

NIHR CLAHRC NWC

Minutes of the NIHR CLAHRC North West Coast Steering Board Meeting 5
Held at Best Western Leyland Hotel, Leyland Way, Leyland, Preston, PR25 4JX
on Tuesday 16th June 2015 at 13:00pm

Present:

Bill Sang	Chair
Ed Gaynor	GP Liverpool Clinical Commissioning Group
John Halligan	North West TUC
Kenneth Barnsley	Head of Engagement, Research and Intelligence in Public Health, Blackburn with Darwen Council
Lisa Butland	Representing Liz Mear, Chief Executive, North West Coast, Academic Health Science Network
Maria Thornton	Walton Centre NHS
Mathew Peak	Director of Research, Alder Hey Children's NHS Foundation Trust
Neil Johnson	Dean, Faculty Health & Medicine, Lancaster University
Nigel Harrison	Dean, School of Health, University of Central Lancashire
Pat Mottram	RSE Manager
Tom Whalley	University of Liverpool

In attendance:

Caroline Watkins	Director, CLAHRC NWC
Jane Cloke	Programme Manager, CLAHRC NWC
Jennie Popay	Director, CLAHRC NWC
Kirsty Pine	Operations Manager, CLAHRC NWC
Lynn Allan	(Minutes) Administrator, CLAHRC NWC
Mark Gabbay	Director, CLAHRC NWC

Apologies:

Aidan Kehoe	Chief Executive, RLBUHT NHS Trust
Cecil Kullu	Merseycare NHS Trust
David Britt	Patient & Public Involvement
Gideon Ben-Tovim	Chair, North West Coast Academic Health Science Network
John Graham	Deputy Chief Executive & Executive Director of Finance, RLBUHT NHS Trust
Katherine Sheerin	Chief Officer, Liverpool Clinical Commissioning Group
Liz Mear	Chief Executive, North West Coast Academic Health Science Network
Mark Jackson	Director of Research and Informatics, Liverpool Heart and Chest Hospital NHS Foundation Trust
Mark Turner	University of Liverpool
Tim Rawcliffe	Patient & Public Involvement

1. Welcome, Introductions and Apologies

The Chair welcomed everybody to the meeting. Apologies were noted.

2. Declarations of Interest

None, apart from those noted in respect of specific programme bids reported by the Sub-Committee.

3. Minutes

No notifications of amendments were received. The Board were in agreement that the Minutes from the last meeting were a true and accurate reflection and were subsequently **APPROVED**. Minutes to be uploaded onto the CLAHRC NWC website.

ACTION: LA to upload to website

4. Progress on Action Points and Matters Arising

NIHR CLAHRC NWC Annual Report 2014-2015 - Formal comments are due back from NIHR in August. It was agreed that next year, an interim draft would be circulated prior to the publishing of the formal report to allow feedback/observations etc.

A meeting has been arranged between CLAHRC NWC, Liverpool CCG, NIHR DH/CCF to discuss the £90,000 underspend.

It was agreed that the partners would welcome an abstract/brief summary report.

ACTION: MG to generate report

MG put to the Board that it may be useful for a brief monthly news e-letter, to the link people at each organisation, summarising the news of the month and what has been taking place that month. The Board were in **AGREEMENT** that this would be useful in keeping track of the CLAHRC's success.

ACTION: LA (agenda item for next meeting) & Liz Richards (Communications) to note

It was suggested that a discussion between AHSN and the CLARHC as to how best to work going forward would be welcomed. It was suggested MG & Liz Mear do a short note for the next meeting about the strategic direction following this discussion.

ACTION: Liz Mear & MG to prepare a note for the Board

Policy for extending membership - JP tabled a note about the **AGREED** policy. She explained that the four sets of criteria listed are currently being implemented.

- *Requests to join the collaboration from organisations which originally expressed a clear wish to join when the proposal was submitted but were unable to find the necessary resources to commit to the initiative at that time will be accepted immediately. (For the minutes the Board noted that this has been the case with Blackpool Hospitals, East Lancashire Hospital and Halton Borough Council who are all now engaged)*
- *Requests to join the collaboration from organisations working in local health systems in which other key local authority or NHS organisations are already partners in the CLAHRC NWC will be accepted provided that the organisations involved plan to work jointly with existing CLAHRC NWC partners on strategic priorities for their local systems.*
- *Requests from organisations wishing to join the collaboration on an individual basis, who did not express an interest in joining during the development stage and, are not wishing to work with existing partners on system priorities, will be considered at the time and in light of the Collaborations existing commitments and capacity to engage with new partners.*
- *NW Organisations will have the opportunity to sign sub-contracts to work with CLAHRC NWC on specific projects and will not be required or need to join the Collaboration as full partners. However, these organisations will not be guaranteed access to the wider capacity building opportunities available to full partners.*

5. Report of the Steering Board Sub-Committee

Declarations

Declaration by MG for all projects listed.

Declaration by KB for application CLAHRC NWC 022 and 023.

Recommendations on funding of proposals:

i. CLAHRC NWC 022 – Full application – Neighbourhoods for Learning (NsfL) Integrated Longitudinal Research Resource

The comments provided by the Sub-Committee were noted. Clarification was sought regarding match funding. The application was **APPROVED** by the Board.

ii. **CLAHRC NWC 033 – Full application – Evidence Reviews**

It was noted that LILAC is The Lancaster and Liverpool Universities Collaboration for Public Health Research and The Farr Institute is a collaboration between the Universities of Liverpool, Lancaster and Manchester using IT to compile public health research on large databases. The Board considered the points raised by the Sub-Committee. The application was **APPROVED** by the Board.

iii. **CLAHRC NWC 023 – Full application – Pancreatic enzyme replacement therapy for chronic pancreatitis. Systematic review and meta-analysis**

The Sub-Committee advised that there were significant concerns about this proposal, but all concerns were recoverable. The Board considered the comments made. The Board wished the following question to be posed to the team:

How does the team think things will change as a result of the systematic review, and how will they bring about the change?

The Board agreed to leave this application **PENDING** for now and to be reviewed again once all points have been addressed.

iv. **CLAHRC NWC 034 – Outline Application – Point of Care (POC) procalcitonin testing**

The Sub-Committee were in agreement that this was an interesting project. However, it was noted that acute conditions are not within the remit of CLAHRCs which are focussed on chronic conditions. With regards to the industry link, the Board felt it is important to draw them in explicitly and to be clear about who would pay for the capital equipment.

The Board agreed to leave this application **PENDING** for now, to be reviewed again when the questions have been addressed.

v. **CLAHRC NWC 035 – Outline Application – Strategy to Improve Detection and Reporting of Adverse Drug Reactions (ADR)**

An error was noted within the Sub-Committee report, stating that this is a full application. It was confirmed that this is actually an outline application.

The Sub-Committee were unsure whether this fitted within the CLAHRC remit and their concerns were outlined. It was commented that the MPhil appeared expensive. KP advised that she had received a detailed response from the team the morning of the meeting and would circulate to the Sub-Committee members.

ACTION: KP to circulate the detailed response from the team to the Sub-Committee group.

The Board agreed to leave this application **PENDING** for now, to be reviewed again when the queries raised by the Sub-Committee have been responded to.

The Board recorded its support for the work of the Sub-Committee.

vi. **AOB**

Health Inequalities & Evidence Synthesis

A discussion took place concerning the use of the HIAT. The Board advised that when it was appropriate to use the tool, then it should be applied at outline stage.

Review of outlines by Management Team

The Steering Board's view is that there should be a process that invites Theme Leaders to look at these. Clear guidance would need to be given to the Theme Leaders as to what they are being asked to do. It was commented that the principal appears to be appropriate but there needs to be a management process that allocates the work fairly and appropriately but this was not to be determined by the Board. It was

commented that it would be helpful to have other academic input too. For review by the Board in six months time.

ACTION: Management Team to identify a process which allows this and report in December's meeting how this is working

6. Directors Report

MG advised two new administrators to CLAHRC NWC have started, Lynn Allan taking today's minutes and Anne Liu also based in Liverpool. He advised that the Communications post is being re-advertised due to the internal candidate accepting another position prior to interview. Mark Goodall has taken on the role of Quantitative Methodologist.

There is now a fully staffed core research team however recruitment remains ongoing for individual projects and themes. There has been delays, one being a visa problem which has encountered a delay of over 4 months, the candidate's nationality is Australian.

There have been forty projects through the system, with thirty six live or hoping to become live. One has been completed and three have been withdrawn.

Capacity Building is progressing. Seven PhD candidates have been recruited and an advert has gone out for sixteen more PhD studentships based around thirty two project ideas. There will be five based at Lancaster University, five at UCLAN and six at University of Liverpool. Summer appointments are expected and it is hoped they will be in post by the Autumn. It was noted that the response to the advert has been extremely positive; forty plus enquiries were received during the first week alone.

Approval from the Board for an additional fifteen interns per year was sought. It was commented that this would be a sensible use of funds and would help with the current underspend. It was noted that Academics are willing to put themselves forward for supervision of the interns. The Board **AGREED** to this increase in the number of interns to be recruited and agreed it would be helpful with the underspend.

Endorsement from the Board was sought to extend the survey to two more local authorities, Cumbria and Halton; this would include surveys in the deprived wards and the comparison deprived wards but not in low deprivation areas. A brief discussion took place and the Board **AGREED** to this spend.

A discussion took place concerning co-production, stressing that it gives the Partners a real sense of ownership. It was identified that there is a need to look at ways of engaging commissioners, the public, practitioners etc. to make it tangible for themselves and their colleagues. Jenny Irvine is working on this.

MG advised that during August/September, requests would be sent to the Partner leads to ask them if they can identify anybody in their organisation who would be interested in taking part in the theme management groups. It was hoped that each organisation could commit to at least one representative. MG sought approval from the Board that they were happy with this approach. It was noted that this was for information only at this point, with further discussion at the next meeting.

ACTION: MG to prepare a paper for next meeting

A brief discussion took place concerning the financial report, which was derived from NHIR monitoring. The Chair felt there was still a need for the development of an internal financial report for the programme for a clearer monitoring by the Board. The Board felt that data which showed how the programme was achieving spend against the plan would be useful and also a projection over the year including a variances column would be beneficial.

MT offered to send KP a finance reporting model which she has used and would be ideal in this case.

ACTION: MT to share model with KP

MG informed the Board that the Risk Register performance was improving.

MG advised CLAHRC NWC is hosting the national meeting of the CLAHRCs on 23rd and 24th September. Endorsement from the Board was sought to open up the Thursday afternoon and evening to a wider audience by inviting members of the management group and research management group to a recreational team building event. MG commented that the core team believe this is an acceptable use of funds for team building. The idea would be to merge this into the evening where there would be three possibly four external speakers and then an evening dinner to which members of the Steering Board would be invited. MG advised the dinner would be funded but an overnight stay would be payable by the individual(s). The Board **AGREED** to these suggestions.

7. Health Inequalities Assessment Tool (HIAT)

JP talked through the note about the pilot of HIAT version 1 with the Board. She advised the pilot ran for 6 weeks and ended in May. Some feedback is still outstanding. Following analysis of the feedback a report will be generated and a brief paper will be available for the next Board meeting.

ACTION: JP to present a brief paper at next meeting concerning the findings from the pilot

8. Capacity Building Update

MG advised that the CLAHRC NWC is still building Public & Service User Engagement. A number of meetings have taken place concerning this. It was noted that there is a need to find a way of working with the Partners to find the key people in their organisations who have a specialist interest in the CLAHRC's main themes. It was commented that the CLAHRC is always keen to build a pool of people for engagement. Thoughts as to how that can be achieved would always be welcomed by the CLAHRC management team.

CW summarised the Capacity Building Update note. She highlighted the Capacity Building event taking place on 23rd September which is in conjunction with the stakeholder engagement team.

9. Any other Business

The Chair noted that prior to today's meeting, a discussion had taken place concerning the Terms of Reference of the Steering Board and a draft for consultation amongst members would be circulated in due course.

Dates for 2016 Board meetings were tabled. The venues for these will be confirmed shortly and circulated amongst the Board.

ACTION: LA to confirm venues and circulate to the Board.

CLAHRC NWC External Advisory Committee – Terms of Reference. MG invited feedback from the Partners concerning the formation of an External Advisory Group. The note will be sent out again when the minutes for this meeting are circulated and feedback within 4 weeks would be appreciated.

ACTION: LA to circulate when minutes are sent out

10. Date of next meeting

Tuesday 15th September 2015 13:00pm – 15:00pm at Best Western Leyland Hotel, Leyland Way, Leyland, Preston, PR25 4JX