

Management Board**Minutes of the first meeting held at 14.00 on Wednesday 5th November 2008**

via video-conference in meeting room 9, the John Bull Building, Plymouth, the Conference Room, PMS building, Royal Devon & Exeter Hospital, Exeter and room F05, the Knowledge Spa, Royal Cornwall Hospital, Truro.

Attendees

Peninsula College of Medicine and Dentistry	Professor Sir John Tooke College Dean (in the Chair)
Cornwall and Isles of Scilly Primary Care Trust	Dr Felicity Owen Director of Public Health
Devon Primary Care Trust	Dr Virginia Pearson Director of Public Health
Plymouth Hospitals NHS Trust	Mr Paul Roberts Chief Executive
Royal Devon & Exeter Healthcare Foundation Trust	Dr Vaughan Pearce Joint Medical Director
South Devon Healthcare NHS Trust	Mr Sasha Karakusevic Director of Performance & Development
University of Exeter	Professor Janice Kay Deputy Vice Chancellor
University of Plymouth	Professor Ruth Endacott Associate Dean (Research & Enterprise), Faculty of Health and Social Work
Peninsula Dental School	Professor Elizabeth Kay Dean
Director of PenCLAHRC	Professor Stuart Logan
Acting PenCLAHRC Theme Leads:	
Diabetes and Cardiovascular Health	Professor Andrew Hattersley
Mental Health	Professor John Campbell
Implementation Unit	Professor Ken Stein
Secretary to the Management Board	Helen Papworth Acting Project Manager

Apologies:

NHS South West	Mr John Bewick Director of Strategic Development
Royal Cornwall Hospitals NHS Trust	Dr Dominic Bryne Medical Director
Devon Partnership NHS Trust	Mr Iain Tulley Chief Executive
Plymouth Teaching Primary Care Trust	Ms Debra Lapthorne Director of Public Health

Torbay Care Trust	Mrs Debbie Stark Acting Director of Public Health
South Western Ambulance Service NHS Trust	David Halliwell Head of Education & Professional Development
University of Plymouth	Professor Mary Watkins Deputy Vice Chancellor
Acting PenCLAHRC Theme Leads:	
Neurology	Professor John Zajicek
Environment and Human Health	Professor Michael Depledge
Implementation Unit	Professor Rod Sheaff

01/08-09 Membership and Terms of Reference

CONSIDERED:

The membership and terms of reference of the Peninsula CLAHRC Management Board (PCMB 01/08-09), noting:

- (a) That the Management Board was responsible for oversight of the Peninsula CLAHRC and had therefore devolved operational responsibility to the Director, supported by his executive group.
- (b) That the Peninsula Dental School would be represented by the Dental Dean until the appointment of the Director of Postgraduate Training and Research.
- (c) That the inclusion of lay representation on the Board reflected the commitment of Peninsula CLAHRC to developing public and patient involvement.

RESOLVED:

- (d) That the Board would consider the longer term sustainability of the collaboration beyond the original five year pilot.
- (e) That the Board would receive reports regarding the development of education and training programmes associated with the Peninsula CLAHRC.
- (f) That the Chair of the Management Board would write to the Chief Executives of the four Primary Care Trusts in the partnership to encourage at least one to be a full member.
- (g) That the Management Board would meet twice a year, prior to the meetings of the PCMD Joint Board of Management.

02/08-09 Governance

CONSIDERED:

- (a) An oral report from the Director describing the management structure of the Peninsula CLAHRC, noting:
 - (i) That the executive group, as conceived in the original bid, would now include locality and theme leads, together with individuals with responsibility for specific operational activities, to meet at least once a month.
 - (ii) That the executive group would report to the Management Board against its main activities in support of the PenCLAHRC key objectives.
- (b) An oral report from the Director as Lead for the [University of Exeter's Science Strategy Translational Medicine \(TM\) Theme](#).
 - (i) That the TM theme, a collaboration between the College and the Schools of Sport and Health Sciences and Psychology, was providing matched funding to Peninsula CLAHRC in the form of five academic appointments and associated research studentships.
 - (ii) That the TM Management Board would include representation from the partner schools, the University and would be chaired by the PenCLAHRC Director as theme lead.
 - (iii) That a document was being prepared defining the main activities of this joint, interdisciplinary initiative which was focused on chronic disease management.

RESOLVED:

That the final approved TM strategy document would be shared with the Management Board.

04/08-09 Reporting and Performance Management

CONSIDERED:

A paper from the National Institute of Health Research (NIHR) describing the proposed reporting and performance management requirements for CLAHRCs (PCMB 02/08-09), noting:

- (a) That the NIHR had advised the national CLAHRC Directors that a "light touch" approach would be applied to performance management with narrative reports specifically being sought that highlighted successful research and implementation projects.

- (b) That, therefore, the paper defined the criteria against which reports would be made to the Management Board, including research-related data.
- (c) That partner organisations would be required to produce written confirmation of their contribution to the matched funding for the report.
- (d) That the Operational and Finance Manager would be discussing with NHS partners appropriate mechanisms for obtaining resource information regarding project activities.

RESOLVED:

- (e) That an annual report template would be prepared for the next meeting of the Management Board.
- (f) That NIHR's financial reporting requirements for PenCLAHRC would be discussed at the next NHS Finance Sub-Committee.

05/08-09 National developments

RECEIVED:

An oral update from the Director following the last national CLAHRC directors' meeting, noting:

- (a) That the first meeting of the national directors held on 15th September 2008 had been characterised by an enthusiasm in principle for collaborative working, but had also highlighted differences in organisational structure and approach.
- (b) That the directors had been asked to comment on the brief for a national evaluation which would be carried out as a research project, possibly by an international team.

06/08-09 Risk Management

RECEIVED:

The Risk Register for the Peninsula CLAHRC Project (PCMB 03/08-09), noting:

- (a) That the paper summarised the proposed risk management methodology and governance arrangements, including the role of the Management Board.
- (b) That the Management Board was responsible for determining the risk appetite for Peninsula CLAHRC, recognising that each institution would have a different approach to it.

RESOLVED:

- (c) That the mitigation of risk 17, failure to secure sufficient funding to sustain the Peninsula CLAHRC beyond the pilot phase, would be amended to include;
- the increased methodological capacity designed to support funding applications,
 - the integration of PenCLAHRC activities within the local NHS commissioning process, and,
 - the availability of new national funding streams.
- (d) That the PenCLAHRC Executive Group would produce a draft risk appetite for consideration at the next Management Board meeting.
- (e) That future meetings would consider in detail risks which were above the acceptable level of risk as defined by the risk appetite.

07/08-09 Project Plan

RECEIVED:

The Project Plan for the Peninsula CLAHRC (PCMB 04/08-09), noting that the most significant current activity was staff recruitment (minute 08/08-09 refers).

08/08-09 Recruitment Plan

RECEIVED:

A report from the Director regarding planned recruitment for the Peninsula CLAHRC (PCMB 05/08-09), noting:

- (a) That the paper summarised the immediate recruitment priorities by four areas;
- central management function,
 - locality and theme leads,
 - methodological support, and,
 - increasing research capacity across themes.
- (b) That the locality lead job descriptions had been agreed with three initial Trusts (PHNT, RD&E and RCHT) and recruitment would be initiated through the appropriate human resources departments.
- (c) That a number of methodological support posts were in the process of being recruited, with interviews scheduled in December 2008, to provide resources for the Rapid Review Group.

- (d) That the clinical academic posts covered a wide range of subjects and several were supported by matched funding from third sector organisations, NHS and University partners.

09/08-09 Education Strategy

RECEIVED:

An oral update from the Director regarding the development of the Peninsula CLAHRC education strategy, noting:

- (a) That at a meeting with the College Vice Dean (Education), it was agreed that a task and finish group led by Dr Peta Foxall, Director of Graduate Education, be established to develop a strategy with representation from the two Universities and an NHS Trust.
- (b) That through Professor Paul Glaziou, member of the Strategic Advisory Board, a customised evidence-based practice training programme was being developed in conjunction with the University of Oxford for clinical staff involved in PenCLAHRC, initially in three speciality areas.

10/08-09 Any Other Business

- (a) Autumn Road-shows

REPORTED:

That two of the four road-shows arranged for clinicians across the peninsula held been held in Torbay and Exeter respectively.

- (b) PenCLAHRC Website

REPORTED:

- (i) That an initial web presence was now live at www.penclahrc.org but would be subject to further development as an online community and in light of the recently published NIHR design guidelines.
- (ii) That Professor Sir Muir Gray, formerly of the Cochrane Collaboration and current Director of the National Knowledge Service, had approached PenCLAHRC regarding an interactive and online package designed to help develop a common understanding and language across healthcare decision-makers, clinicians and academics.

11/08-09 Date of Next Meeting

REPORTED:

The dates of forthcoming meetings of the Management Board:

		Plymouth	Exeter	Truro
Wed 25 Mar	14.00	JBB Meeting Room 9	PMS Wonford Conference room	Knowledge Spa F05
Wed 17 Jun	16.00	JBB Meeting Room 8	PMS Wonford Conference room	To be confirmed