

## CLAHRC Management Board Meeting Minutes

### Collaboration for Leadership in Applied Health Research and Care

Tuesday 10<sup>th</sup> June 2014 (09.30 – 11.00)  
NDPCHS, New Radcliffe House, Walton Street, Jericho, OX2 6NW

**Chair:** Mr Stuart Bell, Oxford Health NHS FT

<b>Management Board Voting Members</b>	Christopher Pugh	CP	Oxford University Clinical Academic Graduate School
	Clive Meux	CM	Oxford Health NHS Foundation Trust
	Gary Ford	GF	Oxford Academic Health Science Network
	Karen Kearley	KK	Oxfordshire Clinical Commissioning Group
	Keith Channon	KC	Oxford Biomedical Research Centre
	Richard Hobbs	RH	NIHR CLAHRC Oxford Director, University of Oxford
	Stuart Bell	SB	Oxford Health NHS Foundation Trust
<b>Non-Voting Members</b>	Alex Gardiner	AG	NIHR CLAHRC Oxford Senior Manager
	Bill Wells	BW	Oxford Health NHS Foundation Trust
	Carla Betts	CB	NIHR CLAHRC Project Officer (minutes)

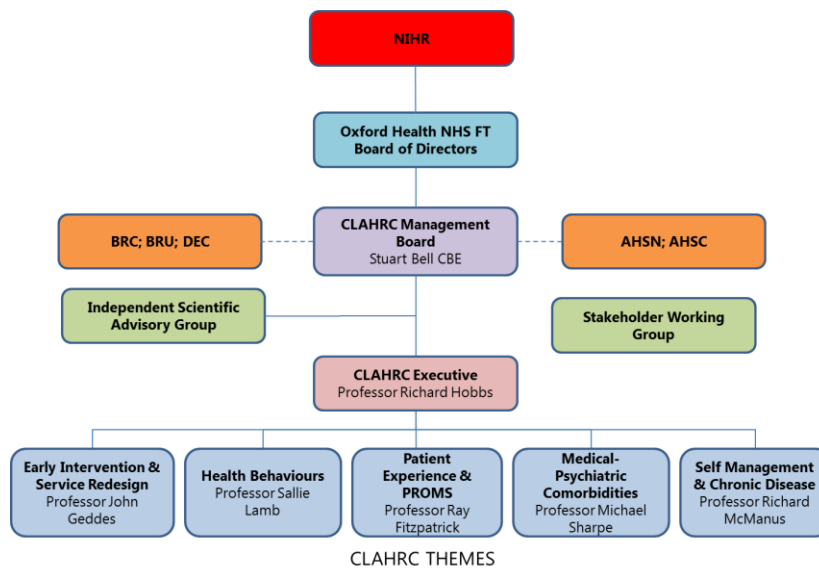
Item	Subject	Action	Progress	✓
<b>1.</b>	<b>Introductions and Apologies</b>			
	Introductions were made by all. Apologies were received from Belinda Lennox (BL), Jane O'Grady (JOG), Matthew Tait (MT), Sian Rees (SR) and Sir Jonathan Michael (JM).	Noted.		
<b>2.</b>	<b>Minutes</b>			
	Minutes of the CLAHRC Management Board meeting dated the 10 <sup>th</sup> February 2014 were agreed as accurate.  The CLAHRC Executive Group minutes dated the 3 <sup>rd</sup> June 2014 were also presented to the Management Board for information.  The Management Board agreed that the Executive Group minutes will be circulated following each Executive Group meeting for information and feedback.	Noted.  CB		
<b>3.</b>	<b>Governance Structure</b>			
	<b><u>Management Board structure and representation</u></b>  At the last Management Board in February 2014 a change to the CLAHRC governance structure was suggested.  The structure, representation and size of each of the groups has been amended to ensure that there is an appropriate mechanism for accountability of the CLAHRC activities. This proposal had been previously circulated to the wider working group and formally accepted by those that attended this meeting.  <b><u>Background</u></b> The application to the National Institute for Health Research for the Oxford CLAHRC contained a description of the proposed governance structures. Since confirmation of the funding for the Oxford CLAHRC in August 2013 there have been several meetings of	Noted.		

the Executive Group and the Management Board.

The CLAHRC Management Board is responsible for the implementation and overall direction of the CLAHRC and operates as the main steering and scrutiny group. It has oversight of both the research and implementation activity of the CLAHRC. The board is accountable to NIHR. The chair of the board is the Chief Executive of the host NHS Trust, Oxford Health NHS Foundation Trust.

### CLAHRC Governance Structure

The below amended governance structure was agreed;



### CLAHRC Management Board Membership:

Organisation	Position	Named person
Oxford Health NHS FT	Chair	Stuart Bell
NIHR Oxford CLAHRC	Director	Richard Hobbs
Oxford Health NHS FT	Medical Director	Clive Meux
Oxfordshire CCG		Ian Wilson / David Smith
Oxford University Hospitals NHS Trust		Sir Jonathan Michael
Thames Valley Local Area Team		Mathew Tait
Buckinghamshire County Council		Jane O'Grady
NIHR Oxford Biomedical Research Centre		Keith Channon
Oxford Academic Health Science Network		Gary Ford
Oxford University Clinical Academic Graduate School		Christopher Pugh
Service user representatives x2		To be appointed
Industry	Chair Scientific Advisory Group	William Burns – to feed in via written report

- It was noted that Ian Wilson (Interim CEO) will be leaving Oxfordshire CCG next week and will be replaced by David Smith, new CEO.
- It was noted that the named person outlined above are welcome to deputize as and when appropriate.
- The two lay service user representatives are yet to be appointed. A role description has been created for these posts. SR to provide an update at the

	<p>next meeting.</p> <p><b><u>Stakeholder workshop group representation</u></b></p> <p>To ensure all stakeholders have representation within the CLAHRC governance structure the Stakeholder Group, consisting of all partners with an interest in the CLAHRC, will meet once a year in the form of a workshop to explore future ideas and provide opportunities for new collaborations.</p> <p>It was agreed that an agenda item for planning this workshop will be included on the October agenda for the Management Board. CB to include.</p> <p><b><u>External Scientific Advisory Board</u></b></p> <p>The Scientific Advisory Board (SAB) is an independent panel which will have oversight of the research activity in the themes, and will provide advice to the Director on the programmes, and in particular on their academic quality. The panel will also be asked to oversee the adoption of future research or implementation themes into the CLAHRC, to ensure continued high academic standards. The panel will consist of industrialists and academics with a world-class reputation in applied health research plus patient and public representatives. The Scientific Advisory Board will meet annually, and will report to the CLAHRC board through its chair via a written report.</p> <ul style="list-style-type: none"> <li>• William Burns, recent CEO of Roche Pharmaceuticals and Chairman of Health Innovation Challenge Funding Committee for the Wellcome Trust has agreed to chair the SAB</li> <li>• Professor Dietrich Grobbee (International Research Expert) is still to be confirmed.</li> <li>• Geraldine Strathdee (National Clinical Director for Mental Health) has unfortunately declined due to lack of availability. SR is contacting Leicester Firkin (lay representative) to see if he would be available to join the SAB instead.</li> </ul> <p>It has been agreed that the first SAB meeting will take place towards the end of 2014.</p> <p>It was agreed that this new governance structure achieves the degree of simplification that was originally suggested and the Management Board were happy to formally accept these changes.</p> <p><b><u>NIHR CLAHRC Oxford Management Board Terms of Reference</u></b></p> <p>The proposed Terms of Reference (ToR's) were presented to the group.</p> <p>It was suggested to amend the governance structure diagram to include the below;</p> <ul style="list-style-type: none"> <li>• Oxford Health NHS FT to report to the NIHR</li> <li>• Dotted lines into the Management Board for the;             <ul style="list-style-type: none"> <li>– Oxford Biomedical Research Centre (BRC)</li> <li>– Biomedical Research Unit (BRU)</li> <li>– Diagnostics Evidence Co-operatives (DECs)</li> <li>– Academic Health Science Network (AHSN)</li> <li>– Academic Health Science Centre (AHSC)</li> </ul> </li> <li>• It was agreed to add External funding summary to 14.5</li> <li>• AG to amend attendance by voting members to read 'the member or their</li> </ul>	<p>SR</p> <p>CB</p> <p>SR</p> <p>CB/AG</p>		
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	<p>deputy <i>should</i> attend all meetings.’</p> <ul style="list-style-type: none"> <li>It was agreed to include in the ToRs that the Management Board will meet in February, June and October each year.</li> </ul> <p>KC suggested that a good way to increase stakeholder attendance would be by including tangible benefits like updating the group with partnership activity. It was noted that an update from the AHSN is included on this agenda.</p>			
<b>4. Personnel update</b>				
	<p><b><u>CLAHRC Senior Manager</u></b>                  RH announced that Alex Gardiner is now in the full time post as CLAHRC Senior Manager.</p> <p><b><u>CLAHRC Communications and Events Manager (0.5 post)</u></b>                  Dan Richards-Doran has recently joined the team as the 0.5 CLAHRC Communications and Manager.</p> <p><b><u>Website</u></b>                  RH gave a brief overview of the new CLAHRC website. <a href="http://www.clahrc-oxford.nihr.ac.uk">www.clahrc-oxford.nihr.ac.uk</a></p> <p>It was requested that any amendments, additional copy and other useful information for the website is sent to Dan Richards-Doran (<a href="mailto:dan.richards-doran@phc.ox.ac.uk">dan.richards-doran@phc.ox.ac.uk</a>), CB or AG.</p> <p><b><u>Twitter</u></b>                  Please follow us on our new NIHR CLAHRC Oxford Twitter account!                  @CLAHRC_Ox  <a href="http://twitter.com/CLAHRC_Ox">http://twitter.com/CLAHRC_Ox</a>                  Please forward anything that you would like tweeting to Dan Richards-Doran.</p> <p><b><u>Communications Strategy</u></b>                  A communications meeting with Lorcan O’Neill (Oxford Health NHS FT), DRD and AG has been arranged to discuss the CLAHRC Communications strategy, which is currently in development.</p> <p>It was noted that Lorcan O’Neill has also been tasked with leading on providing information on how each of the organisations are connected together.                  It was asked if there should be a unifying communications policy for the NIHR Infrastructure groups in Oxford. This will be discussed at between the communications managers of these groups.</p> <p>The Management Board also suggested collaborating and sharing communications and PPI strategy with the below communications leads;</p> <ul style="list-style-type: none"> <li>Chris Buratta (BRC)</li> <li>Martin Leaver (AHSN)</li> <li>Any other collaborators (BRU / DEC / AHSC etc.)</li> </ul> <p><b><u>Structure of the CLAHRC Team</u></b>                  AG stated that the governance structure and team profiles are currently under development on the new website and that there isn’t an organogram of the structure of the CLAHRC team as yet.                  AG to circulate this to the Management Board for information when it is available.</p>	<p>All</p> <p>All</p> <p>DRD/AG</p> <p>AG</p>		

5. Theme Overview				
	<p>RH stated that most of the projects are on schedule and are running well. An update from each theme lead can be found in the Executive Group minutes dated the 3<sup>rd</sup> June 2014.</p> <p>It was noted that the management group have committed to a two year programme where an evaluation of each of the themes/projects will be used to make a judgement on subsequent funds.</p>	Noted.		
6. Finance update				
	<p><b>Contract</b></p> <ul style="list-style-type: none"> <li>The main contract is in the last stages of completion</li> <li>A draft form of the contract will be sent to the NIHR by the 30<sup>th</sup> June deadline and the final signed version deadline is 31<sup>st</sup> December 2014.</li> </ul> <p><b>Matched Funding</b></p> <ul style="list-style-type: none"> <li>BW stated that the first annual return will be sent into the NIHR this week. This covers January – March 2014 and will detail how we have used the NIHR funding and matched funding in the first quarter.</li> <li>BW presented a summary of the matched funding to the Executive Group on the 3<sup>rd</sup> June 2014.</li> <li>SB asked if we knew how the other CLAHRCs were progressing. RH noted the reduction in the Manchester application, due to a decrease in matched funding below the level of the NIHR funding originally awarded being reported to the NIHR.</li> <li>It was highlighted that early knowledge of matched funding that is likely to fail is key, so that an alternative can be found.</li> <li>BW noted that we do have some matched funding in reserve if needed.</li> </ul>	AG		
		BW		
7. AHSN update				
	<p>GF provided an update on the Academic Health Science Network (AHSN). The below points were noted;</p> <ul style="list-style-type: none"> <li>GF has been in post as CEO at the AHSN for 7 months</li> <li>The first round of funding has already finished</li> <li>The AHSN are in the first tier of funding, which has proved not to be of any advantage</li> <li>The AHSN are financed (15%) by partnership contributions</li> <li>The AHSN have also recently changed the governance structure of their management board. Nigel Keane chairs this management board.</li> </ul> <p>The AHSN has 6 work stream programmes / themes listed below which the AHSN have identified as initial priorities for driving improvements.                      The AHSN use 4-5 annual target areas from NICE guidance.</p> <p><b>Oxford AHSN Programmes</b></p> <ol style="list-style-type: none"> <li>Best care                             <ul style="list-style-type: none"> <li>Supports nine clinical networks</li> <li>Sustainability – drive, guide and assist the implementation of sustainable clinical practice</li> <li>There was discussion around the EMU / Dan Lasserson’s involvement and the requirement for further evaluation</li> </ul> </li> <li>Clinical Innovation Adoption</li> </ol>	GF		

	<p>3. Research and development                  4. Wealth creation</p> <p><b><u>Oxford AHSN Themes (cross-cutting)</u></b></p> <p>1. Informatics                  2. Patient and Public Involvement, Engagement and Experience</p> <ul style="list-style-type: none"> <li>It was suggested that the CLAHRC may wish to evaluate the 10 step process that the AHSN use.</li> <li>It was noted the AHSN have engaged with Prof Lionel Tarassenko (Telehealth)</li> <li>GF asked what the AHSN can do to help Universities with innovation and research.                         <ul style="list-style-type: none"> <li>Create a culture of collaboration and partnership</li> <li>Engagement with Primary Care was discussed. It was noted that the PCRN in the Thames Valley is the most underdeveloped in the UK in relationship to numbers/practices etc.</li> </ul> </li> </ul> <p><b><u>Trainees</u></b></p> <ul style="list-style-type: none"> <li>the foundation programme is currently not linked into the CLAHRC – this may be addressed in the future</li> <li>Service practitioners need training and support to operate in both service and research environments</li> </ul> <p>GF stated that the AHSN can provide commercial support with Commercial Manager, Nick Scott-Ram.</p> <p>It was suggested that a specific tasked subset CLAHRC/AHSN workshop would be useful. RH to represent the BRC and schedule a convenient meeting date with GF / CP/ KK and Dan Lasserson.</p>				
<b>8.</b>	<b>PPI</b>				
	<p><b><u>Lay Representation</u></b>                  Role descriptions have been written for the two lay representative Management Board posts.                  These will be advertised and distributed by the theme leads to their PPI representatives.                  The members will be chosen from this pool.</p> <p><b><u>PPI Coordinator post</u></b>                  A 0.5 CLAHRC PPI Coordinator (linked to the NDPCHS 0.5 PPI post) is currently out to advert.</p> <p><b><u>PPI update</u></b>                  It was agreed that this would be carried over to the next meeting in October. CB to add to agenda.</p>	SR			
		CB/SR			
<b>9.</b>	<b>Any Other Business</b>				
	<p><b><u>Stakeholder Group Event</u></b>                  It was agreed that we will look for an early December date for the Stakeholder Group.</p> <p><b><u>Training and Development</u></b>                  AG to liaise with Sue Dopson/SR regarding training capacity in applied research.</p> <p><b><u>October Agenda Items</u></b>                  It was agreed that the October Management Board agenda will include;</p>	CB			
		AG			

# NIHR CLAHRC Oxford

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	<ul style="list-style-type: none"> <li>- Planning for Stakeholder December event</li> <li>- Scientific Advisory Board update</li> <li>- PPI update</li> </ul>	CB																				
<b>10.</b>	<b>Date of Next Meeting</b>																					
	<p>The next CLAHRC Management Board meeting has been scheduled for <b>Tuesday 14<sup>th</sup> October 2014 (09.30 – 11.00)</b> at New Radcliffe House.</p> <p>Further Management Board meeting dates can be found below;</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4F81BD; color: white;"> <th colspan="3">2014 dates</th> </tr> </thead> <tbody> <tr> <td style="width: 33%;">Tuesday 14<sup>th</sup> October 2014</td> <td style="width: 33%;">09.30 – 11.00</td> <td style="width: 33%;">New Radcliffe House</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4F81BD; color: white;"> <th colspan="3">2015 dates</th> </tr> </thead> <tbody> <tr> <td style="width: 33%;">Tuesday 10<sup>th</sup> February 2015</td> <td style="width: 33%;">09.30 – 11.00</td> <td style="width: 33%;">New Radcliffe House</td> </tr> <tr> <td style="width: 33%;">Tuesday 9<sup>th</sup> June 2015</td> <td style="width: 33%;">09.30 – 11.00</td> <td style="width: 33%;">New Radcliffe House</td> </tr> <tr> <td style="width: 33%;">Tuesday 13<sup>th</sup> October 2015</td> <td style="width: 33%;">09.30 – 11.00</td> <td style="width: 33%;">New Radcliffe House</td> </tr> </tbody> </table>	2014 dates			Tuesday 14 <sup>th</sup> October 2014	09.30 – 11.00	New Radcliffe House	2015 dates			Tuesday 10 <sup>th</sup> February 2015	09.30 – 11.00	New Radcliffe House	Tuesday 9 <sup>th</sup> June 2015	09.30 – 11.00	New Radcliffe House	Tuesday 13 <sup>th</sup> October 2015	09.30 – 11.00	New Radcliffe House	All		
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