

CLAHRC NWC Steering Board Meeting Minutes
Tuesday 21st March 2017 1300-1500pm
Flexible Meetings, Olympic Park, Olympic Way, Birchwood, Warrington,
WA2 0YL

Present:

Bill Sang BS
Mark Gabbay MG
Kirsty Pine KP
Jennie Popay JP
Kenneth Barnsley KB
Jane Cloke JC
Saiqa Ahmed SA
Jahanara Mia JM
Mo Thomas MT
Neil Joseph NJ
Maria Thornton MT
Caroline Watkins CW
Ruth Young RY
Nigel Harrison NH
Anna Pearson AP
Gerhard Wilke

Sian Guy (minutes)

Teleconference:

Umesh Chauhan UC
Ed Gaynor EG
Katherine Sheerin KS
Mark Turner MT
Pat Mottram PM
Liz Mear LM
Neil Johnson NJ

Chair

CLAHRC NWC
Liverpool Clinical Commissioning Group
CLAHRC NWC
Blackburn with Darwen Council
CLAHRC NWC
Public Reference Panel
Public Reference Panel
Public Reference Panel
Public Reference Panel
The Walton Centre NHS Foundation Trust
CLAHRC NWC
Blackburn with Darwen Council
University of Central Lancashire UCLan
5 Boroughs Partnership
Observer from the NIHR

CLAHRC NWC

East Lancashire C Commissioning Group
Liverpool Clinical Commissioning Group
Liverpool Clinical Commissioning group
Liverpool Women's NHS Foundation Trust
Cheshire and Wirral Partnership
Innovation Agency
Lancaster University



Apologies:

Aidan Kehoe
University Hospitals NHS Trust
Helen Bromley HB
John Goodacre

The Royal Liverpool and Broadgreen
Cheshire West and Chester Council
Lancaster University

1. Welcome, introductions and apologies

The chair welcomed everyone to the meeting and introductions were given. He joined with the Board in congratulating Caroline Watkins on her national honour.

2. Declarations of interest

Declarations of interest in respect of the meeting were invited if appropriate.

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 Agreements – Enclosure 2 outlined the partnership agreement process and those organisations who have signed and those who are yet to sign. JC reported that since the paper was circulated, further progress with signatures had been made and now there were only a few partners that had yet to sign. The importance of achieving the match investment was discussed, to trigger full release of central funding. It was agreed that a letter would be drafted that would be circulated to Chief Executives of organisations falling behind on their match contribution, stating the requirements.

Action: KS/MG/JC to agree a letter for Partner Organisations.

5. Directors Report

5.1 Theme Progress Report

Work within the 6 themes in CLAHRC is progressing well. The Evidence Synthesis theme has been reorganised to support the PPP. There are 3 new sources of external funding; CLAHRC has been successful in being the external evaluator for the Future Hospitals Project.



A small amount of funding has been secured for the ‘suicide prevention in young men’ initiative with James Place. Dr Pooja Saini is involved with this work.

CLAHRC will carry out an external evaluation for the Walton Neuro Network Vanguard.

MG reported that CLAHRC succession still remains unclear; there is no formal confirmation of what the next programme will look like. However there are indications in the recent letter from Prof Chris Whitty and Dr Louise Wood on “Shaping the future of NIHR”.

Action: JC to circulate the letter

BS requested that MG put in place a plan for writing the next bid as soon as is practicable, including scheduling dates for discussion with the Steering Board.

Action: MG/JC/.

5.2 Finance Report

KP informed the Board that Kathy Ord is leaving LCCG and thanked her for her help with CLARHC finances. A replacement for Kathy has been identified.

It was reported that at the end of December there was a £33,000 underspend largely on Public Engagement. It is anticipated that we will break even by the end of the financial year.

Match funding is up to date with the information that has been supplied by Partners, but work is needed to confirm data from several organisations. The programme is around 48% of the way to achieving the £9 million match but further away from the £12million originally promised. These is still evidence of under-reporting.

Action: All – Each organisation to check their match funding contributions through both S B members and finance links and report to KP any necessary changes.

5.3 Risk Register

The report was noted. A new risk has been added to the register in relation to the Public Engagement underspend.

5.4 Theme Dashboard

The report was noted.



6. Sub-committee Report

MG gave an update on the Partner Priority Programme. There are 12 applications for CLAHRC support. A further 2 initiatives are expected to be ready for the next round of the programme.

A summary of the initiatives involved was given to the Board together with the recommendations from the Sub Committee

Projects 1-4 – Recommended for support

Project 5 – It was acknowledged that this project requires additional work on its application and also further support from senior staff in the Trust.

Project 6 – No application submitted

Project 7 – Recommended for support

Project 8 – No application submitted

Project 9 – Recommended but needs additional work on its application

Project 10 – Recommended but needs additional work on its application work

Project 11-14 – Recommended for support

Noted: The Steering Board accepted the recommendations and supported the work in progress.

Credit was given to all those involved in the preparation of the detailed assessments to this point.

It was noted that the External Evaluation Panel had reviewed the PPP work to date and supported the endorsements.

CW informed the Board that the current cohort of interns are exclusively linked to the initiatives within the PPP. They were nominated by their organisations to be involved. The current intern programme has been re-organised to align with the PPP.

The Board agreed with the proposal from MG that the next set of PPP workshops be brought forward to early summer to ensure the applications for support are ready for the December Steering Board meeting.

7. Capacity Building



There are currently 9 interns linked with the PPP. There is an advert out to recruit for the remaining 6 places with the stipulation that they will be linked to ongoing projects within the themes.

8. Public Engagement

JP introduced the paper from Jenny Irving, which proposes a new reporting system for Public Engagement and invited feedback and comments from the Board.

It was reported that out of 60 projects within CLAHRC there were only 14 public advisors. It is anticipated that the PPP and the COREN will boost these numbers. There is a need to develop the process of collecting public advisor data to ensure the scale and nature of the contribution is recognised.

Noted: This will be developed for discussion at the next meeting.

9. Communications Report

MG gave a verbal update on communications, highlighting the success of the awards ceremony held with partners in January.

10. Evidence Synthesis Update

AC gave a brief overview of the re-organisation of the theme and the work it is currently supporting; he tabled a paper for members and agreed to distribute it through the Board. The new approach was welcomed.

11. Any Other Business

JC gave a brief update on the Annual Report and the preparation involved. The Finance and Activity report is due 3rd May and the narrative reports on the 31st May.

ACTION: JC/KS to agree on dates for circulation of the drafts for review and submission with agreement to sign-off through the Chair.

12. Date of next meeting – Tuesday 20th June Venue TBC

