

CLAHRC NWC Steering Board Meeting Minutes
Thursday 13th December 2018 1300-1500pm
The Centre, Birchwood Park, Birchwood, Warrington

Present:

Bill Sang	Chair
Mark Gabbay	CLAHRC NWC
Jane Cloke	CLAHRC NWC
Jennie Popay	CLAHRC NWC
Ed Gaynor	Liverpool CCG
Kirsty Pine	Liverpool CCG
Terry Comerford	Public Reference Panel
Lynn Hedgecoe	Public Reference Panel
Stuart Wood	Public Reference Panel
Helen Galley	Liverpool CCG
George Georgiou	UCLan representing Caroline Watkins
Liz Petch	Blackpool Council
Ken Barnlsey	Blackburn with Darwen Council
Lynn Fazackerley	RLBUHT
Liz Mears	innovation Agency
Cecil Kullu	Merseycare

Teleconference:

Fiona Dykes	UCLan
Umesh Chauhan	East Lancs CCG
Lisa Rogan	East Lancs CCG

Apologies:

Hayley Citrine	The Walton Centre
Caroline Watkins	UCLan
Rebecca Harris	UoL
Carole Spencer	Innovation Agency
Martin Wilby	The Walton Centre
Helen Bromley	Cheshire West and Chester Council
Matthew Peak	Alder Hey
Jan Ledward	Liverpool CCG
Gideon Ben Tovim	



1. Welcome, Introductions and Apologies

The chair welcomed everyone to the meeting and introductions were given.

2. Declarations of Interest

There were no declarations of interest that would affect the meeting.

3. Minutes from previous meeting

The minutes were accepted as an accurate record.

Action: Darren Charles to upload minutes on website for open access.

4. Progress on Action Points and Matters Arising

- ARC Bid – MG and 5 others, including a public advisor, presented the ARC Bid in London in October. Liz Mears commended the quality of the presentation. A decision may be given in December although it is likely to be January when the NHS 10yr plan is announced.
- Internal Evaluation – The full report has been circulated to Partners since the last meeting. There are 3, maybe 4, papers to be written from the report.

5. Review of Governance Arrangements

The Chair raised the lack of participation from Partner Organisations over recent meetings. The attendance does not reflect the number of partners. Succession for anyone is stepping down from a post is not assured. He asked for comments on the strengths and weaknesses of the present arrangements. The work done by the Public Advisors to redesign their engagement was summarised.

The advisors forum is made up of 3 sub groups;

Advisor Experience

Communication

Governance

Each group has 6 public advisors who then feedback to the wider public forum.

CK asked how the 4 MH trusts could organise themselves when it comes to attending the Steering Board. Whilst there was an open exchange, more discussion is needed on this.



The role and purpose of the Partners Forum needs clarifying as since the PPP was set up there has been very low attendance at these meetings, although express support for the programme of work was evident.

There is low attendance from Acute Trusts although they are heavily involved in CLAHRC work through particular initiatives. Nominated personnel currently are consultants who may not have the capacity to attend. Discussions needed with respective R&D departments to decide who would be best to represent the collective interest.

Tom Whalley has now left the University of Liverpool and there has not been a replacement nominated. It was suggested that JL or BS write to the EPVC.

JP highlighted that there currently isn't anywhere in the contract that states a university would provide a senior representative for the Steering Board, this needs to be more explicit.

MG explained that if the ARC Bid were successful the Steering Board would be the overarching strategic oversight within CLAHRC and there would still be a need for the sub-committee.

There may not be a need for the Partners Forum since all partners will be involved in quarterly meetings, which will be set up within the 6 themes to discuss and select work priorities.

There is an Away Day planned for March 21st 2019 that will be aimed at partners, current and new to discuss ways forward for when the ARC commences, including 'Governance'. If the ARC bid is not successful, discussions will be based around what we can do ensure the CLAHRC leaves a legacy.

Action: SG to circulate the date

BS informed the group that he will not be carrying on the role of independent chair into the ARC. It was put to the partners to think about a suitable independent chair to replace BS.

Action: SG to set up a meeting between JL/BS/MG/JC

6. Directors Report

- Theme Progress – There are currently no concerns within themes. Every partner has been involved in one or more projects/themes during the course of CLAHRC.



- Finance Report – Once the applications from the PPP3 participants have been received, there will be a clearer view if we will meet the NIHR match funding. We will reach the cash match amount but not the in-kind contributions. There is a need for match funding to be recorded more efficiently. Partners are going to be sent letters outlining their contributions to CLAHRC and which projects/themes their organisation has been involved.
- Risk Register – Match funding is a continued risk.
- Theme Dashboard – For information. **Noted**

7. Sub-committee Report

The PPP is seen to be progressing well in its 3rd round.

Peer reviews for the evidence synthesis projects were unobtainable.

Action: The Board agreed that a peer review was not necessary in this case.

8. Public Engagement Report

Jl is expecting her first child. Discussions around maternity cover for her post are to commence shortly with the Partner Forum.

There has been an increase in involvement within the HHS with registration numbers increasing.

The communications sub-group are developing ideas as to how to communicate better with the wider advisor group; “whats app” or “facebook” group was discussed.

The advisor experience group are collecting stories written by fellow advisors to capture the impact that being a PA has on their lives.

TC informed the board of his involvement in assisting an intern on a PPP project within LHCH around CVD and COPD. He found the work very rewarding and stimulating and led to involvement in academic publications, a poster and a CLAHRC bite.

9. Capacity Building Update

Jo Harrison from UCLan has now left her post within the Capacity Building theme.

5 students have successfully gained their PhDs with 1 having submitted their Viva.



There have been 64 interns supported throughout the course of CLAHRC.

10. Communications Update

There are currently 91 published papers and 6 in press.

The aim is to have 150 published by summer 2019.

Clarissa Giebel has a press release going to be published in the BMJ Open on her work around A&E attendance and whether people's proximity to A&E determines whether they go to their GP or to A&E. The data for this has come from the HHS.

11. AOB

The Board were informed that Ruth Young is extremely ill and will not be returning to work. There will be a collection for her son Daniel.

Noted: The Board received the information with sorrow and agreed that without Ruth and her expertise the PPP would not have happened.

The Steering Board meeting and the Away Day will be held on the same day in March, the 21st. The venue will be decided in due course.

