

**Minutes of the NIHR CLAHRC North West Coast Steering Board Meeting 6  
Held at Best Western Leyland Hotel, Leyland Way, Leyland, Preston, PR25 4JX  
on Tuesday 15<sup>th</sup> September 2015 at 13:00pm**

**Present:**

Aidan Kehoe (AK)	Chief Executive, RLBUHT NHS Trust
Bill Sang (BS)	Chair
Ed Gaynor (EG)	GP, Liverpool Clinical Commissioning Group
Jahanara Miah (JM)	Public Advisor
Kenneth Barnsley (KB)	Head of Engagement, Research and Intelligence in Public Health, Blackburn with Darwen Council
Liz Mear (LM)	Chief Executive, North West Coast Academic Health Science Network
Maria Thornton (MT)	Research, Development & Innovation Lead, The Walton Centre NHS Trust
Mark Turner (MTu)	Director of Research & Development, Liverpool Women's NHS Foundation Trust
Maureen Thomas (MTh)	Public Advisor
Neil Joseph (NJ)	Public Advisor
Nigel Harrison (NH)	Dean, School of Health, University of Central Lancashire
Umesh Chauhan (UC)	Research Lead, East Lancashire Clinical Commissioning Group

**In attendance:**

Caroline Watkins (CW)	Director, CLAHRC NWC
Jane Cloke (JC)	Programme Manager, CLAHRC NWC
Jennie Popay (JP)	Director, CLAHRC NWC
Jenny Irvine (JI)	Public Engagement Facilitator, CLAHRC NWC
Lynn Allan (LA)	Administrator, CLAHRC NWC (Minutes)
Mark Gabbay (MG)	Director, CLAHRC NWC

**By teleconference:**

Cecil Kullu (CK)	Associate Medical Director for Research, Development & Innovation, MerseyCare NHS Trust
Mark Chapman (MC)	Senior Manager, Association of British Healthcare Industries

**Apologies:**

Gideon Ben-Tovim	Chair, North West Coast Academic Health Science Network
Helen Bromley	Consultant in Public Health, Cheshire West & Chester Council
Jayne Wood	Director of Operations and Performance, The Walton Centre NHS Trust
Katherine Sheerin	Chief Officer, Liverpool Clinical Commissioning Group
Kirsty Pine	Operations Manager, CLAHRC NWC
Lynn Collins	Regional Secretary, North West TUC
Mark Jackson	Director of Research and Informatics, Liverpool Heart and Chest Hospital NHS Foundation Trust
Mathew Peak	Director of Research, Alder Hey Children's NHS Foundation Trust
Neil Johnson	Dean, Faculty Health & Medicine, Lancaster University
Tom Whalley	University of Liverpool
Tony Woods	Head of Strategy and Outcomes, Liverpool Clinical Commissioning Group

**1. Welcome, Introductions and Apologies**

The Chair welcomed everybody to the meeting. Introductions were given to the new members of the Board. Apologies were noted as above.

## 2. Declarations of Interest

Cecil Kullu	CLAHRC NWC 038 Full application – Role of Reading
Mark Gabbay	All applications listed
Kenneth Barnsley	All applications listed
Jennie Popay	CLAHRC NWC 041 Outline application – Evaluating Local Authority strategies to reduce alcohol related harm
Nigel Harrison	CLAHRC NWC 034 Full application – PoC PCT in OPAT CLAHRC NWC 036 Outline application – MECC

## 3. Minutes

The Board **ENDORSED** the minutes from the last meeting held on Tuesday 16<sup>th</sup> June 2015. These minutes can now be published on the CLAHRC's website.

**ACTION: CLAHRC NWC Communications Officer**

## 4. Progress on Action Points and Matters Arising

### 1. Steering Board Terms of Reference

The Board **ENDORSED** the revised Steering Board Terms of Reference. It was **AGREED** that they should be reviewed annually during the second meeting of each year (March) in line with the Annual Report.

### 2. External Advisory Committee Terms of Reference

The Board **ENDORSED** the External Advisory Committee Terms of Reference.

### 3. Membership

It was **AGREED** that a list of nominated deputies should be compiled to encourage continuity at meetings should a Board member be unable to attend. Each Board member is to nominate a deputy.

**ACTION: KP to compile a list of nominated deputies**

From an operational point of view, it was noted that there is currently no guidance for a deputy to the Chair. In the event the Chair is unable to attend a meeting it was **AGREED** that a member from Liverpool Clinical Commissioning Group at the meeting will act as Chair, as this person would be the next most neutral. If nobody is present on the day from CCG then the Board will agree a Chair from the Board members present.

### 4. Report from NIHR meeting

MG advised quarterly reporting to the NIHR is now in place.

### 5. Newsletter to Partners

The Board **AGREED** this would be beneficial to the Partners in keeping up to date with the news and progress made by the CLAHRC. MG advised that the CLAHRC is currently without a Communications Officer but recruitment is active and the CLAHRC is likely to appoint within the next fortnight. Recruitment is currently at subject to references stage.

MG advised the Liverpool CLAHRC admin team will act as a deputy to the Communications Officer in terms of updating the CLAHRC's social media account/website in times of absence by the Communications Officer i.e. annual leave or sickness. Once the new Communications Officer is in post, training can then be given to the admin team.

**ACTION: CLAHRC NWC Communication Officer to liaise with CLAHRC admin team based at Liverpool.**

It was **AGREED** that each Board member shall be added to the CLAHRC internal newsletter circulation list. This newsletter will be issued weekly on a Friday once the new Communications Officer is in post. Content from the Partner organisations is very much welcomed and may consist of blogs/opinions/newsletters/events.

**ACTION: CLAHRC NWC Communications Officer**

## **6. Working with AHSN**

LM advised a number of projects are operating and include the joint event Celebrating Research & Innovation, work with NHS England and the joint themes, one of the most recent being alcohol dependence.

A number of team meetings have been scheduled for next month and also a number of strategic meetings have also already been held. The Board would be kept informed of progress.

## **5. Report of the Steering Board Sub-Committee**

**KB** introduced the recommendations of the Sub-Committee.

### **I. CLAHRC NWC 034 Full application PoC PCT in OPAT**

The views of the Sub-Committee were noted. JC advised a meeting with the Research team is currently being scheduled to discuss the maximum amount of support that is available to them (£100,000.00) JC advised the query with regards to Dr. Mateus' funding has now been resolved. This person's role has already been funded so this will slightly reduce the amount of funding being sought. LM advised Dr. Mateus' post is funded by the NWC AHSN.

MG advised one issue identified, but was not included in the minutes, was the issue of costs in respect of the manufacturing equipment. He advised that this would be discussed with the team.

The Board **ENDORSED** the funding of this application, provided the issues identified by the Sub-Committee are addressed by the Research team.

### **II. CLAHRC NWC 035 Full application ADR**

The views of the Sub-Committee were noted. Three caveats were identified. The Sub-Committee were pleased to hear that half of the salary costs of the Research Nurse would be met by the BRC. The Sub-Committee were of the opinion that further external peer reviews should be sought.

The Board did not feel it could endorse this application at present until further peer reviews had been obtained and considered.

### **III. CLAHRC NWC 038 Full application Role of Reading**

The views of the Sub-Committee were noted. Three caveats were identified. Subject to the Research team addressing these, the Sub-Committee were of the view funding of this project should be supported. JC advised that since this application was submitted, Ms. Watkins has since been successful in obtaining a PhD Studentship funded by MerseyCare so the funding will now be less than originally sought at approximately £8,000

The Board **ENDORSED** the funding of this application so long as the caveats expressed by the Sub-Committee are addressed.

### **IV. CLAHRC NWC 037 Outline application Genotype-guided prescribing for alcohol dependence**

The views of the Sub-Committee were noted. It was confirmed that the issues raised by Sub-Committee have already been relayed to the Research team.

The Board received the report for information purposes only.

**V. CLAHRC NWC 040 Outline application Elderly Surgery**

The matters identified by the Sub-Committee were noted.. Subject to these points being addressed the Sub-Committee were of the opinion to support this outline application to proceed to full application.

The Board **ENDORSED** this application proceeding to full application subject to the Research team addressing the points raised by the Sub-Committee.

**VI. CLAHRC NWC 041 Outline application Evaluation Local Authority strategies to reduce alcohol related harm**

The issues identified by the Sub-Committee were put to the Board. Subject to these points being addressed, the Sub-Committee were of the opinion that this outline application should proceed to full application. JC advised the Research team have been contacted.

JP advised that there has been a recent NIHR call for research proposals to do this type of research, so the focus has been shifted to now develop a proposal for NIHR funding with the Local Authorities, so this would become development work towards a large grant proposal.

Action: JP to contact Liverpool CCG to apply for RCF to support the development of the grant application.

JP advised the deadline for applications is April 2016 and therefore postponing this until the financial year 2017/2018 would not work. JP advised there would be approximately 2-4 Local Authorities involved alongside the London School of Economics and their Local Authority partners (London).

The Board noted the position.

**VII. CLAHRC NWC 036 Outline application MECC**

The views of the Sub-Committee were presented to the Board. The issues raised by Sub-Committee have been relayed to the Research team.

The Board noted the position.

**VIII. AOB**

KB advised the Sub-Committee intends to develop a paper "What makes a good bid", as a guidance tool to Research teams when putting together an application.

A brief discussion took place encouraging peer reviewers from within the Partner organisations. Board members wishing to nominate themselves or an individual from their organisation, to carry out a peer review, are invited to do so via Kirsty Pine.

The Board thanked, once again, the Sub-Committee for their hard work.

**6. Directors Report**

**1. Progress Report – Theme progress and project list**

MG briefly talked through the progress report with the Board.

It was confirmed that performance metrics were required from the projects.

MG gave a brief summary of the activities taking place on Thursday 24<sup>th</sup> September as part of the National CLAHRC Directors meeting. He advised that places are still available.

MG advised the Household Survey is now gathering information from most of the areas covered by the CLAHRC. To date, approximately 600 responses have been received.

The Board felt it was important that the CLAHRC should be capturing the achievements made as a whole and not just the achievements made within individual projects.

It was noted that a team meeting is being held in October to look at ways of developing an evaluation on capacity building and engagement and how success should be measured. There will be further discussion on this matter at the next meeting.

**ACTION: LA agenda item for next meeting**

## **2. Financial Report**

JC talked through the finance update with the Board. She advised the CLAHRC is confident that it is on target to meet the anticipated budget for 2015/2016. JC advised one of the constraints that the CLAHRC faces is a cap of a £2,000,000 spend per year. She advised the current underspend has been added to the final year.

A brief discussion took place concerning match funding. It was suggested that reporting match funding would be beneficial so that the Board and Partners can clearly see what is actually being delivered and if the correct level is being committed. It was suggested that more detail would give the Board more confidence in this area.

It was acknowledged that funding is increasingly challenging in times of cuts, particularly affecting public health and local authority partners. If the CLAHRC can demonstrate it is delivering to each Partner organisations' strategic objectives it would make the commitment of time less contentious.

JP advised that one item on the agenda at the Partners Forum meeting is the performance management by the Partners.

JP reported that the sub-contract for the Partners is now ready, having been agreed by the three universities. She advised that this will be signed by each of the Partner organisations and it will also reiterate how much match funding was originally agreed.

CW commented that match funding is mainly from statutory organisations; it is likely that we will have participation from non-statutory organisations i.e. TUC, charities so it is also important to capture this as well.

With regards to the NIHR proportion of the CLAHRC funding; JC advised that at present the CLAHRC can commit to most of the project base funding on the known applications that have already been approved. However it is not possible to know full commitments due to some projects being outlines at this point in time.

Funding for further projects is currently available in the last 18 months of the programme. Any new project work will need to be attributed to those final 18 months of the programme. The funding set aside for training is not fully committed nor is the funding that was set aside for Public Engagement.

Since a proportion of CLAHRC funding has still not been committed, the challenge to the CLAHRC is to mobilise match funding, and to make sure the CLAHRC is working much more closely with the Partners, so that what we are doing is supporting their work rather than supporting academic work.

JC was thanked for the comments. The Board requested a summary paper for the next meeting on slippage and match funding.

**ACTION: JC to put together a paper on residual funding.**

## **3. Risk Register**

There were no 'red' rated items; MG commented on the following risk register items:

Number 5 – MG reiterated JP's comments that the sub-contracts are now ready and that it is hoped that these signed by all at the end of the year.

Number 17 – Stakeholder engagement; ongoing with lots of action within this theme.

Number 23 – all the themes now have two projects that they are working on so can now be colour coded green.

Number 24 – ongoing.

Number 27 – evaluation ongoing.

Number 29 – exciting work in the Evidence Synthesis theme and Evidence for Change programme reported.

The Board asked that the risks concerning match funding should be added to the register.

**ACTION: MG to add to register.**

## **7. Capacity Building Update**

CW summarised the quarterly theme progress report. She advised that a number of PhD studentships were recruited within the first year of the CLAHRC and advised fourteen more have been recruited recently, with another two being advertised at UCLAN to make the figure sixteen. It is envisaged that they will all be in place by January 2016.

CW advised that fifteen more internships have gone out to advert to build upon eight already in place. She informed the Board that the CLAHRC will be working with the Partner organisations to encourage those internships to be focused on issues that are of real importance to the organisations. This time around people will be able to use internship time if they so wish, to prepare a Doctoral or Post-Doctoral Fellowship with support from the internship team, or they could apply for a Knowledge Mobilisation Fellowship.

CW advised the capacity building event for the Partners will take place on Wednesday 23<sup>rd</sup> September at the Leyland Hotel, Preston. The event will be an opportunity for the Partners to discuss their capacity building needs and receive an update on the progress made to date. It is hoped that this will be a good opportunity to obtain feedback from the Partner organisations as to what other capacity building opportunities they would like. She advised the questions on how can we promote leadership and how can we promote clinical academic pathways will also be addressed.

The CLAHRC hope as many of the Partner organisations can attend as possible.

## **8. Public Engagement Update**

JP summarised the report to the Board. She advised that this will be published on the NIHR website.

JP confirmed that the Public Reference Panel is now up and running and three representatives attended the Board meeting.

JP advised that there will be a second meeting on Friday 2<sup>nd</sup> October, for those Partners unable to attend the forum on Wednesday 23<sup>rd</sup> September,

## **9. Health Inequalities Assessment Tool (HIAT)**

Feedback from the pilot was summarised for the Board.

JP advised version II of the HIAT will be online within the next fortnight. She also advised that it is being used in Australia and there has been interest from users in Canada and the CLAHRC hope to get feedback in due course.

## **10. CLAHRC NWC Summary Report**

MG confirmed the report has been distributed to the Partners. Several Board members commented that they found this report very informative. It was confirmed that the Capacity Building theme will be included within the next report.

## 11. Any other Business

- 1) A discussion took place concerning co-production, in particular, how CLAHRC judges co-production has been successful? It was noted that this will be a topic covered at the Partners Forum on Wednesday 23<sup>rd</sup> September.
- 2) Endorsement by the Board was sought for additional organisations to join the CLAHRC. Interest had been expressed at the outset but they were unable to join in the start up as they were unable to deliver on match funding. They have now offered match funding.
  - Blackpool Teaching Hospitals NHS Foundation Trust
  - Cumbria County Council
  - NHS Blackburn with Darwen Clinical Commissioning Group
  - NHS St. Helens Clinical Commissioning Group

The Board **AGREED** to the recommendation, on the proviso that it is made explicit to them the governance arrangements in place.

## 12. Date of next meeting

Tuesday 15<sup>th</sup> December 2015 13:00pm – 15:00pm at Best Western Leyland Hotel, Leyland Way, Leyland, Preston, PR25 4JX