

**CLAHRC NWC Steering Board Meeting**

**Tuesday 21<sup>st</sup> June 13:00-15:00pm**

**Best Western, Leyland Hotel, Leyland Way, Leyland, Leyland Preston, PR25 4JX**

**Present:**

Bill Sang (BS)	Chair
Mark Gabbay (MG)	CLAHRC NWC
Jane Cloke (JC)	CLAHRC NWC
John Hampson (JH)	Cheshire West and Chester
Dave Horsfield (DH)	Liverpool Clinical Commissioning Group
Gideon Ben-Tovim (GBT)	Innovation Agency
Jahanara Miah (JM)	Public Reference Panel
Neil Joseph (NJ)	Public Reference Panel
Saiqa Ahmed (SA)	Public Reference Panel
Matthew Greene (MGr)	Liverpool Clinical Commissioning Group
Jenny Irvine (JI)	CLAHRC NWC
Umesh Chahan (UC)	East Lancashire Clinical Commissioning Group
Liz Petch (LP)	Blackpool Council
Fiona Dykes (FD)	UCLAN
Neil Johnson (NJ)	Lancaster University
Caroline Watkins (CW)	CLAHRC NWC

**Apologies:**

Tom Whalley (TW)	University of Liverpool
Cecil Kullu (CK)	Mersey Care NHS Trust
Maria Thornton (MT)	The Walton Centre NHS Trust
Rebecca Harris (RH)	University of Liverpool
Ashley Baldwin (AB)	5 Boroughs Partnership NHS Foundation Trust
Jennie Popay (JP)	CLAHRC NWC
Aidan Kehoe (AK)	The Royal Liverpool and Broadgreen Universities NHS Trust
Kirsty Pine	Liverpool Clinical Commissioning Group
Nigel Harrison	UCLAN
Helen Bromley	Cheshire West and Chester

**By Teleconference:**

Ed Gaynor (EG)	Liverpool Clinical Commissioning Group
Mark Turner (MT)	Liverpool Womens NHS Foundation Trust
Pat Mottram (PM)	Cheshire and Wirral Partnership NHS Foundation Trust

**1. Welcome, Introductions and Apologies**

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

**2. Declarations of Interest**

Members were advised that a 'Declaration of Interest' pro forma based on the Liverpool CCG standard would be circulated for completion. This is an annual requirement. Declarations of interest in relation to specific matters on the Agenda were invited.

**3. Minutes from previous meeting**

The unconfirmed minutes from the previous meeting were agreed.

**Action: Confirmed minutes to be published on website.**

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

The website has substantially improved over the last few months with the addition of partner organisations. It was agreed that partner leads/links would now also be added.

**Action: Partner leads/links to be added to website.**

### **5. Directors Report**

#### **5.1 Progress Report**

MG presented the report for information to the board. **Noted**

#### **5.2 Financial Report**

The report was presented as a reflection of the financial position at the year-end 2015-16 and also a detailed budget for 2016-17. MG reported 2015-16 allocation of £1,903,000 was fully spent and has been reported to the NIHR. Match funding for the financial year was lower than anticipated; we are currently at 33% match when we should be near 50%. The process in which match funding data is collected has caused some issues and as such it is possible that not all match funding has been captured. The process has been reviewed and revised for 2016-17.

A Finance Monitoring Group has been set up, which will report to the Steering Board. For the boards approval.

**Action:** TORs for the Finance Monitoring Group to be finalised, for Steering Board approval.

A volunteer or nominated person from local authority partners was invited to chair the Finance Monitoring Group.

#### **5.3 Risk Register**

##### CLAHRC NWC Progress Bid Objectives June 2016

MG presented the report and confirmed that items 5,25 & 26 could now be moved to green. Ambers were discussed. **Noted**

##### Project Risk Register

MG presented the report that summarises the risks around the projects that have been approved by the Steering Board.

CLAHRC NWC 006 – an updated report has been received and in light of the new priority there will be no further investment.

CLAHRC NWC 024 – The planned application for a fellowship is no longer able to continue.

CLAHRC NWC 027 – waiting for report.

CLAHRC NWC 030 – waiting for report

CLAHRC 032 – Complete

CLAHRC NWC 050 – the training budget allocated may not be sufficient for the PhD student.

**Action: JC/CW to discuss how best to overcome this.**

##### CLAHRC NWC Strategic Risk Register – Revised

MG presented the board with a new “strategic risk register” for consideration.

This was welcomed and the detail considered.

It was decided by the Steering Board that if a theme is failing to deliver projects on time and engage then the theme is to be closed.

**Action:** Re-present the risk register in the light of comments and suggestions made, showing a breakdown of strategic risks for each theme.

**Approved:** The Steering Board approved the development risk register.

### **6. Annual Report**

The annual report was noted.

### **7. Partner Strategic Priority**

MG reported that the scoping exercise is now complete. A partners forum meeting was held on the 07<sup>th</sup> June to present the information gathered during scoping. The initiatives were divided into categories:

The 3 aims are

- Reducing admissions

- Preventing ill health
- Movement of care

The intention is to employ someone from a partner organisation on secondment to run the Partner Priority Programme.

To refine the list of initiatives, the core team involved will be making contact with partner leads to identify which initiatives are still in progress and who the contact for the initiative is. If no contact is made then the initiative will be removed from the list. From the final list a modified Delphi will be sent to all partners for their comments.

MG reported that activity on the Partner Priority Programme will have commenced by autumn.

## **8. Communications Update**

MG reported that the CLAHRC website has been redesigned. There is now a link direct to the HIAT. There are separate links for Capacity Building, Public involvement and Public Engagement.

There is an upcoming photo competition for the public to get involved in.

Plans for the 2017 awards ceremony are currently underway.

## **9. Publications Plan**

The list of prospective publications was noted.

## **10. Any other business**

MG advised members that early discussions had taken place on the possible next run of CLAHRCs with a focus more on national collaborations rather than regional..

**Action:** MG to compile a short paper of principles as a 'forward look' for the next meeting.

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

The next Steering Board meeting will take place on 20<sup>th</sup> September 2016, 1230-1500pm, Leyland Hotel