

Enc 1

**Minutes of NIHR CLAHRC North West Coast Steering Board Meeting 4  
Held at the Leyland Hotel on Tuesday 16<sup>th</sup> December 2014 at 1pm**

**Present:**

Ken Barnsley	Head of Engagement Research Intelligence, Public Health, Blackburn with Darwen Council
Gideon Ben-Tovim	Chair, North West Coast Academic Health Science Network
Umesh Chauhan	GP, East Lancashire Clinical Commissioning Group
Mark Gabbay	Director, CLAHRC NWC
Nigel Harrison	Dean, School of Health, University of Central Lancashire
Jennie Popay	Director, CLAHRC NWC
Bill Sang (Chair)	Chair
Caroline Watkins	Director, CLAHRC NWC
Maria Thornton	Walton Centre NHS
Tony Woods	Head of Strategy and Outcomes, NHS Liverpool CCG

**In attendance:**

Vanessa Adams	(Minutes) Administrator for the CLAHRC NWC
Jane Cloke	Programme Manager, CLAHRC NWC
Kirsty Pine	Operations Manager, CLAHRC NWC
Liz Richards	Communications Manager, CLAHRC NWC

**Apologies:**

Janet Atherton	Director of Public Health, Sefton Council
Ashley Baldwin	Associate Medical Director, 5 Boroughs Partnership NHS Foundation Trust
David Britt	PPI
Helen Bromley	Consultant in Public Health, Cheshire West and Chester Council
Lynne Collins	Regional Secretary, North West TUC
Cecil Kullu	Merseycare NHS Trust
Ed Gaynor	GP Liverpool Clinical Commissioning Group
Paul Hughes	Warrington and Halton NHS Trust
Mark Jackson	Director of Research and Informatics, Liverpool Heart and Chest Hospital NHS Foundation Trust
Neil Johnson	Dean, Faculty Health & Medicine, Lancaster University
Liz Mear	Chief Executive, North West Coast, Academic Health Science Network
Pat Mottram	RSE Manager
Mathew Peak	Alder Hey
Tim Rawcliffe	PPI
Katherine Sheerin	Chief Officer, Liverpool Clinical Commissioning Group
Jayne Woods	Walton Centre NHS Trust
Tom Whalley	University of Liverpool

## **1. Welcome, Introductions and apologies**

The Chair welcomed members to the Steering Group, including Liz Richards who is the new temporary Communications Manager for CLAHRC NWC. The Chair informed the meeting that it would be digitally recorded to aid the Minute taker; however the audio will be erased as soon as the Minutes are issued as agreed at the last meeting. Apologies are recorded above and it was also noted that Heather Iles-Smith has now left the Steering Board and a replacement will be announced in due course.

## **2. Declarations of interest**

None.

## **3. Minutes**

The Minutes from the last meeting were confirmed as an accurate record and will be available on the website in due course.

**ACTION: KP TO WORK WITH LR REGARDING THE MINUTES BEING AVAILABLE ON THE WEBSITE**

## **4. Progress on Action Points and Matters arising**

MG introduced Liz Richards who is the new temporary Communications Manager for CLAHRC NWC, based at the University of Liverpool. The full time communications post will be advertised in the New Year. The website is currently being updated and the Board is advised to contact Liz directly if any issues or questions arise. The Chair confirmed the importance of the website so MG was thanked for arranging this temporary post.

It was also AGREED that in light of discussion around the process for approving Evidence Synthesis projects that they would be channelled via the Sub-Committee for review.

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

The Chair noted that there were lots of potential conflicts of interest across the CLAHRC given that it is an extensive collaboration; the Board acknowledged this.

Recommendations on funding of proposals

### **i. NWC 011 – Full Application – CLAHRC Household Survey**

The recommendation of the Sub-Committee was to approve the project subject to clarification of exactly what public engagement has happened to date and confirmation of public engagement plans going forward.

NWC 011 was APPROVED by the Board.

ii. NWC 014 – Full Application – Probiotics for gastroenterology disorders: a trio of Cochrane Collaboration systematic reviews

The Sub-Committee does not support this proposal as written. The applicants are invited to re-submit the application taking into account the comments outlined in the comments detailed in the December Sub-Committee report.

The Chair confirmed that this proposal is not recommended at this stage and the position is noted.

iii. NWC 015 – Full Application – Systematic Review on social, cultural and individual influences on the beliefs, attitudes and behaviours of South Asian women regarding asymptomatic screening for female cancers.

The recommendation of the Sub-Committee was to approve the project subject to addressing issues detailed in the Sub-Committee report.

It was therefore AGREED this this proposal is approved, subject to wider issues for the core team to resolve.

iv. NWC 010 – Outline – Exploring Motherhood

The Sub-Committee agreed that this project was an evaluation rather than research and as such was not within the scope of CLAHRC NWC. The applicants would not be asked to prepare a full proposal.

It was AGREED that the feedback to the applicants is to be in-depth and the reasons for rejection clearly defined.

v. NWC 012 – Outline – Shared reading – a non-medical treatment for low mood

The Sub-Committee agreed that the project was of interest but required further refinement.

It was AGREED that the applicants would be invited to submit a full application taking into account the comments detailed in the Sub-Committee Report.

vi. NWC 013 – Outline – Implementing the AMP Development Partnership within CLAHRC neighbourhoods for learning

The Sub-Committee agreed that a full application would need to show that there is active community engagement but that a full application would be invited.

It was noted that the applicants need to specify which CCG they want to work with.

A question arose around match funding and the extent to which the PI would be undertaking the work, or overseeing it? The partnership organisation (NHS or local authority) will be doing the systematic review which will take up the bulk of the matched funding.

It was also noted that matched funding cannot pay for treatment costs.

## **6. Director's Report**

The Board was advised that there are on-going discussions regarding the Partnership Agreement and that it is not yet been finalised; the need to resolve all the outstanding issues was emphasised.

A finance report was due to be circulated for this meeting but there were some outstanding points of detail to be confirmed so it was AGREED that financial reports will be circulated in January prior to the next meeting.

### **ACTION: KP to circulate financial reports in January**

It was noted that following the ASTOX exercise the NIHR had agreed that CLARHC underspend from 2014/15 could be allocated to 2018/19.

### **ACTION: KP/VA**

MG went through the risk register in more detail.

The Board asked that the printed versions were printed in colour and items numbered.

The main risk identified was the Partnership Agreement not being finalised on time, as discussed.

It was also noted that projects had started later than anticipated, that the CLAHRC NWC had yet to start working with the More Independent programme in Liverpool and that CLAHRC NWC still needs to negotiate shared work with the AHSN.

## **7. Capacity Building**

### **a. PhD Studentships**

CW gave an update which is detailed in the Progress Report attached with the papers for this meeting.

She stated that further studentships are on hold until the partnership agreement is signed. The adverts are ready to go however once approved.

The Steering Board discussed additional funding for PhD studentships in light of the current underspend of the budget. MG suggested that there had been a mixture of students coming forward with their own ideas as well as those with CLAHRC generated ideas. It was agreed that for those students who didn't get funded in the initial round, the Steering Board would decide which projects to fund. The Chair requested that the revised budget and plan for additional PhD awards is formalised and presented at the next Steering Board.

### **ACTION: MG/JC**

## **b) Internships**

CW informed the Board that 24 internship applications were received and 10 will be interviewed in December.

### **8. Health Inequalities Assessment Tool**

JP gave a presentation on the HIAT which will ensure that all CLAHRC activity will be focused on Health Inequalities. Initially developed for CLAHRC, this will be an online resource for partners and the core team.

#### **ACTION: KP/VA**

Steering Board members would also be invited to attend HIAT workshops and the Board discussed the potential for the AHSN to support the pilot of the HIAT.

### **9. Public Health Theme Update**

JP gave a presentation on the Public Health theme and confirmed that the Neighbourhoods for Learning had been identified within each of the local authority partners. The approved neighbourhood survey will compare these Neighbourhoods for Learning with other areas receiving no intervention.

**ACTION: JP to circulate the Neighbourhoods for Learning areas once the local authorities have all agreed.**

**ACTION: KP to circulate the presentations to the Steering Board.**

### **10. Any other Business**

The Board discussed the addition of new partners to CLAHRC NCW. Some organisations, including St Helens CCG, South Cheshire CCG, East Lancashire Hospital Trust, Blackpool Hospital Trust and St Helens and Knowsley Hospital Trust have expressed an interest in becoming partners.

The Board agreed that the focus should be on getting original partners signed up to the Partnership Agreement first before taking on new Partners. However, the Board also recognised that in some cases, it would be appropriate for an organisation to become a Partner if they were working with an existing Partner within the Health and Social care system.

**ACTION: MG to formalise the criteria for signing up new partners for the next Steering Board meeting in March.**

### **11. Date of next meeting**

**Tuesday 17<sup>th</sup> March 2015, 1 pm to 3 pm, Leyland Hotel**