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Minutes of NIHR CLAHRC North West Coast Steering Board Meeting 4
Held at the Leyland Hotel on Tuesday 17th March 2015 at 1pm

Present:

Kenneth Barnsley	Head of Engagement, Research and Intelligence in Public Health, Blackburn with Darwen Council
David Britt	PPI
Helen Bromley	Consultant in Public Health, Cheshire West and Chester Council
Umesh Chauhan	GP, East Lancashire Clinical Commissioning Group
Lynne Collins	Regional Secretary, North West TUC
Mark Gabbay	Director, CLAHRC NWC
Ed Gaynor	GP Liverpool Clinical Commissioning Group
Liz Mear	Chief Executive, North West Coast, Academic Health Science Network
Mathew Peak	Alder Hey Children's NHS Foundation Trust
Bill Sang (Chair)	Chair
Katherine Sheerin	Chief Officer, Liverpool Clinical Commissioning Group
Maria Thornton	Walton Centre NHS

In attendance:

Liz Brignal	Minutes
Kirsty Pine	Operations Manager, CLAHRC NWC
Jennie Popay	Director, CLAHRC NWC
Caroline Watkins	Director, CLAHRC NWC

Apologies:

Ashley Baldwin	Associate Medical Director, 5 Boroughs Partnership NHS Foundation Trust
Jane Cloke	Programme Manager CLAHRC NWC
Cecil Kullu	Merseycare NHS Trust
Nigel Harrison	Dean, School of Health, University of Central Lancashire
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
Pat Mottram	RSE Manager
Jayne Woods	Walton Centre NHS Trust
Tom Whalley	University of Liverpool

1. Welcome, Introductions and apologies

The Chair welcomed members to the Steering Group.

2. Declarations of interest

None, apart from any noted in respect of specific programme bids reported by the Sub-Committee.

3.   Minutes

The Minutes from the last meeting were confirmed as an accurate record with the amendment that Neil Johnson was in attendance. The minutes will be available on the website in due course.

4.   Progress on Action Points and Matters arising

1. The Partnership agreement should be signed off by 1st April 2015, but the Terms of Reference that form part of the agreement need further refinement to specify the requirement for the nominated University representatives to be present for any significant decision relating to resources or strategy. This was judged to be an acceptable refinement in principle, with the final wording and mechanism for incorporation left to the discretion of the CCG, as the accountable body.

2. Following the first year of operation, it was agreed that it would be useful to review the operation of the Steering Board and to check the application of the terms of reference. The Board agreed that a one-off session for this task would be helpful. The Chairman agreed to organise this with the support of the CCG.

ACTION: KP

3. Further discussion took place around potential new partnerships. While there is limited capacity to engage with partners, it was agreed that Jennie Popay would formalise the process for becoming a partner by circulating a policy for consideration.   **ACTION: JP**

5.   Report of the Steering Board Sub-Committee: (DN declarations to be added)

Recommendations on funding of proposals

i.   NWC 001 – Full application – Renal Function Monitoring

         The recommendation was to go through a full HIAT (Health Inequalities Assessment Tool) but otherwise could be APPROVED.   It was also recommended that HIAT will be made available to the team/theme managers upon its release.

ii.   NWC 002 – Full application – Genotype Guided Warfarin Dosing

         The recommendation was to approve the project subject to:-
         i. Working through HIAT
         ii. To describe how there will be active involvement of pubic in the projects
         iii. Confirmation that those named on the application form have now agreed to be part of the project.

Further representatives to sit on the Sub-Committee are required, in particular from people who are not based in Liverpool.

6.   Director's Report

All the themes are progressing well and almost all fully staffed. All themes have managers.

Discussion took place around the formal evaluation of 'Vanguards' and other newly endorsed models for collaboration. It was agreed that CLAHRC NWC would wait for these vanguards to come to CLAHRC NWC rather than vice versa.

Further discussion took place about investments that colleagues want to make within a theme, to develop or increase activity within that theme. There was agreement that more detailed project/programme budgets were required and that these should incorporate conditions for devolved decisions and discretionary

investments. It was agreed that a clear financial plan should be brought to the next meeting by the Directorate, so that the detail of this can be signed off.

Brief progress reports were also given by C Watkins, on 'Capacity Building" and J Popay, on 'Stakeholder Engagement'.

7.   Financial report

The difficulties in establishing a detailed reporting system were explained. A summary financial report was tabled for the board, including the underspend for year 2014/15. The full financial figures will be ready in April and a more detailed financial report will be brought to the next meeting. This will be the report that is submitted annually to the NIHR.

8.   Risk Register

It was agreed that KP will email partners asking them to move to signing the partnership agreement which is now red on the risk register.   **ACTION: KP**

9.   Any other Business

1. The TUC (Trade Union Congress) is re-establishing their Health and Well-being Network A newsletter will be produced and circulated.

                                                                                ACTION: LC

2. The Annual Report will be presented to NIHR for their period up until March The submitting body is the host, which is the CCG.   The Steering Board is asked to endorse the report. It was agreed that the draft will be circulated via email to ensure it can be submitted by the due date.

3. KP is to look at alternative meeting rooms for the next meetings, in particular those with video conferencing facilities.   **ACTION: KP**

10.   Date of next meeting

1-3pm Tuesday June 16th. Venue to be confirmed.

A schedule of dates for the following year will also be circulated.