

Collaboration for Leadership in
Applied Health Research and Care
North West Coast

NIHR CLAHRC NWC

Enc. 1 CLAHRC NWC STEERING BOARD MINUTES 20.03.2018

CLAHRC NWC Steering Board Meeting Minutes
Tuesday 20th March 2018 1300-1500pm
HA301, Harrington Bulding, UCLan

Present:

Bill Sang BS
Mark Gabbay MG
Kenneth Barnsley KB
Jane Cloke JC
Neil Joseph NJ
Gideon Ben Tovim
Kirsty Pine KP
Maria Thornton MT
Jennie Popay JP
Fran Walker FW
George Georgiou GG

Chair
CLAHRC NWC
Blackburn with Darwen Council
CLAHRC NWC
Public Reference Panel
Innovation Agency
Liverpool CCG
The Walton Centre
CLAHRC NWC
Public Reference Panel
(deputizing for Caroline Watkins) UCLan

Sian Guy (minutes)

CLAHRC NWC

Teleconference:

Lisa Rogan
Anna Pearson AP
Ed Gaynor EG
Debbie Barnett DB

East Lancashire CCG
NWB (deputizing for Ashley Baldwin)
Liverpool CCG
RLBUHT (deputizing for Aidan Kehoe)

Apologies:

Tom Whalley
Caroline Watkins
John Goodacre
Cecil Kullu
Liz Mear
Helen Bromley
Nigel Harrison
Neil Johnson
Helen Galley
Pat Mottram
Fiona Dykes
John Graham

University of Liverpool
CLAHRC NWC
CLAHRC NWC
Merseycare
Innovation Agency
Cheshire West and Chester
UCLan
Lancaster University
Liverpool CCG
Cheshire & Wirral Partnership
UCLan
RLBUHT



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Mark Chapman

Liverpool Womens

1. Welcome, Introductions and apologies

The chair welcomed everyone to meeting and congratulated the executive for an excellent Awards evening.

Apologies were given.

Noted: It was noted that the Deans of each university were not present.

2. Declarations of interest

Members were asked to give any declarations of interest should they arise during the meeting.

3. Minutes of the previous meeting

The minutes of the previous meeting were confirmed as an accurate record.

Action: Darren Charles to upload to CLAHRC NWC website

4. Progress on Action Points and Matters Arising

Discussion about governance – There is to be a teleconference held with the executive team on this topic. We need to meet the governance requirements for the remainder of CLAHRC and discuss a potential governance structure for the next CLAHRC.

Action: The Chair to write a paper following this teleconference and bring to the next SB meeting.

9mth extension – This subject is embargoed and not for discussion outside of the core team. We are awaiting a formal sign off.

Partnership Agreements – There are currently 3 agreements outstanding. Merseycare have confirmed that the letter of assurance has now been received from UoL.

Confirmation has been received from the Countess of Chester that theirs has been signed also and will be sent imminently. We are still awaiting news from Lancaster Council.

5. Directors Report

5.1 MG highlighted key progress within themes.

The Awards night was very well attended. MG congratulated all involved in organising and participating in the celebration.

New work within the themes is mainly focused around the Partner Priority Programme (PPP). There are 12 projects within PPP1 which are nearing completion and 15 projects in PPP2.



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Discussions have taken place around PPP Round 3, which is anticipated to commence July 2018 and will focus on Implementation.

There is a lot of activity linked to the Household Health Survey with the second wave of this starting imminently. The outcomes of the survey need to be reported to Local Authorities (LAs) and shared within the writing groups to use the data for publications.

Action: LAs to be informed of the exact start date for the second wave – Ben Barr

An audit was undertaken by NHS Digital of the arrangements for storing and handling HES data. Only minor comments were received along with excellent praise for its governance structure.

Action: MG to refer to this formally at the June SB meeting.

JP reported that there is to be a workshop in April run by Jennifer Bostock; Public Advisor to the NIHR.

5.2 Financial Report

The expected expenditure for 2017-18 is £2,000,000. An additional £1,211,686 has been added to the report for the 9 month extension.

There is a £70,000 underspend shown although, by year end the programme will be on budget.

There are still a number of organisations that are significantly below their original match funding commitment. Some of the significant figures were highlighted. We are however on target to reach a matched funding total of £10,226,938 by the end of the CLAHRC NWC programme in Sept 2019.

Letters from the host organisation will be sent to partners indicating their individual shortfalls in relation to match funding along with a personal letter outlining possible solutions.

Action: DB to discuss with John Graham ref. RLBUHT and involvement in the Partners Priority Programme.

5.3 Risk Register

There are no significant changes to the risk register.

P.1 The internal evaluation is well underway. Preliminary findings to be presented at a National Public Involvement conference in March.

P.2 We are on track to meet the £10.2million target.



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P.3 PPP3 is anticipated to start July 18. Open Days are scheduled in April & May to allow partners to consider participation.

P.7(i) There are 8 new publications since the last report.

P.7(ii) The variation to contract for the extension has been signed. LCCG have asked solicitors to look at the wording of the partnership agreement.

P.11 There is an Open Day planned for 11th April to discuss the future of CLAHRC. KP reported that Jan Ledward, acting Chief Executive, would like a paper to be written outlining the benefits of CLAHRC and what the outputs so far have been, to help with discussions around LCCG being the host organisation of the next CLAHRC.

Action: Discuss the importance of the Nfls and how to incorporate them into the next bid at the Open Day.

P.6 This needs updating as some of the current controls are not in place.

5.4 Theme Dashboard

Action: KP to circulate when ready.

6. Subcommittee report from 15th February 2018

EG reported that the meeting focused mainly on the feedback from the PPP2 projects, with a few being identified as needing extra support.

PPP1 are nearing completion and have compiled CLAHRC Bites for publication.

Noted: The subcommittee supported the proposal for the extension of the HHS.

7. Capacity Building Update

Two students have successfully completed their PhD viva examinations. A further 2 PhD students have now submitted.

The PhD Futures event that was held in February was very well attended and received excellent feedback.

CLAHRC South London will be delivering an Implementation Science workshop with the participants of PPP2 at a meeting on 21st March.



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Ruaraidh Hill (UoL formerly from NICE) has agreed to produce a guide on how to write an Implementation Bite alongside the research bite for research teams and PI's.

8. Public Engagement

JP informed the board that Jenny Irvine will be off work for two more months.

It was decided that the dashboard in the report needs to show different kinds of involvement not just hours of involvement and engagement. One option would be for Public Advisors to share their stories and experiences of being involved in CLAHRC. This will be considered.

Paula Wheeler has designed a personal development diary for PA and is running PD sessions.

Action: KP to add Partner Engagement as an agenda item for next meeting.

9. Communications Update.

We currently have 61 published papers and 8 in press.

10. Partner Priority Programme Round 3

It is anticipated that the third round of the PPP will commence in July 2018. Discussions are taking place.

11. CLAHRC NWC Open Days

The first CLAHRC NWC Open Day is taking place on April 11th at The Leyland Hotel. Partners are being encouraged to attend and can sign up via the Eventbrite link that has been circulated.

Noted: The board decided that the second Open Day would be held on the same day as the next Steering Board meeting; 19th June. (Venue to be decided).

12. Any Other Business

The deadline for the Annual Report is 11th May. A timetable will be circulated.

Action: JC/SG to circulate the a draft report to Steering Board members 2 weeks prior to the deadline for comments and 'sign-off' on behalf of the SB through the Chair..

Date of next meeting: Tuesday 19th June 2018

