

CLAHRC NWC Steering Board Meeting Minutes
Tuesday 20th June, 1300-1500pm
Adelphi Building, AB226, UCLan

Present:

Bill Sang BS
Mark Gabbay MG
Kenneth Barnsley KB
Jane Cloke JC
Neil Joseph NJ
Maria Thornton MT
Nigel Harrison NH

Chair
CLAHRC NWC
Blackburn with Darwen Council
CLAHRC NWC
Public Reference Panel
The Walton Centre NHS Foundation Trust
University of Central Lancashire UCLan

Sian Guy (minutes)

CLAHRC NWC

Teleconference:

Liz Mear LM
Ed Gaynor EG
Jennie Popay JP
Cecil Kullu CK

Innovation Agency
Liverpool Clinical Commissioning Group
CLAHRC NWC
Merseycare

In attendance

Jenny I
Pauline Slade
Liz Lightbody

(deputising for Caroline Watkins UCLan)

Apologies:

Aidan Kehoe
Pat Mottram
Matthew Peak
Tom Whalley
Caroline Watkins
Kirsty Pine
Helen Bromley
Neil Johnson
John Goodacre

RLBUHT
Cheshire and Wirral Partnership
Alder Hey Childrens Hospital
University of Liverpool
CLAHRC NWC
Liverpool Clinical Commissioning Group
Cheshire West and Chester Council
University of Lancaster
CLAHRC NWC



1. Welcome, introductions and apologies

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

2. Declarations of interest

Declarations of interest in respect of the meeting were invited if appropriate.

3. Minutes from previous meeting

The minutes of the previous meeting were accepted as a true reflection.

Action: SG/KP to upload to website.

4. Progress on Action Points and Matters Arising

The following action points and matters arising from the previous minutes were discussed:

Partnership Agreements – Enc. 2 outlined the partnership agreements process and those organisations who have signed and those who are yet to sign. JC reported that these are moving forward and we now have the majority of the signatures required with the exception of only a few organisations where clarification is still required. The SB was satisfied that this major risk had been addressed; the delivery of matched contributions now had to be demonstrated.

At the Directors and Programme Managers meeting held in London in May there was a discussion and some preparatory work on what the next CLAHRC programme should address; conclusions and future policy were curtailed due to the pre-election constraint on government business.

Action: SG to circulate the slides once they have been ‘cleared’ by the CLAHRC partnership Programme

5. Directors Report

5.1 Annual Report

Enc. 3 was included for information.

The Chair confirmed that the report had been approved but that concerns remained about the ability to demonstrate improved outcomes for patients/communities.

NIHR have subsequently asked that the report is condensed and KB offered to assist.

Action: JC to send report to KB



LM suggested that the Innovation Agency and the CLAHRC could work more collaboratively to demonstrate impact and this was welcomed.

Action: MG/JC/LM to meet and discuss

5.2 Finance Report

It was reported the programme is around 60% of the way to achieving the £9 million match, ideally we need to be at 65% at this stage. It is anticipated that there are still organisations under reporting.

There are still a number of organisations not holding up to their initial match pledge.

Action: MG/KP/KS to draft letter to be circulated to those Partner organisations that are behind on their match commitments and to share the data with each relevant SB member.

MG reported that all of the CLAHRC PhD, MPhil and Masters Students are set to complete on time. It is anticipated that the publication numbers will increase particularly as a result of analyses utilising the ILRR.

KB explained, as Chair of the ILRR governance group, that there is a need for more partners to be involved in the governance group. Representatives are wanted from CCGs, NHS trusts and Local Authority organisations.

Noted: It was agreed that members be contacted to ask to identify potential volunteers for the group.

Action: MG/KB to draft a letter to Board members outlining the benefits of what joining the group will be.

5.3 Risk Register

The report was noted.

JC updated the Board of progress, anticipating reduced risk scores in P.2(i) and P.2(iii).

5.4 Theme Dashboard

Deferred; the Theme Dashboard was not available.



6. Sub-committee Report

EG gave a verbal update from the meeting held on 31st May. The members reviewed the responses from 5 of the projects involved in the Partner Priority Programme. There are 12 projects overall, 9 of which are going ahead and 3 which have stalled but are expected to be taken up in round 2.

7. Partner Priority Programme

Enc.9 was for information.

MG gave an update on the Partner Priority Programme Round 2 which will start on the 05th July. There are already 10 potential projects signed up with more anticipated. This level of interest was welcomed.

8. Capacity Building

The report was noted. There are two PhD students attending the NIHR Infrastructure Doctoral training camp.

9 nominated interns from the PPP have been successful in obtaining a place on the internship programme, a further 3 internships have been offered.

9. Public Engagement

The report was noted. JI updated members on current Public Engagement activity. There have been some significant increases in activity reported this period.

The Public Reference Panel have now taken on a new structure, there are now 3 groups that make up the panel;

- Governance
- Media and Communication
- Advisor experience and Training

The group as a whole will continue to meet bi-monthly.

Action: JI to circulate a list of advisors that will be attending the Steering Board

Noted: The Board was encouraged by the reflective process in evidence and the positive changes adopted.

10. Communications Update

MG thanked everyone for their contributions to the new CLAHRC brochure.

The communications report was noted. The North West Coast Research and Innovation Awards were held in February and were a huge success in bringing together partners of the CLAHRC NWC together for collaboration and networking regarding research.



The Board were asked to agree a maximum contribution of £9000 towards the 2018 awards.

Decision: The Board agreed.

11. PEARS Study

A presentation was given by Pauline Slade.

Action: SG to circulate presentation slides.

12. ADOPTS Study

A presentation was given by Liz Lightbody

Action: SG to circulate presentation slides

13. Date of next meeting

Tuesday 19th September - UCLan

