

**Minutes of NIHR CLAHRC North West Coast Steering Board Meeting 3
Held at the Leyland Hotel on Tuesday 30th September 2014 at 1pm**

Present:

Ashley Baldwin	Associate Medical Director, 5 Boroughs Partnership NHS Foundation Trust
Gideon Ben-Tovim	Chair, North West Coast Academic Health Science Network
Umesh Chauhan	GP, East Lancashire Clinical Commissioning Group
Lynne Collins	Regional Secretary, North West TUC
Ed Gaynor	GP Liverpool Clinical Commissioning Group
Heather Iles-Smith	Research and Innovation Lead, Lancashire Care NHS Foundation Trust
Neil Johnson	Dean, Faculty Health & Medicine, Lancaster University
Pat Mottram	RSE Manager
Bill Sang (Chair)	Chair
Katherine Sheerin	Chief Officer, Liverpool Clinical Commissioning Group
Jayne Wood	Walton Centre NHS Foundation Trust

In attendance:

Vanessa Adams	(Minutes) Administrator for the CLAHRC NWC
Jane Cloke	Programme Manager, CLAHRC NWC
Mark Gabbay	Director, CLAHRC NWC
Kirsty Pine	CLAHRC NWC
Jennie Popay	Director, CLAHRC NWC
Caroline Watkins	Director, CLAHRC NWC

Apologies:

Janet Atherton	Director of Public Health, Sefton Council
Ken Barnsley	Head of Engagement Research Intelligence, Public Health, Blackburn with Darwen Council
David Britt	PPI
Helen Bromley	Consultant in Public Health, Cheshire West and Chester Council
Nigel Harrison	Dean, School of Health, University of Central Lancashire
Paul Hughes	Warrington and Halton NHS Trust
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

Welcome and Introductions

The Chair welcomed members to the Steering Group, and introductions were given around the table. The Chair informed the meeting that it would be digitally recorded to aid the Minute taker; however the audio will be erased as soon as the Minutes are issued.

1. Minutes

The Minutes from the Steering Group held on 24th June 2014 were taken as accurate. It was AGREED that these Minutes would be put on the CLAHRC NWC website.

ACTION: KP to arrange for the Minutes of the 24th June 2014 to go on the CLAHRC NWC website

2. Progress on action points and matters arising, including:

Steering Board Terms of Reference (Meeting 2 item 2)

The Partnership Agreement has not yet been signed and negotiations continue between Liverpool CCG and the Universities. The NIHR has seen and approved the Partnership Agreement. However there are concerns that have been raised by the legal teams of the Universities and LCCG about the Terms of Reference of the Steering Board, which forms a part of the Partnership Agreement, particularly in relation to the clarity of its role and the number of Members. The Steering Board was confident that the Terms of Reference were consistent with other CLAHRCs and AGREED that the number of Members should remain at 24.

The Steering Board AGREED that it is happy with the current arrangements for the Steering Board and the Subcommittee.

Membership links on website (Meeting 2 item 2)

MG stated that the website is not as up to date as he would like due to the absence of the Communications Manager. MG confirmed that recruitment of a new Communications Manager is currently underway and an appointment is envisaged in the New Year. GBT confirmed that there remains a commitment from the AHSN to maintain a collaborative arrangement to communications.

ACTION carried forward to the next meeting: KP/JC.

Minutes from previous meeting on website (Meeting 2 item 2)

The minutes have been uploaded to the website. Having looked at the website the Chair stated that the structure of the website requires some work and that the governance sections should be separate from the participation section. **ACTION: JC to explore who can do this.**

3. Director's Report

i. Management report

Project Activity

MG informed the Steering Board that the structure of the Director's report replicates that of the NIHR reporting requirements. Project activity was presented and the Chair requested that the status of each project is updated with each report.

ACTION: Status of projects to be listed on subsequent management reports – MG/KP

JC informed the Steering Board that details of each proposal are recorded.

MG stated that he will circulate the outlines and all work being done through the Subcommittee and then to the Chair of the Steering Board.

MG sought confirmation from the Steering Board that the evidence reviews did not require formal approval from Subcommittee and Steering Board. It was AGREED that as the evidence reviews are part of the overall CLAHRC programme, the Steering Board should know what work is being undertaken and if they wish request more detail.

ACTION: A list of the Evidence reviews commissioned should be circulated for information. MG/KP

MG informed the Steering Board about the Evidence Synthesis CPD events in October and November and a workshop with CCGs to discuss evaluation of Integrated Care programmes across the CLAHRC NWC region.

There is very active engagement with partners and more organisations are requesting to join the collaboration, including South Sefton CCG, Southport and Formby CCG, Halton Council and Blackpool, Fylde and Wyre Hospitals NHS Foundation Trust.

MG confirmed that the programme of the Public Health Theme spans a range of topics that are non-clinical: the Chair asked that this be presented at the next Steering Board meeting.

ACTION: JP to present the work of the Public Health Theme at the next Steering Board - JP/KP

LC requested that projects listed in the Directors Report should include the organisation from which the project has been initiated.

ACTION: MG/KP to include in Directors Report

PPI

MG stated that PPI activity will increase significantly with the starting of the Public Engagement Facilitator (Jenny Irvine) in November . The role of the Public Engagement Facilitator will be to support Theme Leaders in their responsibility for involving and engaging patients and public in their programmes.

JP confirmed that Healthwatch is part of an existing network for CLAHRC NWC.

Links with industry

MG stated that the Department of Health\NIHR recognise that key impacts will be making the NHS more cost effective and to continue the growth agenda. CLAHRC NWC and NWC AHSN are still establishing who will do what in relation to this agenda but have agreed that collaborative working is necessary. Liverpool Heath Partners and the Lancashire and Cumbria Clinical Research Hub are important partners also.

ii. Financial Report

MG presented the annual statement of expenditure (ASTOX) form that was submitted to NIHR in August 2014. There is an anticipated underspend nationally this financial year of approximately £700k and it is not clear from NIHR whether that underspend can be carried forward and spent in future years. MG informed the Steering Board that the NIHR are looking across all CLAHRCs to manage the underspend/overspend. Because of a concern that the funding may be lost, the Steering Board encouraged the CLAHRC team to ensure that as much money is spent in year rather than relying on it being managed across the CLAHRC programme.

MG stated that in order for projects to be approved for funding quickly, partners need to respond to requests to ensure there is true coproduction and that the team can maintain the quality of projects.

Action: Steering Board Members to encourage colleagues to put forward ideas for projects so that the funding can be utilised

KS emphasised that CLAHRC NWC need to plan year-on-year basis so money was available rather than assuming that money will be available in future years.

NJ expressed anxiety about rebalancing the budgets over years and between CLAHRCs particularly in light of next year's election.

The Chair requested that a more detailed finance report including NIHR income /spend and matched funding is provided for the Directors report.

Action: JC/KP to provide detailed finance report for subsequent meetings

HIS suggested that it would be useful to see projects at the earliest phase. JC confirmed there is a case management process in place to ensure projects are being supported and that host organisations are aware of enquiries being made.

MG stated that Gill Sadler is Assistant Director for Engagement and will be making contact with all partners to identify the appropriate contact within the organisations.

iii. Risk Register

MG presented the RAG ('red, amber, green') risk register. The main risk (rated amber) relates to the Partnership Agreement and the fact that all partners need to be signed up by the end of 2014. MG confirmed that the CLAHRC team had developed tools for gathering data to inform the NIHR annual progress report.

4. Report of the Steering Board Sub-Committee:

i. Terms of Reference and Membership

EG, Chair of the Subcommittee confirmed that lots of virtual work has been undertaken, and whilst meetings have been booked interim meetings may also be necessary.

JG noted that there was no mention of quorum on the terms of reference. EG confirmed that much of the discussion takes place virtually therefore quorum is not an issue as there is input from all members.

KS asked whether projects may need to be approved more often than the Steering Board meets. EG stated that the subcommittee can be flexible and review projects virtually but that having set dates for the meeting helps to focus the researchers to put proposals in.

ACTION: the Steering Board subcommittee terms of reference were agreed.

ii. Recommendations for funding

- a) Project CLAHRC NWC 002 (Psychological support for people with stroke).

The subcommittee were satisfied with the feedback from the research team and recommended approval.

Steering Board AGREED to approval and funding of the full project

- b) Project CLAHRC NWC 003 (Improving access and coordination of care for adults presenting to emergency care with seizures: Care Pathway for Seizures (CAPS)).

The subcommittee were satisfied with the feedback from the research team and recommended approval.

Steering Board AGREED to approval and funding of the project

- c) Project CLAHRC NWC 004 (Transitional Care for Young Adults with Long Term Conditions)

The subcommittee are awaiting feedback from the Research team.

- d) Project CLAHRC NWC 005 - Improving access to support for perinatal women through peer facilitation: a feasibility study with external pilot .

The Subcommittee were satisfied with the plans for this project and recommend that it is approved and funded. This was AGREED by the Steering Board.

GBT declared a conflict of interest.

e) Project CLAHRC NWC 006 - Implementing online support to enhance wellbeing and recovery:

Online 'Access Mentalhealth'.

The subcommittee agreed in principle but felt that a web based solution may widen health inequalities. Members of the Steering Board supported that view and it was suggested that this could be an issue for other projects in CLAHRC NWC. The Steering Board AGREED that the project should be developed further and that there is real coproduction with the people who experience the problem being involved in designing the intervention. The Steering Board AGREED that the project team be offered funding to assist with this developmental work.

NJ declared a conflict of interest in relation to this project.

Action: MG/JC to feedback to research team.

The Steering Board AGREED that it would be useful to understand better the toolkit that is used to help judge whether projects are addressing health inequalities.

Action: JP/KP to include an update on the work to develop a Health Inequalities Toolkit at the next Steering Board.

5. Report on March Stakeholder event

The Steering Board noted the feedback report that was enclosed with the papers.

6. PhD Studentships

MB provided an update on the PhD studentships competition, which was designed to recruit new graduates into CLAHRC NWC and is part of the Universities' contribution to matched funding. There have been 60 enquiries: three studentships have been awarded at UCLan and the applicants to Liverpool are currently being shortlisted.

The steering Board agreed that PhD studentships should be advertised in the NHS. MG stated that those not wishing to do a PhD may wish to apply for some other postgraduate training or qualification through CLAHRC.

The Steering Board were interested to know the PhD topics agreed.

ACTION: JC to circulate the PhD topics to the Steering Board.

ACTION: PhD Studentships to be included in next Director Report – MG/KP

7. Any other Business

None

8. Date of next meeting

16th December, 1pm Leyland Hotel