

Management Board

The confirmed minutes of the third meeting held at 14.00 on Wednesday 22nd April 2015 via video-conference in meeting room 9, John Bull Building, Tamar Science Park, Plymouth; WK Norman Conference Room, St Lukes Campus, Exeter; F10, Knowledge Spa, Truro

Attendees

Professor Mary Watkins (in the Chair)	Dr Bettina Klueggens, South West Peninsula Academic Health Science Network
Professor Kevin Elliston, Public Health England	Dr Justin Pepperell, Taunton & Somerset NHS Foundation Trust
Mrs Jacque Phare, Torbay & Southern Devon Health and Care NHS Trust	Mr Andy Harewood, Somerset Partnership NHS Foundation Trust
Dr Tim Burke, NEW Devon Clinical Commissioning Group	Mr Tariq White, NHS England South (South West)
Professor Stuart Logan, Director, PenCLAHRC	Dr Phil Hughes, Plymouth Hospitals NHS Trust
Professor Nicky Britten, Theme Lead, PenCLAHRC	Professor Ken Stein, Deputy Director, PenCLAHRC
Mr Nigel Reed, Peninsula Patient & Public Involvement Group	Mr Jim Harris, Peninsula Patient & Public Involvement Group
Ms Jo Leonard, Operations Manager (Plymouth), PenCLAHRC	Mrs Jo Shuttleworth, Operations & Finance Manager, PenCLAHRC (Secretary)

Apologies

Professor Steve Thornton, University of Exeter	Professor Oliver Hanemann, Plymouth University
Dr Jo Roberts, South Devon and Torbay Clinical Commissioning Group	Mr Ken Wenman, South Western Ambulance Service NHS Foundation Trust
Dr Roope Manhas, Northern Devon Healthcare NHS Foundation Trust	Mrs Jane Viner, South Devon Healthcare NHS Foundation Trust
Dr Helen Smith, Devon Partnership NHS Trust	Mrs Barbara Williams-Yesson, Yeovil District Hospital NHS Foundation Trust
Dr Rob Parry, Royal Cornwall Hospitals NHS Trust	Dr Ian Lewin, Somerset Clinical Commissioning Group
Dr Colin Philip, Kernow Clinical Commissioning Group	Ms Lynn Tatnell, Peninsula Patient & Public Involvement Group
Professor Charles Abraham, Theme Lead, PenCLAHRC	Professor Dave Richards, Theme Lead, PenCLAHRC

21/14-15 Minutes

APPROVED:

The minutes of the second meeting of the Peninsula CLAHRC Management Board held on Wednesday 5th November 2014 (**MB10**) were approved.

22/14-15 Matters Arising

- (a) PenCLAHRC to adopt new methods of capturing partner contributions for matched funding (minute 15/14-15 refers).

REPORTED:

The Director reported that contributions, in terms of time spent on projects, is now being collected and most partners in the collaboration have approved the process.

- (b) PenCLAHRC to improve engagement and communication links (minute 16/14-15 refers).

REPORTED:

The Director reported that communication with partners has improved over the last 6 months, mainly due to an increase in local engagement and Making Sense of Evidence events. The new website, due to be online in the next week, will also improve this function.

The Chair and other members commented that there is a necessity for clarity on the role of PenCLAHRC and what the expectation is for the collaborating partners relating to specific areas

Action: PenCLAHRC Senior and Communications Teams to ensure messages are clear.

Action: Peninsula Patient Involvement Group (PenPIG), via Jim Harris, to test links to the new website and report back to PenCLAHRC Communications Team.

- (c) Further details to be sought on Knowledge Transfer Partnerships (minute 17/14-15 refers).

REPORTED:

Ken Stein updated members of the scheme and application process.

Members of the Board commented on the usefulness of the scheme; however, iterated the importance of finding the right project and right student in order to ensure its success. The Chair encouraged Board members to take the opportunity if it arises.

23/14-15 Chair's Business

REPORTED:

- (a) The Chair wished to express appreciation of stakeholder input to date, particularly around the PenCLAHRC Question Prioritisation Process.
- (b) The Chair also reported her new position on the Board of Governors at Plymouth University for the next year. The Chair requested members to speak to the PenCLAHRC Director if a conflict of interest was perceived.

24/14-15 Update from the Director

- (a) NIHR Strategy Board Update.

REPORTED:

- (i) The Director reported that CLAHRCs are nationally perceived as integral to the NIHR Infrastructure. Impact stories, particularly around implementation, are growing in importance to the NIHR and CLAHRCs are seen as a mechanism of providing these.
- (ii) The Director informed members that a small working party has been established within NIHR to address the decline in numbers of clinical academics. Kevin Elliston suggested that further engagement could be sought in the Public Health setting to strengthen involvement in research. The Director encouraged participation in the recent call from the National School of Public Health.

Action: The Director to put Charles Abraham in touch with Kevin Elliston to discuss further.

- (b) Annual Reporting.

REPORTED:

The Director informed members that the PenCLAHRC Annual Report is underway. The financial position looks favourable due to a mid-year re-profiling exercise and the confirmation of £400,000 Research Capability Funding (RCF) for 2015/16. Matched funding is likely to be in the region of £2.5million, making up for a shortfall in the first financial year.

- (c) Research Excellence Framework 2014.

REPORTED:

Updates were provided from representatives of Exeter and Plymouth Universities. It was reported that the outcome was favourable for both institutions, with many CLAHRC staff being returned in the submission. This is an encouraging position for CLAHRC within the Universities.

The Chair wished to thank members of PenPIG for their participation in the work that was submitted in the Research Excellence Framework.

- (d) Question Prioritisation.

REPORTED:

Ken Stein updated members on the delay to the next Prioritisation Round, now due to begin in Autumn 2015. Further engagement and 'Making Sense of Evidence' events will take place over the summer as well as a deeper analysis of some of the questions submitted in Round 1, particularly generated through the Patient and Public Involvement (PPI) Team.

Nigel Reed commented that some of the questions considered at the Prioritisation stage in Round 1 were changed slightly from their original format.

Action: The Director will ensure that PenPIG has involvement in the further developments of Round 1 PPI questions.

- (e) Studentships.

REPORTED:

The Director reported that 15 studentships have been recruited; 13 have started with the remaining 2 to start in the next 4 months. Included are 4 students (2 nurses, 1 Physiotherapist and 1 Occupational Therapist from across the Peninsula) recruited through a separate dementia grant.

- (f) Key Impacts from the last 6 months.

REPORTED:

The Director reported a total of 52 peer reviewed publications and significant external funding over the last financial year. Attention was also steered towards 3 impact case studies that will be returned in the current annual report.

25/14-15 Patient Involvement/Engagement

REPORTED:

Nigel Reed noted the lessons learnt from the recent staff changes in the PPI team as well as a potential enhanced role for PenPIG in some of the PenCLAHRC engagement workshops. Particular successes highlighted were; the team's production of Person Centred Care principles, in conjunction with Professor Nicky Britten, and the team's involvement in a mock Research for Patient Benefit (RfPB) panel.

Justin Pepperell enquired how to get PenPIG involvement in projects in Somerset. Vacancies within PenPIG were noted and the potential for recruitment in Somerset.

Action: PenCLAHRC to facilitate communication between Justin Pepperell and PenPIG in order to enable support and recruitment.

26/14-15 Risk Management

CONSIDERED:

A report, with appendix, on the current version of the Peninsula CLAHRC Risk Register (**MB11 (a & b)**), noting:

- (a) That Risk 1; PenCLAHRC partners fail to provide committed matched funding resources, was the most significant risk on the register despite an encouraging increase in matched funding for this financial year.
- (b) That Risk 4; Significant reduction in PPI activity over 3/4 month period, has been added to the register since the last Management Board due to the imminent departure of 2 members of staff and subsequent recruitment gap. The risk is currently being managed outside of the Management Board.
- (c) That Risk 13; Failure to complete studentships within the current round of funding, has been added to the register since the last management board meeting due to the recent recruitment of 15 new students. The risk is currently being managed outside of the Management Board.

27/14-15 Any Other Business

No other business was reported.

28/14-15 Date of Next Meeting

REPORTED:

That the date of the next meeting of the PenCLAHRC Management Board is:

- 14:00 – 16:00 on Wednesday 4th November 2015. The Chair and Director will be attending the meeting from Exeter.