

Enc 1

**Minutes of NIHR CLAHRC North West Coast Steering Board Meeting 2
Held at the Leyland Hotel on Tuesday 24th June 2014 at 1pm**

Present:

Ashley Baldwin	Associate Medical Director, 5 Boroughs Partnership NHS Foundation Trust
Ken Barnsley	Head of Engagement Research Intelligence, Public Health, Blackburn with Darwen Council
Gideon Ben-Tovim	Chair, North West Coast Academic Health Science Network
Helen Bromley	Consultant in Public Health, Cheshire West and Chester Council
Chris Harrop	Chief Executive, The Walton Centre NHS Foundation Trust
Umesh Chauhan	GP, East Lancashire Clinical Commissioning Group
Tony Gatrell	Dean, Faculty of Health and Medicine, Lancaster University
Nigel Harrison	Dean, School of Health, University of Central Lancashire
Heather Iles-Smith	Research and Innovation Lead, Lancashire Care NHS Foundation Trust
Cecil Kullu	Consultant Liaison Psychiatrist, MerseyCare NHS Trust
Matthew Peak	Director of Research, Alder Hey Children's NHS Foundation Trust
Bill Sang (Chair)	Chair
Katherine Sheerin	Chief Officer, Liverpool Clinical Commissioning Group
Tom Walley	Professor of Clinical Pharmacology, University of Liverpool

In attendance:

Vanessa Adams	(Minutes) Administrator for the CLAHRC NWC
Jane Cloke	Programme Manager, CLAHRC NWC
Mark Gabbay	Director, CLAHRC NWC
Gabbie Marr	Research and Development Manager, Liverpool Clinical Commissioning Group
Helen McManus	Principle Analyst, Liverpool Clinical Commissioning Group

Apologies:

Janet Atherton	Director of Public Health, Sefton Council
Lynne Collins	Regional Secretary, North West TUC
Ed Gaynor	GP Liverpool Clinical Commissioning Group
Mark Jackson	Director of Research and Informatics, Liverpool Heart and Chest Hospital NHS Foundation Trust
Liz Mear	Chief Executive, North West Coast, Academic Health Science Network
Kirsty Pine	Research and Development Manager, Liverpool Clinical Commissioning Group
Jennie Popay	Director, CLAHRC NWC
Caroline Watkins	Director, CLAHRC NWC

Welcome and Introductions

The Chair welcomed members to the Steering Group, and introductions were given around the table.

1. Minutes

The Minutes from the Steering Group held on 27th March 2014 were taken as accurate.

2. Progress on action points and matters arising from meeting 1 held on the 27th March 2014, including:

Terms of Reference (Meeting 1 item 2)

BS asked for clarification of the number of Members of the Board. MG confirmed that it is now 24.

Subject to the amendment, the Terms of Reference were **approved**.

ACTION: GM/HM to revise the Terms of Reference accordingly

Membership (Meeting 1 item 3)

MG gave an update on membership; as requested at the last meeting Mark Gabbay contacted Lynn Collins from TUC. LC has agreed to become a member of the Steering Board and confirmed that her organisation is doing similar work across the North West and involvement in CLAHRC NWC would be very relevant. LC has sent her apologies for today but will endeavour to attend future meetings. MG confirmed that the Public Reference Panel, when convened, will nominate further representatives.

Demonstration of the website (Meeting 1 item 7)

Jane Cloke and Mark Gabbay gave a demonstration of the website which has been put together by a web design company also used by NWC AHSN; the website design has been approved by the NIHR communications team and conforms to their strict rules. MG confirmed that the website remains in development,

Members of the Steering Board were asked to review the links to the websites of their organisations and to let MG or JC know of specific departments or personnel to be the primary link.

ACTION: Board Members to confirm links to their organisations

Bill Sang initiated a discussion on publication on the website of Steering Board papers and minutes. It was **AGREED** that once approved, the Minutes should be published on the website, subject to removal of any

sensitive material, conforming to the CCG standards. There was a discussion as to whether or not Steering Board meetings would be open to the public. It was noted that the Terms of Reference state that Members can bring observers, but it is not intended that the meeting is open to the Press or the general public.

ACTION: GM/HM to liaise with the communications team

3. Director's Report

MG presented a 'Red, Amber, Green' document listing important contractual milestones and the objectives set out in the original bid, focussing on the actions being taken to progress those that are in danger of not being achieved. MG informed the meeting that the summary is at 24th June and is an internal Management Team document only. The key points included

- Adverts are imminent with regards to public engagement and there is agreement to second a senior person from Health Education North West to help support stakeholder engagement
- We have agreed with the NWC AHSN to expand the joint communications team by an additional 1.5 FTE to work with Jeni Quirke; CLAHRC NWC would fund 0.5FTE of that team
- Theme Researcher manager posts – 1 post is about to be advertised and 1 more post is under discussion, which will then complete recruitment in this area
- JC has been working with Kirsty Pine to put in place a monitoring process with project milestones in place and timelines
- As well as the three projects presented later, there are two teams working towards submitting proposals in August for approval at the September meeting, and two more in the pipeline
- The CLAHRC NWC Evidence Synthesis Collaboration has taken enquires from stakeholders regarding CPD and evidence synthesis projects and these are scheduled for the autumn. The CPD programme being developed will take on teams with a clinical or commissioning question and with a mixture of targeted training and mentoring help them to do an evidence synthesis. A new post is to start in July to develop the CPD component.
- Capacity Building: PhD studentship recruitment is underway for recent graduates which will be from matched University funding in the first wave. Advertising and recruiting to Knowledge mobilisation bursaries will take place over the summer

- Stakeholder Engagement: Jennie Popay has initiated, through Public Health leads, a series of 'health system' meetings hosted by the local authority and partners which will talk around us and them sharing ideas. Currently scheduled for Sefton, Liverpool, Lancashire (Preston) and Knowsley but similar meetings in the other localities are planned.
- The only 'Red' is the task of drafting a Partnership Agreement, where there is a deadline of 30th June for forwarding this to NIHR for review and comment. MG reported that a teleconference between the contracts officers of the three University Partners and LCCG is due to be held on the 25th June to discuss issues and concerns raised by the University Partners. KS reported that comments received from the Universities have been forwarded to the LCCG Solicitors with the aim of sending a draft to the NIHR as planned for the 30th June 2014.

In discussion, MG acknowledged the anxieties that CLAHRC NWC can feel slow in its start-up but that this is necessary if we want to achieve real co-production with stakeholders feeling a sense of ownership. It was highlighted that this takes time and people are very busy; meetings and teleconferences are difficult to arrange. Nationally, CLAHRC NWC is at a similar stage to other new CLAHRCs. MG noted that at a visit in April, NIHR were content that CLAHRC NWC were making good progress

With regards to the NIHR funding, the first quarterly financial report has been submitted recording an underspent of £21K. For the coming financial year. Theme Leads have been told to expect a share of 60% of the funding available, which amounts to approximately £140K per annum. The remainder is to support the Core team, stakeholder engagement and to support cross-theme projects.

MG and JC confirmed that several potential Partners had been in contact, including CCGs and one local authority. BS stated that these organisations need to be made aware of the representation agreement and the role of the Steering Board.

The Director was thanked for the report.

It was **AGREED** that all papers should be submitted in advance of meetings as specified in the Terms of Reference. It was also **AGREED** that the Director's report should include: management report; financial report and a risk register.

ACTION: Directors, JC/ GM/HM/KP

4. Report of the Steering Board Sub-Committee:

i. Terms of Reference and Membership

JC reported on a series of conversations with Members around the purpose and methods of working of the Sub-committee in drafting the Terms of Reference.

Following discussion it was **AGREED** that academic input into discussions and decision-making was essential and that therefore the Director of CLAHRC NWC should be included in the Membership of the Sub-Committee. It was noted that a representative from a Provider organisation had been omitted from the Membership.

It was **AGREED** that revised Terms of Reference would be presented for adoption at the next meeting and incorporated as an addendum to the Board Terms of Reference.

ACTION: JC to revise and re-circulate the Terms of Reference for further comment.

ii. Recommendations on funding of proposals

MG gave an overview of the three proposals received and confirmed that no proposals had been rejected. Each of the proposals has been peer reviewed and the recommendations have been made by the Sub-Committee in light of these. JC reported that several of the CLAHRCs have since agreed to pilot a collaborative Peer Review process which we will make use of for all future proposals.

MG confirmed that there was sufficient funding to accommodate the Sub Committee recommendations. Members of the Sub Committee shared their thoughts on the process to date and the need for further improvement in the exchange of views.

The Steering Board requested that reports of the Sub-Committee be circulated prior to the meeting.

ACTION: Sub-committee/KP

BS thanked the Sub-Committee for all their work.

Prior to considering each recommendation, members were asked to declare any interest. The Steering Board noted:

- CLAHRC NWC 002 – Declarations of interest from Nigel Harrison (UCLAN), Umesh Chauhan (East Lancashire CCG) and Mark Gabbay (University of Liverpool)
- CLAHRC NWC 003 – declarations of interest from Mark Gabbay (University of Liverpool) and Chris Harrop (Walton Centre)
- CLAHRC NWC 004 – declarations of interest from Mark Gabbay (University of Liverpool), Nigel Harrison (UCLAN) and Mathew Peak (Alder Hey)

In discussion, concern was expressed about the degree to which proposals have really engaged with health inequalities and in particular with the health 'equity lens' approach as directed in the application form. It was clear that all three projects need to strengthen stakeholder engagement, including co-production.

Further work was also required around the issue of matched funding, and about how much was appropriate.

Following discussion, it was **AGREED** that members of the Board could request access to the full proposals if they wished but that that a summary report of two pages, to include peer review comment, time lines and a finance/resource plan would be useful. **ACTION: Sub-committee**

The recommendations of the Sub-Committee were **AGREED** including time limits on funding and BS asked that it be made clear that funding would be halted if issues raised by the Sub-Committee were not being addressed by the research teams.

ACTION: JC/MG Sub-Committee

5. Policy and Process for making payments to the public for working with CLAHRC NWC

The Board **AGREED** to adopt this policy, which has now been ratified by Liverpool CCG.

6. Any other Business, including:

i. Report on NIHR/NOCRI visit

The summary of the visit was noted; MG suggested that this visit may become an annual event.

ii. Report on March Stakeholder Event

Kirsty Pine is formulating the feedback which will be available for the next meeting.

ACTION: KP

9. Next Meeting

The next meeting is scheduled for 1 pm to 3 pm on 30th September