

Management Board

The unconfirmed minutes of the eleventh meeting held at 14.00 on Wednesday 24th April 2013 via video-conference in meeting room 8, John Bull Building, Tamar Science Park, Plymouth, Conference Room, PMS Building, RD&E Wonford; F05, 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
NHS Cornwall & Isles of Scilly	Mrs Felicity Owen Director of Public Health
Peninsula CLAHRC	Professor Stuart Logan Director
Peninsula CLAHRC	Professor Richard Byng Deputy Director (Plymouth)
Peninsula CLAHRC	Professor Ken Stein Deputy Director (Exeter)
Peninsula CLAHRC	Professor Nicky Britten Lead for Internal Evaluation & PPI
Peninsula CLAHRC	Mr Jim Harris PPI ¹ representative
Devon County Council & Peninsula CLAHRC	Dr Iain Lang Public Health Consultant
Plymouth University Peninsula School of Medicine & Dentistry	Dr Mona Nasser Clinical Lecturer
Peninsula CLRN	Professor Tony Woolf Clinical Director
Plymouth Hospitals NHS Trust	Dr Alex Mayor Medical Director
Plymouth University Peninsula School of Medicine & Dentistry	Dr Mona Nasser Clinical Lecturer
Royal Cornwall Hospitals Trust	Dr Paul Upton Medical Director
Secretary to the Management Board	Mrs Jo Shuttleworth PenCLAHRC Operational & Finance Manager

Apologies:

NHS Plymouth	Professor Kevin Elliston Interim Associate Director of Public Health
Plymouth University Peninsula School of Medicine & Dentistry	Professor David Moles Director of Postgraduate Research and Education
South Devon Healthcare Foundation Trust	Professor Ben Benjamin Consultant in Acute Medicine
NHS Devon	Dr Virginia Pearson

¹ Public and Patient Involvement

University of Exeter Medical School	Joint Executive Director of Public Health Professor Angela Shore Vice Dean (Research)
Royal Devon & Exeter NHS Foundation Trust	Dr Vaughan Lewis Joint Medical Director
Torbay Care Trust	Ms Tracey Polak Assistant Director/Consultant of Public Health, NHS Devon
South West Ambulance Service NHS Foundation Trust	Ms Sarah Black Research & Audit Manager
Royal Devon & Exeter NHS Foundation Trust	Dr Martin Cooper Joint Medical Director

09/12-13 Minutes

APPROVED:

The minutes of the tenth meeting of the Peninsula CLAHRC Management Board held on 21st November 2012 (PCMB 06/12-13) were approved.

10/12-13 Matters Arising

- (a) Raising Awareness at the local Health and Wellbeing Board
(minute 02/12-13 (a) (iv) refers)

REPORTED:

(i) That awareness had been raised by Professors Thornton and Stein at the Health and Wellbeing Board in Exeter. It was agreed that this was a very valuable and successful event, which should be replicated in Cornwall and in Plymouth. Dr Richard Byng offered to take this forward in Plymouth. **ACTION: Raise PenCLAHRC awareness at Health and Wellbeing Boards in Plymouth and Cornwall.**

- (b) Update on the South West Peninsula Academic Health Science Network (AHSN) (minute 03/12-13 (c) refers)

REPORTED:

- (i) That, apart from a minor amendment (noted below), the current draft of the new PenCLAHRC application had been agreed at the latest AHSN Steering group held on 22nd April 2013.
- (ii) That there should be a change to the proposed chair of the Management Board for the next round of funding, initially recommended as the AHSN Chair. The Steering Group suggested that the chair should be a non-executive director from one of the partner organisations instead. It was agreed that the AHSN Managing Director would sit on the PenCLAHRC Management Board and participate at the PenCLAHRC Executive Group.

- (iii) That there has been no further progress with the licensing and funding of the AHSN. This has a negative impact on the matched funding proposals for the new PenCLAHRC bid as any AHSN match cannot be included.

11/12-13 Chair's Business

REPORTED:

- (a) That there was nothing to include under Chair's Business.

12/12-13 Governance

CONSIDERED:

- (a) An oral report from the Director describing the activities of the PenCLAHRC Executive Group since the last meeting, noting:
 - (i) That work is continuing on the application for second round PenCLAHRC funding. The bid is being written along similar lines as the PenCLAHRC Pilot, ensuring that the organisation remains responsive to local health priorities by answering primary and secondary research questions, which ultimately will improve the health of the local population.
 - (ii) That staff redundancies could still be possible even if the application is successful as funding will be significantly reduced from the amounts allocated in the previous 2 years.
 - (iii) That the competition for funding is much tougher this time; there is an increase in the number of CLAHRCs applying and the terms of the bid are more stringent.
 - (iv) That the outcome of the bid is expected in August 2013. Despite initial promises from the NIHR that CLAHRCs would be given 6 months' notice of renewal, this current schedule will only allow 4 months. It was noted that there is a significant risk of key staff resigning before the outcome of the bid is realised.
 - (v) That the PenCLAHRC Contract should have moved to the Royal Devon and Exeter (RD&E) Foundation Trust on 01 April 2013. This should be in place in the next few weeks.

RECEIVED:

- (b) A summary, with appendices, of the main business of the meetings of the PenCLAHRC Executive Group since November 2011 (PCMB 07/12-13).

The Chair commended the Director on the outputs of PenCLAHRC to date and noted how well PenCLAHRC is perceived nationally.

13/12-13 Risk Management

CONSIDERED:

A report, with appendix, on the current version of the Peninsula CLAHRC Risk Register (PCMB 08/12-13), noting:

- (a) That the probability of Risk 2; Failure to demonstrate the impact of PenCLAHRC on implementation, should be reduced to 2. 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 5; Failure to understand and engage with the new NHS organisational structures planned from 2012/13, should be reduced to 2 due to the significant involvement that the PenCLAHRC Senior Team has had with the local NHS organisations in the preparation of the new AHSN and PenCLAHRC applications. 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 the probability of Risk 6; Failure to formally evaluate PenCLAHRC implementation research activities, should be reduced to 2 due to the ongoing efforts and achievements of the internal evaluation team. 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.

14/12-13 Any Other Business

REPORTED:

Due to the ongoing technical difficulties associated with the videoconferencing facilities, it was decided to end the meeting at this point. No further business was discussed.

15/12-13 Date of Next Meeting

REPORTED:

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

- To be confirmed at a convenient date in November 2013.