

**Management Board**

The unconfirmed minutes of the twelve meeting held at 14.00 on Wednesday 27th November 2013 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

**Attendees**

University of Exeter Medical School	Professor Steven Thornton Dean (in the chair)
University of Exeter	Professor Janice Kay Deputy Vice Chancellor
University of Exeter Medical School	Professor Angela Shore Vice Dean Research
Peninsula CLAHRC	Professor Stuart Logan Director
Peninsula CLAHRC	Professor Ken Stein Deputy Director (Exeter)
Peninsula CLAHRC	Professor Nicky Britten Lead for Internal Evaluation & PPI
Peninsula CLAHRC	Mr Nigel Reed PPI <sup>1</sup> representative
Plymouth City Council	Dr Stephen Horsley Interim Director of Public Health
Plymouth University Peninsula School of Medicine & Dentistry	Professor Janusz Jankowski Vice Dean Research
Plymouth Hospitals NHS Trust	Mrs Ann James Chief Executive
Plymouth University Peninsula School of Medicine & Dentistry	Dr Mona Nasser Clinical Lecturer
Royal Cornwall Hospitals Trust	Ms Lezli Boswell Chief Executive
Royal Cornwall Hospitals Trust	Dr Paul Upton Director of Transformation
Secretary to the Management Board	Mrs Jo Shuttleworth PenCLAHRC Operational & Finance Manager

**Apologies:**

Cornwall County Council	Mrs Felicity Owen Director of Public Health
Torbay & South Devon Health & Care Trust	Ms Mandy Seymour Chief Executive
Cornwall Partnership NHS Foundation Trust	Dr Richard Laugharne Consultant Psychiatrist
Royal Devon & Exeter NHS Foundation Trust	Mr Martin Cooper Medical Director

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

**01/13-14**     Minutes

APPROVED:

The minutes of the eleventh meeting of the Peninsula CLAHRC Management Board held on 24th April 2013 (PCMB 01/13-14) were approved.

**02/13-14**     Matters Arising

- (a)     Raising Awareness at the local Health and Wellbeing Board  
(minute 10/12-13 (a) refers)

REPORTED:

- (i)     That this matter had been taken forward by Dr Richard Byng, Deputy Director, PenCLAHRC.

**03/13-14**     Chair's Business

REPORTED:

- (a)     That the Chair and other members of the Board wished to congratulate the PenCLAHRC Director for the £10 million award received by the NIHR for a further 5 years of funding. The significant effort required for the submission of the bid was recognised by all.

**04/13-14**     Governance

CONSIDERED:

- (a)     An oral report from the Director describing the activities of the PenCLAHRC Executive Group since the last meeting, noting:
- (i)     That the second round of PenCLAHRC will be the same 'in spirit' as the pilot except for a few minor changes:
- (1)     The new collaboration will have more partner organisations including 5 in Somerset to align with the current AHSN boundaries. This will result in some changes to the future Management Board composition, including new Chair from January 2014.
- (2)     Some strategic objectives have also altered, in alignment with the changing NHS architecture, which has resulted in some staff restructuring within both universities. Most PenCLAHRC staff have been retained.

(ii) That the new grant will be significantly smaller than the amounts allocated in the previous 2 years. This is due to inflation uplifts as well as a carry forward of underspend from the first year of operation.

(iii) That current PenCLAHRC projects have undergone significant review in the lead up to the start of the new round of funding. There will not be a new round of Question Generation at the start of the new year as efforts need to be concentrated on the projects that can be delivered in conjunction with the AHSN. This is because further funds can be generated via this means.

(iv) That the new PenCLAHRC contract will continue to be held with the Royal Devon & Exeter NHS Foundation Trust after agreement with all new partner organisations.

RECEIVED:

- (b) A summary, with appendices, of PenCLAHRC outputs since the start of the pilot phase in October 2008 (PCMB 02/13-14).

**05/13-14** Reporting and Performance Management

REPORTED:

- (a) The fourth annual financial report to the NIHR covering the period 1<sup>st</sup> April 2012- 31<sup>st</sup> March 2013 (PCMB 03/13-14) was acknowledged.

**06/13-14** Risk Management

CONSIDERED:

A report, with appendix, on the current version of the Peninsula CLAHRC Risk Register (PCMB 04/13-14), noting:

- (a) That the probability of Risk 1; Failure to maintain activity momentum and engage staff during PenCLAHRC transition period (from pilot to second round) had disappeared. The majority of staff have remained extremely loyal and been retained. This reduces the residual risk to 0, meaning that the issue no longer needs to be considered.
- (b) That the probability of Risk 7; Process of dissolution of the Peninsula College leads to disruption to PenCLAHRC activities prior to the end of the pilot phase in December 2013 had also disappeared due to the fast approach of the deadline. This reduces the risk to 0, meaning that the issue no longer needs to be considered.
- (c) That the probability of Risk 3; Failure to demonstrate the impact of PenCLAHRC on implementation, should be reduced to 1 due to the strengthening partnership with the AHSN. The AHSN will allow PenCLAHRC to scale up implementation in a way that has not been achievable to date. This reduces the risk to 4. This risk will continue to fall under the remit of the Executive Group.

- (d) That the probability of Risk 8; Failure to understand and engage with the new NHS organisational structures planned from 2012/13, in particular GP commissioners, should be reduced 1, due to the strengthening engagement with CCGs and joint partnership with the AHSN. This reduces the residual risk to 3, meaning that the risk falls outside the remit of the Executive Group.
- (e) That the probability of Risk 11; Failure to achieve demonstrable outcomes with the five years of the PenCLAHRC pilot (by 31<sup>st</sup> December 2013), should disappear due to the fast approaching deadline. The renewal of grant funding is sufficient proof of success. This reduces the risk to 0, meaning that the issue no longer needs to be considered

**14/12-13**     Any Other Business

REPORTED:

- (a) The Patient and Public Involvement Model of Engagement, led by the PenCLAHRC lead for PPI, is hoped to be extended across the Peninsula, facilitated by the AHSN partnership.
- (b) That the recent Patient and Public Involvement Conference, led by PenCLAHRC, was a tremendous success, attracting many National and International attendees, as well as significant media attention

**15/12-13**     Date of Next Meeting

REPORTED:

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

- To be confirmed at a convenient date within 6 months of the start of the new round of funding in January 2014.