

**Management Board**

The confirmed minutes of the tenth meeting held at 14.00 on Wednesday 21st November 2012 via video-conference in meeting room 8, John Bull Building, Tamar Science Park, Plymouth, Conference Room, PMS Building, RD&E Wonford; F10, the Knowledge Spa, Truro; Postgraduate Centre Classroom 1, North Devon District Hospital

**Attendees**

University of Exeter Medical School	Professor Steven Thornton Dean (in the chair)
University of Exeter Medical School	Professor Angela Shore Vice Dean (Research)
NHS Cornwall	Ms Felicity Owen Director of Public Health
Peninsula CLAHRC	Professor Stuart Logan Director
Peninsula CLAHRC	Professor Christian Gericke Deputy Director (Plymouth)
Northern Devon Healthcare NHS Trust	Mr Mark Cartmell Clinical Lead for Research
Northern Devon Healthcare NHS Trust	Ms Jacqueline Kraska Research & Development Manager
Northern Devon Healthcare NHS Trust	Mrs Fiona Hammonds Lead Research Nurse
Peninsula CLAHRC	Ms Stephanie Jibson PPI <sup>1</sup> representative
Plymouth University Peninsula School of Medicine & Dentistry	Dr Mona Nasser Clinical Lecturer
NHS Devon and Torbay Care Trust	Ms Tracey Polak Assistant Director of Public Health
Peninsula CLAHRC	Ms Lynn Tatnell PPI representative
Royal Devon & Exeter NHS Foundation Trust	Dr Vaughan Lewis Joint Medical Director
Plymouth University Peninsula School of Medicine & Dentistry	Dr Richard Byng GP
Peninsula CLAHRC	Dr Lisa Cashmore Special Projects Officer
Secretary to the Management Board	Mrs Jo Shuttleworth PenCLAHRC Operational & Finance Manager
<b>Apologies:</b>	
NHS Plymouth	Professor Debra Lapthorne Director of Public Health
NHS Plymouth	Professor Kevin Elliston Interim Associate Director of Public Health

<sup>1</sup> Public and Patient Involvement

University of Exeter Medical School	Professor Nicky Britten Lead for PPI and Evaluation
Plymouth University Peninsula School of Medicine & Dentistry	Professor David Moles Director of Postgraduate Research and Education
University of Exeter	Professor Janice Kay Deputy Vice Chancellor
NHS South West	Mr Richard Gleave Director of Programme Implementation
South Devon Healthcare Foundation Trust	Professor Ben Benjamin Consultant in Acute Medicine
NHS Devon	Dr Virginia Pearson Joint Executive Director of Public Health
University of Plymouth	Professor Raymond Playford Deputy Vice Chancellor
Peninsula CLAHRC	Professor Ken Stein Deputy Director

**01/12-13**     Minutes

APPROVED:

The minutes of the ninth meeting of the Peninsula CLAHRC Management Board held on 18<sup>th</sup> April 2012 (PCMB 01/12-13) were approved.

**02/12-13**     Matters Arising

- (a)     Extension to the CLAHRC funding  
(minute 15/11-12 (a) (iii) refers)

REPORTED:

(i)     That NIHR had agreed a 3 month extension of CLAHRC funding to 31 December 2013.

(ii)     That a second call for CLAHRC (not to be termed as CLAHRC2) funding is expected imminently with a likely decision by June 2013. The call is expected to have different specifications from the Pilot and it is not certain that previously funded CLAHRCs will receive further funding. It is expected that the overall funding for CLAHRCs will remain the same, but with a potential increase in the number of CLAHRCs being funded, so there is likely to be less money to go around next time.

(iii)    That preparation is underway for the expected funding call by way of internal and external CLAHRC events and the formation of an Advisory Group to help shape the progress of the application.

(iv)    That PenCLAHRC has been heavily associated with the recent AHSN application and that there will have to be close associations between this and the new CLAHRC. Feedback on the AHSN application has been generally positive except for two areas needing slight improvement:

- a. Strengthening links with industry
- b. Strengthening links with commissioners

It was suggested that this could be achieved if there was engagement at the Health and Wellbeing Board level rather than just with the new CCGs. Felicity Owen suggested that contact was made with the Executive Director on the local Health and Wellbeing Board to facilitate this. **ACTION: Raise PenCLAHRC awareness at the local Health and Wellbeing Board.**

- (b) .....Retirement of Professor Mary Watkins (minute 18/11-12 refers)

REPORTED:

That Professor Watkins would be very much missed. The position has been taken over by Professor Raymond Playford, which was supported by both the Chair and Director.

**03/12-13**      Chair's Business

REPORTED:

- (a) That governance between the two universities has moved a long way since April 2012 when the split of PCMD was first announced. The future is much clearer now. The two Universities continue to be committed to undertaking collaborative research across the Peninsula.
- (b) That PenCTU has been reaccredited with Plymouth University since the last meeting in April 2012. This will continue to be a joint venture between Plymouth and Exeter Universities.
- (c) That the future AHSNs will be announced on 01 April 2013 although interviews for each region are being held at different times. The Peninsula AHSN interviews have been scheduled for 24<sup>th</sup> January 2013. The Director confirmed that there will not be a second call for AHSNs and that Bristol are now submitting an application, contrary to initial thoughts. It is thought that all AHSNs will be licenced but the conditions under which they are licenced is likely to vary between regions. Funding is expected to amount to £10M per AHSN although this has not been confirmed and may also vary according to population size. The new CLAHRC footprint may have to reflect that of the local AHSN, thus extending its boundary to include parts of Somerset. The Director confirmed that he has preliminary meetings to discuss this with Jo Cubbon (Chief Executive, Taunton Hospital) and David Rooke (CCG Lead, Somerset) in the coming weeks. Vaughan Lewis suggested that the same 'footprint' principle could be applied to the Clinical Research Networks.

**04/12-13**      Governance

CONSIDERED:

- (a) An oral report from the Director describing the activities of the PenCLAHRC Executive Group since the last meeting, noting:
  - (i) That Christian Gericke, PenCLAHRC Deputy Director, will be leaving his post in December 2012 and that Richard Byng would be fulfilling some of his roles after departure.
  - (ii) That CLAHRC is continuing to deliver against three key target areas:
    - a. Research Production: Papers are continuing to be submitted for publication.
    - b. Implementation: The Director highlighted the Tranexamic Acid (TXA) Project as a particular example of this and reported that, along with the South Western Ambulance Service NHS Foundation Trust (SWASFT), team members had recently been to the House of Lords to collect two innovation awards from the Ambulance Service Institute.
    - c. Capacity Building: Clinical Decision Making Workshops are being held regularly with bespoke sessions now being organised for SWASFT and other organisations.
  - (iii) That the CLAHRC contract is currently being held by the SHA, which will no longer be operational after 1<sup>st</sup> April 2013. Open discussions have been held with the Royal Devon and Exeter NHS Foundation Trust to take over the contract. Some details need to be clarified but in principle, this will proceed next year.

RECEIVED:

- (b) A summary of the main business of the meetings of the PenCLAHRC Executive Group since November 2011 (PCMB 02/12-13).
- (c) The draft unconfirmed notes of the University of Exeter's Science Strategy Translational Medicine Management Board meeting held on 25<sup>th</sup> June 2012 (PCMB 03/12-13).

**05/12-13**      Reporting and Performance Management

RECEIVED:

- (a) The third annual financial report to NIHR covering the period 1<sup>st</sup> April 2011-31<sup>st</sup> March 2012 (PCMB 04/12-13).

**06/12-13**      Risk Management

CONSIDERED:

A report, with appendix, on the current version of the Peninsula CLAHRC Risk Register (PCMB 05/12-13), noting:

- (a) That the probability of Risk 1; Failure of PenCLAHRC to achieve buy-in from NHS Organisations, should be reduced to 2 due to the PenCLAHRC involvement in the AHSN application. This reduces the residual risk to 8, meaning that the issue no longer needs to be overseen by the Management Board. The risk will now fall under the remit of the Executive Group.
- (b) That the probability of Risk 2; Delay to funding flows from the Department of Health to an appropriate NHS body and onwards to PenCLAHRC, should be reduced to 2 due to the positive negotiations currently being held with the Royal Devon and Exeter NHS Foundation Trust. This reduces the risk to 6, meaning that this risk no longer needs to be overseen by the Management Board. This risk will also now fall under the remit of the Executive group.
- (c) That Risk 5; Process of dissolution of the Peninsula College of Medicine and Dentistry leads to disruption to PenCLAHRC activities prior to the end of the pilot phase, should remain the same although the probability of this occurring is also likely to reduce in the coming months.

**07/12-13**      Any Other Business

REPORTED:

That strengthening links with local authorities should be considered in the next CLAHRC application. CLAHRC has made some connections with schools and care homes during the pilot phase but it was felt that this could be improved in the second funding round, particularly at the senior levels of these organisations.

**08/12-13**      Date of Next Meeting

REPORTED:

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

- Wednesday 24<sup>th</sup> April 2013 2-4pm