

CLAHRC NWC Steering Board Meeting Minutes
Tuesday 13th December 2016 1300-1500pm
Best Western Leyland Hotel, Leyland Way, Preston, PR25 4JX

Present:

Bill Sang BS
Mark Gabbay MG
Kirsty Pine KP
Jennie Popay JP
Umesh Chauhan UC
Group
Kenneth Barnsley KB
Ed Gaynor EG
Jane Cloke JC
Helen Bromley HB
Saiqa Ahmed SA
Jahanara Mia

Neil Joseph NJ
Mark Turner MT
Neil Johnson NJ
Robin Richie RR

Nigel Harrison NH

Sian Guy (minutes)

Teleconference:
Caroline Watkins

Apologies:
Tom Whalley
Aidan Kehoe
University Hospitals NHS Trust
Katherine Sheerin

Chair

CLAHRC NWC
Liverpool Clinical Commissioning Group
CLAHRC NWC
East Lancashire Clinical Commissioning

Blackburn with Darwen Council
Liverpool Clinical Commissioning Group
CLAHRC NWC
Cheshire West and Chester Council
Public Reference Panel
Public Reference Panel Mo Thomas MT
Public Reference Panel
Public Reference Panel
Liverpool Women's NHS Foundation Trust
Lancaster University
The Walton Centre NHS Foundation Trust

University of Central Lancashire UCLan

CLAHRC NWC

CLAHRC NWC

University of Liverpool
The Royal Liverpool and Broadgreen
Liverpool Clinical Commissioning group



John Graham
University Hospital Trust
Ashley Baldwin
Foundation Trust

The Royal Liverpool and Broadgreen

The 5 Boroughs Partnership NHS

1. Welcome, introductions and apologies

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

2. Declarations of interest

Declarations of interest in respect of the meeting were invited if appropriate. Members who had not submitted the annual declaration of interest would be contacted directly.

3. Minutes from previous meeting

The minutes of the previous meeting were accepted as a true reflection.

Action: SG/KP to upload to website.

4. Progress on Action Points and Matters Arising

The following action points and matters arising from the previous minutes were discussed:

Partnership Agreement – It was reported that the majority of partner organisations still haven't signed the partnership agreement. The Chair asked if the Steering Board representatives from those organisations that have yet to sign could help with this matter as there is potential for this to compromise the viability of the programme. Due to the reluctance in signing the agreements some partner organisations will not disclose match funding information that is required by Liverpool CCG, this has been noticed by CLAHRC central. To date, 13 partner organisations have signed and 19 have not. There are serious concerns over the content of the sub-contract, mainly around liability and equality issues. Partner organisations are questioning 'what they are signing up to'.

Action: MG/JC to draft a succinct explanation of the process and ask for urgent action to complete the agreements necessary.

5. Directors Report

5.1 Theme Progress Report



Of the 6 themes within CLAHRC the Knowledge Exchange theme is now the Partner Priority Programme and the Evidence Synthesis theme will now support this programme. The Theme Lead for the Evidence Synthesis programme is Andrew Clegg.

5.2 Financial Report

KP reported a £122,000 underspend to date for this year. This will balance out by year end once invoices for the ILLR, CAPS and ADOPTS study are paid. There is also an under spend for Public Engagement payments; a process for development has been agreed to rectify this.

Liverpool CCG will not be making a match funding payment this year to CLAHRC NWC until some of the under spend from previous years is spent. KP tabled a paper regarding match funding from partners. This is subject to refinement and 70% of the data has been collected but as previously mentioned some partner organisations are reluctant to give this information.

Action: Finance committee to refine the process of capturing this data.

5.3 Risk Register

There were no significant changes to the risk register since the last meeting. All updates were highlighted in Blue. The “principles” that are not currently on the risk register need to be added with the relevant level of risk.

5.4 Theme Dashboard

This paper was included for information. The Knowledge Exchange theme is amber due to progress issues; as the Partner Priority Programme has now commenced it is anticipated that this will be green by the next Steering Board.

5.5 Annual Report Feedback

CLAHRC NWC is #5 on the collective CLAHRC report. The NIHR gave an overarching report and an individual report specific to CLAHRC NWC. The areas for improvement are

Quarterly Returns – this has now been rectified

Publications – CLAHRC needs to be acknowledged on all publications

External funding – CLAHRC to be mentioned when writing external funding grants.

The board requested the key that relates to the charts in the report.

Action: JC to circulate the reply from NIHR and the key to the charts identifying the individual CLAHRCs,



6. Partner Priority Programme

MG gave an update on the Partner Priority Programme. The 2nd workshop was held on the 13th December at the Leyland hotel with all participants animated and enthusiastic. There are currently 4 Collaborative Implementation Groups covering 3 topics;

- Improving Access & Better Management
- New Pathways and Service Delivery
- Multi-Disciplinary Team Working – Integrated Care

There are currently 17 initiatives within the programme made up of 14 partner organisations. Each team have brought their own initiative to carry out their own evaluation with support from the CLAHRC facilitators. The new cohort of internships will provide support for the programme and all participants have been made aware of this opportunity.

Once the confirmed initiatives are in place in January/February, themes will have a greater clarity as to where they will fit in to the programme.

7. Subcommittee report

EG reported that the subcommittee had met on the 13th Dec prior to the Steering Board. There were positive feelings within the subcommittee around engaging partners and collaborative working. The subcommittee will now act as an advisory board for all proposals coming from within the PPP. Agreement from the board will be sought for these proposals. All participants will be required to complete the HIAT. The External Advisory Committee will peer review the evaluations.

JP reported that there is a Partner Forum meeting to be held on 15th December with 20 confirmed attendees.

8. Capacity Building

CW reported that there are currently 23 PhD students, 12 current internships and 8 completed.

The next cohort of interns will support the Partner Priority Programme with nominations from those partner organisations involved in the programme.

There will be a number of Implementation Master Classes and workshops in 2017' with the program to follow once finalised.

9. Public Engagement Update

This paper was introduced by NJ and its content noted.

10. Communications Update



This paper was included for information; noted.

11. Public Health Theme Update

JP updated the board on the current projects within the PH theme. There are currently 10 neighbourhoods within the Neighbourhoods for learning (NfL) with 9 LA partners involved. A resilience programme has been implemented within each of these Nfl with a view to adapt existing resilience related activities; 'tweaking' what is already available to identify, implement and evaluate. The COREN (Community Research and Engagement Network) will engage residents of the Nfl in the work of the CLAHRC NWC.

It was reported that they were slightly behind with the timescales originally set. There is active work in the first wave of 5 neighbourhoods.

Action: JP to circulate power point slides.

12. AOB

There was no other business to discuss from members.

13. Date of next meeting

The date of the next meeting is Tuesday 21st March 2017. Venue TBC.

