

Management Board

Terms of Reference

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

- (i) To have oversight of the governance and management structure 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 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 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.

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 published on the internet at <https://www.arc-swp.nihr.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.

Chairperson: Dr Barbara Vann

The Chief Executive Officer of the South West Academic Health Science Network

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 organisations nominated by the Chief Executive Officer:

CoLab Exeter

Cornwall Council

Cornwall Partnership NHS Foundation Trust

Devon County Council

Devon Partnership NHS Trust

Devon Sustainability and Transformation Partnership

Livewell Southwest

NHS Devon Clinical Commissioning Group

NHS England & NHS Improvement South West

NHS Kernow Clinical Commissioning Group

NHS Somerset Clinical Commissioning Group

Northern Devon Healthcare NHS Trust

Plymouth City Council

Public Health England South West

Royal Cornwall Hospitals NHS Trust
Royal Devon & Exeter NHS Foundation Trust
Somerset County Council
Somerset Partnership NHS Foundation Trust
South Western Ambulance Service NHS Foundation Trust
Taunton & Somerset NHS Foundation Trust
Torbay Council
Torbay and South Devon NHS Foundation Trust
University Hospitals Plymouth NHS Trust
Yeovil District Hospital NHS Foundation Trust

**Representatives of the PenARC Public and Patient Involvement Group (PenPIG)
(on rotation)**

Representatives of the PenARC Executive Group:

Director of PenARC
PenARC Deputy Director (Plymouth)
PenARC Deputy Director (Exeter)
PenARC Operations Director
PenARC Implementation Lead
A Representative of the PenARC Theme Leads
Secretary to the Management Board