

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

NIHR CLAHRC NWC

confirmed

**CLAHRC NWC Steering Board Meeting Minutes
Tuesday 19th September, 1300-1500pm
BB447, Brook Building, UCLan**

Present:

**Bill Sang BS
Mark Gabbay MG
Kenneth Barnsley KB
Jane Cloke JC
Neil Joseph NJ
Gideon Ben Tovim
Allan Pemberton
Dee Gallagher
Kirsty Pine**

**Chair
CLAHRC NWC
Blackburn with Darwen Council
CLAHRC NWC
Public Reference Panel
Innovation Agency
Public Reference Panel
Public Reference Panel
Liverpool CCG**

Sian Guy (minutes)

CLAHRC NWC

Teleconference:

**Neil Johnson
Dave Watling
Lisa Rogan
Helen Bromley**

**Lancaster University
Walton Centre (deputising for Maria Thornton)
East Lancashire CCG
Cheshire West and Chester Council**

In attendance

**Jenny Irvine
Fiona Dyke
Ana Alfirevic
Tony Marson**

**CLAHRC NWC
(deputising for Nigel Harrison)
CLAHRC NWC
CLAHRC NWC**

Apologies:

**Aidan Kehoe
Tom Whalley
Caroline Watkins
John Goodacre
Maria Thornton
Cecil Kullu
Ed Gaynor
Liz Mear**

**RLBUHT
University of Liverpool
CLAHRC NWC
CLAHRC NWC
Walton Centre
Merseycare
Liverpool CCG
Innovation Agency**



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Jennie Popay

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 27 organisations have now signed. There is only MerseyCare who have yet to sign but they continue to be engaged in CLAHRC work. 4 organisations have withdrawn from CLAHRC.

Action: Remove those organisations from the list of partners and update the website to reflect this.

A discussion has taken place between MG/JC and Theresa Barnes from the Countess of Chester hospital, there has been some common ground identified and they would very much like to become a partner of CLAHRC.

They have pledged the following;

0.2fte Band 9

0.2fte Band 8

0.2fte Band 8c

Noted: Steering Board provisionally agree to The Countess Of Chester Hospital becoming a Partner subject to paper with outline and budget

5. Public Engagement Update



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JI presented the Public engagement and involvement update paper and highlighted the low levels of activity in the Managing Complex Needs and Delivering Personalised Health and Care themes.

It had previously been decided in the Management Team that if themes fail to reach the desired level of public involvement/engagement then a recovery plan will be requested. There will also be a once yearly request for an updated HIAT from projects.

There is a planned Public Engagement training day for the 25th January 18 hosted by the National Coordinating Centre for Public Engagement.

Action: JI to circulate definitive details once confirmed

6. Directors Report

MG informed members that there was no further information regarding the nine month CLAHRC extension; no formal letter has been received to date.

It was agreed that discussions need to take place to explore ideas and processes for the next CLAHRC.

Action: Update for December Steering Board with the possibility of an extended meeting

1.1. Theme Progress Report

Included for information

There has been recruitment of new staff in all themes.

Clarissa Giebel – Personalised Health & Care

Tanith Rose – recruited to assist with the Integrated Longitudinal Research Resource data

Shaima Hassan – Knowledge Exchange

Esmail Morasae – Knowledge Exchange

Lucy Jones – Improving Mental Health/ Managing Complex Needs

Kosa Khan – Improving Public Health

Pauline McGovern – Improving Public Health

There are 10 projects in the Partner Priority Programme round 1 with a further 14 projects in round 2.

1.2. Finance Report

Included for information



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There is an underspend of approximately £82,000 in Q1 largely due to staff vacancies which have now been filled and also how the budgets have been allocated across the year.

The In-kind match information will be collated for Q1 and Q2 by the December meeting.

Note: Some organisations have not yet responded ref. their in-kind match

1.3. Risk Register

It was decided that all risks should remain on the risk register with the exception of P.7 (ii) as all staff vacancies have now been filled.

P.2 (i) can be removed once all organisations have signed the Partnership Agreement.

1.4. Theme Dashboard Included for information

7. Subcommittee Report from 07th September 17 Included for information

MG updated members on the request for an extension of the ADOPTs study; COMMITs. More information has been requested from the project team and they have submitted a HIAT as requested. .

Noted: The Steering Board agree in principal to part funding.

8. Partner Priority Programme Rounds 1&2

There are 10 projects in PPP Round 1 and 14 projects in Round 2.

There are 14 interns recruited to PPP Round 2.

There is a Dissemination event on 18th October 17 in UCLan for the participants of Round 1 to showcase their findings. This event is open to both Round 1&2 participants, interns, PA and Partner Forum leads.

Action: SG to circulate list of initiatives for Round 2

9. Capacity building update

JH tabled a paper regarding future career support for PhD students the first stage of which is to identify their intentions and provide support accordingly. The second stage will be to organise a Careers Day for the PhD students for them to hear about options and support available.



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Action: SG to circulate capacity building update

Action: Evaluation of internship programme update at next Steering Board.

10. Communications update

43 papers published to date with a further 4 in press. The hope is to have 80 published by August 2018.

Plans are underway for the Awards Ceremony 2018.

Darren has developed a CLAHRC NWC Dissemination Plan to maximise the dissemination of our work.

11. Managing Complex Needs Theme update

Professor Tony Marson, Theme Lead for the Managing Complex Needs, gave a presentation of projects within the theme.

12. Personalised Health & Care Theme update

Dr Ana Alfirovic gave a presentation of projects within the theme.

13. AOB

The chair informed the members that overall engagement in the Steering Board is not good and that we need to review the constitution and revive the participation to ensure the Board is fit for purpose.

Date of next meeting 12th December 1300-1500pm, UCLan

