

**CLAHRC NWC Steering Board Meeting Minutes**  
**Tuesday 18<sup>th</sup> September 1pm – 3pm**  
**HA308, Harrington Building, UCLan**

**Present:**

**Bill Sang BS**  
**Mark Gabbay MG**  
**Jennie Popay JP**  
**Joe Slater JS**  
**Terence Comerford TC**  
**Jane Cloke JC**  
**Caroline Watkins CW**  
**Jacqui Pirmohamed JPi**  
**Jenny Irvine JI**  
**Nigel Harrison NH**  
**Umesh Chauhan UC**  
**Anne Liu ALiu (minutes)**

**Chair**  
**CLAHRC NWC**  
**CLAHRC NWC**  
**Public Reference Panel**  
**Public Reference Panel**  
**CLAHRC NWC**  
**CLAHRC NWC**  
**CRN representing Aidan Kehoe**  
**CLAHRC NWC**  
**UCLan**  
**East LancsCCG**  
**CLAHRC NWC**

**Teleconference:**

**Lisa Rogan LR**  
**Cecil Kullu CK**  
**Ed Gaynor EG**

**East Lancs CCG**  
**Mersey Care**  
**Liverpool CCG**

**In Attendance (item 3)**

**Ana Porroche Escudero APE** **University of Lancaster/CLAHRC NWC**  
**Fiona Ward FW** **University of Lancaster**

**Apologies:**

**Gideon Ben-Tovim GBT** **Innovation Agency**  
**Mark Jackson MJ** **Liverpool Heart and Chest Hospital**  
**Kirsty Pine KP** **Liverpool CCG**

**1. Welcome, Introductions and apologies**

The chair welcomed everyone to the meeting and apologised for the facilities.

**2. Declarations of interest**

There were no declarations of interest that would affect this meeting.

**3. CLAHRC NWC Internal Evaluation**

The Chairman asked members to change the order of the agenda and receive a presentation on the 'Internal Evaluation' ahead of the normal scheduled business.



JP FW and APE gave a summary of the CLAHRC NWC Internal Evaluation. Emphasis was laid on the scale of the CLARHC NW Coast and the complexity of the partnership working developed. A huge amount of learning was required from all parties and the pace and depth of the new relationships was inevitably varied. A set of learning points was highlighted. In anticipation of a successful ARC bid, the design and new programmes will be hugely informed by the lessons.

The Steering Board thanked the team for all contributions made in this important backdrop for collaborative working. Substantial effort had gone into the data collection over 2-3 years with colleagues providing commentary and giving up their time to complete the evaluation. The Steering Board acknowledged this and welcomed this extremely important piece of work. MG confirmed that the ARC bid was written in light of having seen the evaluation. The Steering Board advised that the report was 'confidential' and its distribution would be limited to key participants and partners.

#### **4. Minutes of previous meeting**

The minutes of the meeting held on 19<sup>th</sup> June were accepted as an accurate record and can now be published on the website.

**Action: AL to record apologies for JC for 19<sup>th</sup> June meeting.**

**Darren Charles to upload to CLAHRC NWC website.**

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

- i. Annual Report. No feed back had been received.
- ii. Contract extension – It was agreed that the extension should operate as an extension to the existing agreement with all 3 universities holding the budget.

#### **6. Directors Report**

##### **6.1 ARC NWC bid**

The bid had been copied to all partners; it had been constructed to a tightly specified template.

MG reported the main points of the application which was submitted on 20<sup>th</sup> August:

- Health and social care are included with greater emphasis on implementation.
- Caroline Watkins is the named implementation lead in the bid
- ARC NWC is collaborating nationally with South London, East of England and Peninsula on implementation.
- More co-production with quarterly management group meetings for themes
- ARC theme membership to prioritise work in themes and monitor progress
- Build sustainability between partners
- ARC will assist partners to obtain funds rather than provide money
- Bids for health inequalities, epilepsy, stroke prevention and rehabilitation have been submitted as part of the national programme which will run over the first year.

The team will present to NIHR in October and the outcome will be known in December.

**CLAHRC current situation-** There is still pressure for publications and to complete grant applications.

PPP - 22 projects to be facilitated by core team by August 2019 and guidance for PhD students is in hand. This information will need to be added to the website and shared across the CLAHRC. ARC preparation work needs to run alongside this. **ACTION: Darren Charles**

Once PPP is completed, MG recommended enhanced PR coverage to include an update from the themes and their continuing progress.

Diary dates for January 2019 onwards should be booked for those who would be senior leaders in ARC and are not currently in CLAHRC, to explain what will happen if we are successful in the bid. Defining governance arrangements for ARC should come into focus later on in January if the bid is approved.

BS thanked MG, the executive and partners for their work in preparing the bid.

## **6.2 Theme Progress Report**

MG judged that they are still delivering against objectives. The 'pipeline' is substantial and implementation science is becoming more relevant. More focus on implementation needs to be included in the reports. The criteria for funding will be more specific in future..

## **6.3 Financial Report**

There was no Finance report as data was still being compiled; no serious issues have been identified. The quarterly report will be circulated when ready.

**Action KP**

## **6.4 Risk Register**

There was no significant shift in risks and the register looks quite healthy. Fewer items reflects that we are working as a collaboration.

## **6.5 Theme Dashboard**

This was noted and remains very helpful.

## **7. Governance Arrangements; ARC and CLAHRC**

There are 6 themes in the ARC bid, 3 research and 3 cross cutting.

Proposals would go to theme management groups and the core team would help them work up the proposal for the Steering Board Subcommittee.

Theme management teams would scrutinise the process with regards to co-production, health inequalities and public involvement. They would then report back to the Management Team through to the Steering Board.

The Partner Forum and Public Advisor Forum would be represented on the Management Team and Steering Board. Consideration will be given to holding 2 or 3 ARC meetings on one day in one place in order to encourage people to attend and cut down on travel time.

The terms of reference of the Steering Board and Partner Forum need to be reviewed as part of ARC.

**Action: Reflect on terms of reference of Partner Forum and Steering Board at the next Steering Board meeting.**

For CLAHRC, it was agreed to try a refresh process to increase levels of attendance at and engagement with the Steering Board. Members need to be reminded who they represent.

**Action: BS and MG to discuss a refresh process with Jan Ledward.**

#### **8. Partner Priority Programme Round 3**

First meeting took place 10.9.18 and was well attended and enthusiastic.

#### **9. Subcommittee report from 6<sup>th</sup> September 2018**

The minutes from the meeting were noted.

REACT an online self-management toolkit – an implementation project seeking funding for a research assistant through CCG cash match had been recommended for approval

The Steering Board agreed that this project be supported.

#### **10. Public Engagement Update**

Jl reported that there had been 581 hours of public involvement, more than double the same period last year mainly in Public Health and PPP programme. The Public Advisors Forum comprises 144 members.

There will be a timeline on gaining a clearer view on how public advisors are involved in dissemination and this will come to the Management Team in the new year. There are policies in place and extended role descriptions for public advisors. Internal implementation barriers will be addressed when the outcome of ARC is known.

It was acknowledged that public involvement will be core and integrated from the start of ARC.

#### **11. Capacity Building Update**

5 PhDs have been completed. By the end of CLAHRC, a further 17 should have been submitted. Some candidates attended the NIHR training camp. One intern was awarded an NIHR doctoral training fellowship. PPP1 and 2 interns have given presentations and are being followed up. One has been awarded a pre-doctoral clinical academic fellowship and 22 interns are nominated for round 3 PPP. Of those, 6 internships to still appoint before March 2019. Overall the studentships are going well and positively evaluated.

#### **12. Communications Update**

The publications target has been achieved.

To date, 80 papers have been published, 6 are in press and more coming in.

CW reported that 2 more papers had been accepted.

#### **Awards Ceremony**

The joint awards ceremony with the Innovation Agency is scheduled for 7<sup>th</sup> March 2019, in Liverpool.

**Date of next meeting**

**Thursday 13<sup>th</sup> December 1-3pm, Venue to be confirmed**