

Brighton and Sussex Medical School Joint Board¹

2024-25

Terms of Reference

The Joint Board of the Brighton and Sussex Medical School (BSMS) is a committee of the Council/Board of Governors of the Universities of Sussex and Brighton. The Joint Board is responsible for:

- (a) determining strategic objectives for the Medical School and monitoring performance against these and appropriate performance indicators and external benchmarks;
- (b) discharging responsibilities in relation to general legal and other external requirements;
- (c) oversight of an annual revenue and capital budget for the Medical School in the context of a 5 year plan;
- (d) oversight of the academic activities of the School and the administration of students via the Board's sub-committees;
- (e) monitoring its own effectiveness through the means of an annual report to its parent bodies;
- (f) having due regard within its decisions to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations between people in accordance with the public sector duty of the Equality Act 2010.

Responsibility for chairing the Board will be taken by each of the Vice-Chancellors and shall rotate annually between the two Universities. The Board may co-opt additional members as necessary. The Board will meet three times per year. Quorum is three members including at least one representative from the governing body of each university (which may include the Vice Chancellors) and the Dean or Deputy Dean of BSMS.

Composition

Membership:

The Chair will rotate annually between the two Universities. Appointments for non ex-officio roles are for three years.

- Vice-Chancellor of the University of Brighton or nominee
- Vice-Chancellor of the University of Sussex or nominee
- Dean or Deputy Dean of BSMS
- One independent member of the University of Brighton Board of Governors
- One Independent Member of the University of Sussex Council
- Director of Finance of the University of Sussex
- Director of Finance of the University of Brighton
- Registrar & Secretary of the University of Brighton
- Chief Operating Officer, University of Sussex
- General Counsel and Director of Governance & Compliance, University of Sussex
- Deputy University Secretary/Director of Legal Services, University of Brighton

¹ Last updated version 4.6 - Approved by University of Brighton Board December 2018

In attendance:

- Finance Manager BSMS
- Medical School Secretary (Secretary)

Reports to

- Board of Governors of the University of Brighton; and,
- Council of the University of Sussex