style="list-style-type: none"><li>• Current &amp; Forthcoming Activities</li><li>• Priorities</li><li>• Resourcing</li></ul>	50min

Activity Summary List will be provided to complement this agenda item

## NIHR ARC South West Peninsula

5	Topic-specific Item (selected by Chair & Director)	15min
6	Review of Meeting/Any Other Business	5min
7	Next Meeting Chair	-
8	Date of Next Meeting:	-

**PenARC Executive Group****Membership**Members (Rotating Chair)

Theme Lead for Dementia	Linda Clare
Theme Lead for Mental Health	Chris Dickens
Deputy Theme Lead Public Health	Katrina Wyatt
Academic Career Development Lead	Vicki Goodwin
Lead for Evidence Synthesis	Jo Thompson Coon
Lead for Patient & Public Involvement	Kristin Liabo
Lead for Statistics	Obi Ukoumunne
Lead for Operational Modelling	Martin Pitt
Lead for Making Sense of Evidence	Sarah Dean
Senior Lecturer, Public Health	Iain Lang
SRF Child Health	Vashti Berry
SRF HSR (Plymouth)	Kerryn Husk
SRF Information Specialist (Plymouth)	Lorna Burns
Implementation Lead	Nick Axford

Members (Non-Chair)

Director/Theme Lead for Methods for Research & Improvement	Stuart Logan	
Deputy Director (Exeter)/Theme Lead for Public Health	Ken Stein	
Deputy Director (Plymouth)/Theme Lead for Complex Care	Richard Byng	
Operations Director	Jo Shuttleworth	Activity Updates not required
Operations Deputy Director (Plymouth)	Jo Smith	Activity Updates not required
Engagement, Research Information & Communications Mgr	Lisa Cashmore	Activity Updates not required

Members should be aware that minutes from this committee could be made available in response to a Freedom of Information Act request. 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. 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.