

Steering Board Meeting Minutes
Tuesday 20th September 2016
Best Western Leyland Hotel, Leyland Way, Preston, PR25 4JX

Present:

Bill Sang BS
Mark Gabbay MG
Kirsty Pine KP
Maria Thornton MT
Jenny Popay JP
Umesh Chauhan UC
Kenneth Barnsley KB
Jane Cloke JC
Helen Bromley HB
Saiqa Ahmed SA
Mo Thomas MT
Fiona Dykes FD
Neil Joseph NJ
Mark Turner MT
Caroline Watkins CW
Cecil Kullu CK
Sian Guy (minutes)

Chair

CLAHRC NWC
Liverpool Clinical Commissioning Group
The Walton Centre
CLAHRC NWC
East Lancashire Clinical Commissioning Group
Blackburn with Darwen Council
CLAHRC NWC
Cheshire West and Chester
Public Reference Panel
Public Advisor
UCLan
Public Reference Panel
Liverpool Womens NHS Foundation Trust
CLAHRC NWC
Merseycare NHS Trust

Teleconference:

Robert Sutton RS
Ed Gaynor EG

The Royal Liverpool and Broadgreen University NHS Trust
Liverpool Clinical Commissioning Group

Apologies:

Tom Whalley
Liz Mear
Gideon Ben-Tovim
Neil Johnson
Jahanara Miah
Aidan Kehoe
Katherine Sheerin

University of Liverpool
Innovation Agency
Innovation Agency
Lancaster University
Public Advisor
The Royal Liverpool and Broadgreen University NHS Trust
CCG

1. Welcome, Introductions and Apologies

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



2. **Declarations of interest**

BS prompted everyone to complete the DOI forms, an annual requirement. Declarations of interest in respect of the meeting were invited if appropriate.

3. **Minutes of the last meeting.**

The minutes of the last meeting were accepted with one exception, KS to be added to the apologies noted on the previous minutes.

Action: SG/KP to add KS to the previous minutes and upload to website.

4. **Progress on action points and matters arising**

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

Website Update – The website has now been updated with partner links. MG informed the group of the re-branding of the CLAHRC images on correspondence and the website, now reflecting various themes and related work.

Finance TOR – discussed under 5.2

Forward Look – MG reported that for the possible next round of CLAHRC the priorities may focus on questions/issues that need to be answered twenty years in the future rather than what are current issues and on national collaborations rather than regional ones. Priorities for the next CLAHRC are key themes and strengths identified from this round. The timescales identified for the next bid are likely to be identified in the next twelve months. JP suggested that discussions for the next CLAHRC bid should begin with the Partners Forum where further partner interest can be identified; this was agreed The Steering Board asked for further feedback on this in spring 2017.

5. **Directors Report**

5.1 **Theme Progress Reports**

This report was included for information; noted.

5.2 **Finance Report**

KP presented the finance report. The report highlights the current financial position, minutes from the previous meeting and the revised ToR. The finance committee will be meeting every quarter, the outcomes of which will be brought to the Steering Board.

KP reminded the Board that the finance committee requires a Chair from one of the members of the Steering Board. It was suggested that a Finance Director from one of the Partners be sought.

The ToR for the finance committee were accepted by the Steering Board.

There is currently a £45,000 underspend after Q1 but it is envisaged that this will be spent by the end of the year.



5.3 Risk Register

KP gave a breakdown of the revised risk register and explained the process, The Steering Board **reviewed the risks.**

The highest rated risk on the register referred to the Partnership Agreements: if organisations do not sign then the Universities risk being in breach of contract and it undermines the delivery of the programme. The issues are around the level of liability, the absence of a termination agreement and the level of commitment made before austerity. Some of the local authorities have stated that they are not comfortable signing the subcontracts and may resort to leaving the CLAHRC. MG explained that if contracts are changed for some but not others then the organisations that have already signed may then request for theirs to change. MT commented that one solution would be that some of the larger organisations agree to take the risk on board for the smaller organisations; a memorandum of interest or a letter of participation may be more appropriate.

It was stated that the communication between the university contracts officers relaying the content of the sub-contracts to the organisations differs greatly.

It was acknowledged that thus far the absence of signatures has not jeopardised the work of the CLAHRC or the involvement of partners in the work being carried out but the risk to the CLARC was serious.

ACTION: The Directorate propose a formula for the resolution of the impasse.

5.4 Theme Dashboard

JC reported on a new theme dashboard used to highlight the information collected from the project progress reports.

6. Subcommittee and TOR

KB reported that the sub-committee has met twice since the last Steering Board and has revised its ToR to take on an advisory role for the Partners Priority Programme. It was **agreed** that KP would forward the amended ToR to SB for chair's action.

Noted: The Steering Board accepted the revised role and the process to agree the TOR

7. Partners Priority Programme

The sub-committee were asked for their feedback on the three documents circulated for the PPP.



Several topics have been identified into which each of the initiatives considered by the team could 'fit'. These include:

- Multi-disciplinary teams (MDTs)
- New care pathways
- Use of digital technologies
- Refocusing of whole care systems
- Specific chronic conditions
- Particular populations

Participation in the PPP will be focussed around these common themes, to form a Collaborative Implementation Groups (CIGs). Each of these groups will have one or more facilitators from the core CLAHRC team i.e. Researcher Managers, Research Fellows and Academics. Master classes, workshops and online resources will be available to all individuals in the CIGs and where possible to Partners. Facilitators will also be there as a resource.

Phase 1 of the PPP is expected to run from October 16-Oct 17 and Phase 2 is expected to run from Oct 17-Oct 18.

Two teleconference/Skype meetings are being held with Partner leads and initiative leads to discuss the current programme and how they would wish to be involved. Thus far, four organisations have signed up and are enthusiastic about the programme and have gone back to seek interest from individuals within their organisations who want to be involved. A second teleconference/skype meeting for Partner and initiative leads is scheduled for 21st September. The core PPP team will contact all non-responders to identify any further interest.

Partners can still feed into the list of initiatives that are happening locally if these have not yet been captured.

It was agreed that, via the sub-committee, project plans would be put together for the initiatives to then be passed through the Steering Board for approval. The External Advisory Committee will be asked to provide peer review of these project plans.

The progress and the timescale was noted.

8. Capacity Building

CW reported that there are currently 20 interns involved in CLAHRC, 8 from last year and 12 from this year. It is intended that this year's cohort of interns will feed into the PPP and come from participating organisations, preferably those that have not yet had interns involved in CLAHRC work.

There is an intern showcase event being held in October.



There is also a 'Building a research career' event being held on September 22nd at UCLan.

9. **Public Engagement**

JP informed the board of the intention that a public advisor will deliver the public engagement updates at the Steering Board meetings.

JP explained that each of the neighbourhoods involved in the Nfl scheme has produced a calendar to represent each of the different neighbourhoods with pictures. The photos taken and included are to be used as engagement tools across Nfl's by the COREN.

Although there are currently 49 public advisors there is a need to recruit more and the PE team are asking that themes take this on and possibly recruit through the PPP.

There is a mentoring scheme being set up for public advisors on the Steering Board, Sub-committee and Management Team whereby each public advisor will be paired up with a member of core staff who has proven governance experience to guide and support them.

The progress was noted.

10. **Communications update**

MG reported to the Board the work of the Public Health theme and the production of the calendars. The update on the website is complete and contributions from partners is welcome.

If anyone is interested in writing a blog then to get in touch with the Communications Manager Darren Charles.

11. **AOB**

The chair advised members that a calendar of meetings for 2017 would be circulated.

12. **Date of next meeting**

The date of the next meeting is 13th December 2016.

