

CLAHRC NWC Steering Board Meeting
Tuesday 22nd March 2016 13:00-15:00pm
Best Western, Leyland Hotel, Leyland Way, Leyland, Preston PR25 4JX

Present:

Bill Sang (BS)	Chair
Mark Gabbay (MG)	CLAHRC NWC
Jane Cloke (JC)	CLAHRC NWC
Gideon Ben Tovim (GBT)	Innovation Agency
Umesh Chauhan (UC)	East Lancashire Clinical Commissioning Group
Caroline Watkins (CW)	CLAHRC NWC
Jennie Popay (JP)	CLAHRC NWC
Ed Gaynor (EG)	Liverpool Clinical Commissioning Group
Kenneth Barnsley (KB)	Blackburn with Darwen Council
Helen Bromley (HB)	Cheshire West and Chester Council
Pat Mottram (PM)	Cheshire and Wirral Partnership NHS Foundation Trust
Kirsty Pine (KP)	Liverpool Clinical Commissioning Group
Jahanara Miah (JM)	Public Reference Panel
Maureen Thomas (MT)	Public Reference Panel
Neil Joseph (NJ)	Public Reference Panel
Maria Thornton	The Walton Centre NHS Trust
John Field (JF)	Liverpool Heart and Chest Hospital NHS Foundation Trust
Neil Johnson (NJ)	Lancaster University
Nigel Harrison (NH)	UCLAN

Apologies:

Tom Walley (TW)	University of Liverpool
Mark Turner (MT)	Liverpool Women's NHS Foundation Trust
Matthew Peak (MP)	Alder Hey Children's NHS Foundation Trust
Mark Chapman (MC)	Medtronic Ltd
Lynn Collins (LC)	North West TUC
Dorcas Akeju (DA)	Public Reference Panel

By teleconference:

Katherine Sheerin (KS)	Liverpool Clinical Commissioning Group
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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 by completion of the form tabled.

2. Minutes

The unconfirmed minutes from the previous meeting were agreed.

Action: KP to arrange for publication on website.

3. Progress on Action Points and Matters Arising

External Advisory Group

The Board were informed that the External Advisory Committee has now been established and held its first meeting on 22nd March.

Note. A note from the meeting would be distributed to Steering Board members.

Enc. 2. Integrated Longitudinal Research Resource Data Access procedures

MG introduced a paper by Ben Barr on the governance of the use and sharing of data collated by CLAHRC NWC under the establishment of the Integrated Longitudinal Research Resource.

Note. Progress on this important matter was noted.

Enc. 3. Awards Ceremony Paper

MG presented a paper by Darren Charles proposing that CLARHC NWC support a second annual awards ceremony in partnership with AHSN (now the Innovation Agency) and the CRN at an increased contribution to costs of £9000. MG stated that that the awards ceremony last year had received positive feedback and was seen as very good value for money. It was agreed that a more accessible venue was needed and that travel expenses for members of the public invited to the ceremony should be reimbursed.

Approved. The Steering Board recommended that funding of £9000 for this event be approved.

4. Directors Report

4.1 Progress Report – theme progress and project list

MG presented the report; there are currently 58 projects of which 42 are funded, eleven are in development, four are no longer progressing and one was not awarded.

Professor Andrew Clegg, the new Theme Lead for Evidence Synthesis, will be conducting a complete review of the theme to determine how best to move forward.

Noted

4.2 Financial Report

The report was presented as a reflection of the financial position at Quarter 3, 2015-16 and also on what the anticipated spend will be for the current reporting period. Themes are being asked to report in advance of financial year-end any projected underspent.

Point 6 – Match Funding – Salary details are needed from Partner organisations for the purposes of calculating the cost of time spent on CLAHRC NWC activities.

Noted

4.3 Risk Registers

General risk register

MG reported that most of the items on the register are green. The amber items were discussed.

Project risk register

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

- **CLAHRC NWC 006 – a report has now been received and in the light of the new priority, is likely to be directed to apply for external funding**
- **CLAHRC NWC 021 – the technology is now working and recruitment has started.**
- **CLAHRC NWC 023 – there had been issues with timing of the support and so the project team didn't involve CLARHC NWC in the end.**
- **CLAHRC NWC 024 – the NIHR Fellowship application is now planned next year.**
- **CLAHRC NWC 027 – Complete**
- **CLAHRC NWC 030 – Complete**

Comments were made on the wider risks to CLAHRC NWC; the Chair recommended that the risk register be revised and trimmed down to show high level and contextual risks and objectives.

Action: JC/MG

5. Capacity Building Update

Twelve internships have now been appointed and commenced work.

There are plans in progress to select and appoint up to five intercalating medical students or health/well-being professionals to undertake a 2 year Masters by Research/MPhil. The projects selected will be in keeping with the HIAT approach and the new priority.

6. Public Engagement Update

Training areas for members of the Public Reference Panel have been identified and a plan is in process for organising this. The Public Reference Panel “welcome pack” is nearly ready for completion. It was noted that there needs to be more of an active involvement from Theme Leads, and the Chair suggested that levels of engagement are monitored through the risk register if this becomes significant.

It was agreed that the Innovation Agency and the Public Engagement Group arrange to meet to discuss joint working on public engagement.

Action: GBT to arrange meeting

7. Partner Engagement Update

Enc 10 had been circulated independently from the Agenda. JP explained that this was due to the timing of the Partners' meeting. Members confirmed that they had had an opportunity to assess the paper.

JP presented the paper with the recommendation for the new programme of work within CLAHRC NWC, 'Transforming Care'

It was anticipated that the work would be carried out over two stages.

Stage 1 will involve a scoping exercise to address the questions relating to the shift for treatment and care to out of hospital settings. The outputs of the scoping exercise will then be presented to the Partner and Theme Leads to agree on a programme for Stage 2, applying research and knowledge exchange. The timeline for Stage 1 is 6-8 weeks.

It is proposed that a secondment will be offered to senior staff of the NHS and Local Authority Partners to manage this piece of work; the secondment would require someone with extensive experience in project management.

The Steering Board acknowledged that this new, single priority would direct the remainder of the CLARHC national and partner funding/resources.

It was accepted that some projects that Partners wish to do may not fit in with the proposed priority, but could be supported by the CLAHRC NWC in applying for external funding.

The Chair asked that the scoping exercise be completed by the next meeting and the Sub-Committee be advised to not accept any new proposals for projects.

Action: MG/JP/CW/JC

Approved: The Steering Board was unanimous in approving the new strategic priority.

8. Publications Plan

MG updated the Board; there are currently eight publications submitted to journals.

Noted

9. Terms of Reference

The Chair reminded members that there was an agreement that the Terms of Reference be reviewed annually. He recommended a minor amendment, covering any occasion where the Chair is unable to attend a meeting. This was **Agreed**.

Action: KP to issue the revised Terms of Reference.

10. Annual Report

JC reported that the process for completing the annual report is underway. The deadline for the report is 23rd May. It was agreed that a draft will be presented by email to the Steering Board and the External Advisory Committee for comments by the 10th/11th May.

Action: JC

11. Any other business

The Chair asked that individual members of the Board, if needed, should request copies of papers for future meetings, to avoid waste in printing unnecessary copies

12. Date of next meeting

The date of the next meeting is Tuesday 21st June 2016.