

## CLAHRC Management Board Meeting Minutes

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

Tuesday 14<sup>th</sup> October 2014 (09.30 – 11.00)  
NDPCHS, New Radcliffe House, Walton Street, Jericho, OX2 6NW

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

<b>Voting Members</b>	Gary Ford - GF	Oxford Academic Health Science Network
	Jonathan Michael - JM	Oxford University Hospitals
	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 Senior Manager
	Bill Wells - BW	Oxford Health NHS Foundation Trust
	Carla Betts - CB	NIHR CLAHRC Project Officer
	Sian Rees – SR	NIHR CLAHRC PPI Lead

Item	Subject	Action	Progress	✓
<b>1.</b>	<b>Introductions and Apologies</b>			
	Introductions were made by all. Apologies were received from Belinda Lennox (BL), Christopher Pugh (CP), Clive Meux (CM), Jane O'Grady (JOG), Karen Kearley (KK) and Matthew Tait (MT).	Noted.		
<b>2.</b>	<b>Minutes</b>			
	Minutes of the CLAHRC Management Board meeting dated the 10 <sup>th</sup> June 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.  JM requested that an additional theme lead report is circulated ahead of each Management Board meeting.	Noted.  AG / CB		
<b>3.</b>	<b>CLAHRC Governance</b>			
	The structure, representation and size of the Management Board has been amended to ensure that there is an appropriate mechanism for accountability of the CLAHRC activities.  There was discussion around the frequency of the Executive Group Meetings. The Management Board agreed that the Executive Group frequency of meetings will be changed to bimonthly. Changes to be updated on the Executive Group Terms of Reference.  The Management Board asked if reciprocal agreements in terms of governance structure within the NIHR infrastructure - BRC, BRU, DEC, AHSN and AHSC have been managed. AG stated that there have been discussions with the DEC and BRC but as yet we have not seen any official documentation.  It was highlighted that Belinda Lennox, Deputy Director NIHR CLAHRC Oxford also holds	Noted.  AG		



	CB to include on the February 2015 agenda the clarification of sections 3a and 3b of the TORs only	CB		
<b>4.</b>	<b>Theme overview</b>			
	<p>RH stated that the themes were on track and progressing well. There have been a number of outputs that have been peripheral to the CLAHRC and have been badged.</p> <p>A detailed overview of each of the themes can be found with the CLAHRC Executive Group minutes (dated Sept 2014) that were circulated for information.</p> <p>Additionally please view the CLAHRC outputs on the <a href="#">CLAHRC website here</a>.</p>	All		
<b>5.</b>	<b>Finance update</b>			
	<p>Following the CLAHRC Directors Meeting on the 26<sup>th</sup> September it was announced that at least two, possibly three CLAHRCs have told the Central Commissioning Facility (CCF) that they predict an underspend. This underspend totals 1.9million.</p> <p>There has been some discussion about other CLAHRCs using the remaining underspend, this still seeks clarification. RH to follow up with Mags Sara.</p> <p>BW / AG / RH and BL have met to look at the re-profiling so that we can put in a bid for the underspend if this is what the NIHR decide to do.</p> <p>RH announced that we have decided to declare an overspend, which can be absorbed into matched funding if required.</p> <p>RH expressed slight concerns on the matched funding formulae of commitments made by the NHS.</p> <p>It was noted that BL would like to develop a module within HealthTalk online on Early Intervention on Psychosis (£200k).</p> <p>A CLAHRC Evaluation within the AHSN was also suggested.</p> <p>It was agreed that with a bit more funding the CLAHRC Oxford could be more innovative.</p> <p>BW stated the annual return was submitted in July.</p> <p>Monthly reporting of individual themes activity and finances are currently in development and will be in place over the coming weeks. This will capture actuals for each of the themes as well as their matched funding.</p>	<p>Noted.</p> <p>RH</p>		
<b>6.</b>	<b>PPI update</b>			
	<p><b>PPI Coordinator post (50% CLAHRC)</b>                  Post holder, Lynne Maddocks is due to take up post in mid-November.                  SR stated that this will allow the CLAHRC to establish the structures and processes needed to take the work forward, in particular providing the appropriate support for lay people who become actively involved. The post and PPI strategy will be shared across the CLAHRC and the Nuffield Department of Primary care Health Sciences.</p> <p>SR stated that to further develop the strategy she is seeking a small number of researchers and lay people to meet in November to discuss and refine this outline, so</p>	SR		

	<p>that a full strategy and supporting structures are in place by January 2015.</p> <p>Sarah Pyne has been appointed as the new Patient and Public Involvement, Engagement and Experience (PPIEE) Implementation Manager for the Oxford AHSN.</p> <p>SR stated that Sarah Pyne and Lynne Maddocks will be working very closely together.</p> <p><b>Lay Representative for Management Board</b>                  The role description for lay representation on the CLAHRC Management Board was circulated with the strategy.</p> <ul style="list-style-type: none"> <li>- SR requested that any comments on the lay role description are feedback and that we are looking to appoint in November/December.</li> <li>- SR requested that any members of the board that would like to be part of the interview process to please let us know.</li> <li>- Jane Kershaw (Trust Lead) was suggested as a contact to contact for help with the interview process.</li> </ul> <p>Joint working and partnerships are developing well with the next meeting on PPI in research within the Thames Valley being scheduled at the moment.</p> <p>It was noted that there is a huge amount of confusion over area boundaries for different partnerships and local authorities.</p> <p><b>Patient Leadership Training</b>                  A pilot programme on Patient Leadership Training will start early 2015. This will incorporate lay involvement in strategic planning and governance which conducts training of patients and HCPs together.</p>	All SR		
<b>7.</b>	<b>AHSN update</b>			
	<p>GF stated that there is good alignment with the AHSN work streams and the projects within the CLAHRC Themes.</p> <p>Four common work programmes supported by 2 themes – networks and themes are working well.</p> <p>The Oxford AHSN now has a full team. GF stated that a report will go to the cabinet office and will be driven by Will Cavendish (Director General of Innovation, Growth &amp; Technology at the DH).</p> <p>It is predicted that the AHSN will see some changes in funding but it is hard to predict what the funding allocation will be for next year (potentially another 20% funding cut is expected).</p> <p>Given the political backdrop GF is confident that the majority of the networks are doing quite well.</p> <p>It was noted that surprisingly there hasn't been more analysis on government spend and economy on reviewing investment by industry.</p> <p>RH is meeting with GF to look at potential links / mapping areas</p> <p>It was suggested to think about the national strategic level and main industrial location such as Oxford and Cambridge.</p>	GF          RH		

	RH suggested speaking to Ernst and Young to see how we can add some evidence.																									
<b>8.</b>	<b>Stakeholder Symposium Meeting (Thu 11<sup>th</sup> Dec 2014)</b>																									
	<p>The Management Board were presented with a draft agenda for the CLAHRC Stakeholder Symposium meeting that is taking place on Thursday 11<sup>th</sup> December 2014.</p> <p style="text-align: center;"><b>Preliminary Agenda</b>  <b>11<sup>th</sup> December 2014, St Anne's College</b></p> <table border="1" style="width: 100%;"> <tr> <td style="width: 15%;"><b>12:00 – 13:00</b></td> <td><b>Registration and networking lunch</b></td> </tr> <tr> <td><b>13:00 – 13:10</b></td> <td><b>Welcome address</b> Mr Stuart Bell CBE, Chairperson, NIHR CLAHRC Oxford</td> </tr> <tr> <td><b>13:10 – 14:10</b></td> <td><b>CLAHRC Oxford research themes showcase</b> Presented by Theme Leads</td> </tr> <tr> <td><b>14:10 – 14:30</b></td> <td><b>Title to be confirmed</b> Sir John Bell, Oxfordshire Academic Health Science Network</td> </tr> <tr> <td><b>14:30 – 14:50</b></td> <td><b>National CLAHRC Evaluation: Lessons learned from the pilot CLAHRCs</b> Speaker to be confirmed</td> </tr> <tr> <td><b>14:50 – 15:10</b></td> <td><b>The evolving skill set needed to implement change in the NHS, and how the CLAHRC can support this</b> Speaker to be confirmed</td> </tr> <tr> <td><b>15:10 – 15:40</b></td> <td><b>Refreshments and poster viewing</b></td> </tr> <tr> <td><b>15:40 – 16:10</b></td> <td><b>NHS Health Checks and evidence for policy change (TBC)</b></td> </tr> <tr> <td><b>16:10 – 16:40</b></td> <td><b>Clinical engagement in research (TBC)</b></td> </tr> <tr> <td><b>16:40 – 17:00</b></td> <td><b>Closing plenary</b> Professor Richard Hobbs Director, NIHR CLAHRC Oxford</td> </tr> <tr> <td><b>17:00 – 17:30</b></td> <td><b>Mulled wine and mince pies</b></td> </tr> </table>	<b>12:00 – 13:00</b>	<b>Registration and networking lunch</b>	<b>13:00 – 13:10</b>	<b>Welcome address</b> Mr Stuart Bell CBE, Chairperson, NIHR CLAHRC Oxford	<b>13:10 – 14:10</b>	<b>CLAHRC Oxford research themes showcase</b> Presented by Theme Leads	<b>14:10 – 14:30</b>	<b>Title to be confirmed</b> Sir John Bell, Oxfordshire Academic Health Science Network	<b>14:30 – 14:50</b>	<b>National CLAHRC Evaluation: Lessons learned from the pilot CLAHRCs</b> Speaker to be confirmed	<b>14:50 – 15:10</b>	<b>The evolving skill set needed to implement change in the NHS, and how the CLAHRC can support this</b> Speaker to be confirmed	<b>15:10 – 15:40</b>	<b>Refreshments and poster viewing</b>	<b>15:40 – 16:10</b>	<b>NHS Health Checks and evidence for policy change (TBC)</b>	<b>16:10 – 16:40</b>	<b>Clinical engagement in research (TBC)</b>	<b>16:40 – 17:00</b>	<b>Closing plenary</b> Professor Richard Hobbs Director, NIHR CLAHRC Oxford	<b>17:00 – 17:30</b>	<b>Mulled wine and mince pies</b>			
<b>12:00 – 13:00</b>	<b>Registration and networking lunch</b>																									
<b>13:00 – 13:10</b>	<b>Welcome address</b> Mr Stuart Bell CBE, Chairperson, NIHR CLAHRC Oxford																									
<b>13:10 – 14:10</b>	<b>CLAHRC Oxford research themes showcase</b> Presented by Theme Leads																									
<b>14:10 – 14:30</b>	<b>Title to be confirmed</b> Sir John Bell, Oxfordshire Academic Health Science Network																									
<b>14:30 – 14:50</b>	<b>National CLAHRC Evaluation: Lessons learned from the pilot CLAHRCs</b> Speaker to be confirmed																									
<b>14:50 – 15:10</b>	<b>The evolving skill set needed to implement change in the NHS, and how the CLAHRC can support this</b> Speaker to be confirmed																									
<b>15:10 – 15:40</b>	<b>Refreshments and poster viewing</b>																									
<b>15:40 – 16:10</b>	<b>NHS Health Checks and evidence for policy change (TBC)</b>																									
<b>16:10 – 16:40</b>	<b>Clinical engagement in research (TBC)</b>																									
<b>16:40 – 17:00</b>	<b>Closing plenary</b> Professor Richard Hobbs Director, NIHR CLAHRC Oxford																									
<b>17:00 – 17:30</b>	<b>Mulled wine and mince pies</b>																									
	<p>AG requested for feedback and suggestions for the programme.</p> <p>The management board suggested to ensure that it was communicated out wider to the local Authorities (Buckinghamshire and Oxfordshire County Council) letting them know what activity we are undertaking and providing them with the opportunity to feed in.</p> <p>Bev Hindle – Deputy Director for Strategy Infrastructure and Planning (Oxfordshire County Council) was suggested to invite.</p> <p>Jonathan McWilliam (Director for Public Health) and Val Messenger (Deputy) to also be invited.</p>	All																								
		AG																								

# NIHR CLAHRC Oxford

Collaboration for Leadership in Applied Health Research and Care  
 Nuffield Department of Primary Care Health Sciences, Radcliffe Observatory Quarter,  
 Woodstock Road, Oxford, OX2 6GG  
 Tel: +44 (0)1865 289300 / E: Carla.Betts@phc.ox.ac.uk

	<a href="#">If you haven't yet registered your attendance please do so by registering here.</a>															
<b>9.</b>	<b>Any Other Business</b>															
	<p>The Management Board agreed that it would be useful to have two theme leads present an update at the next board meeting in February.</p> <p>Prof Michael Sharpe (Theme 4: Better management of medical-psychiatric comorbidity) and Prof John Geddes (Theme 1: Early intervention and service redesign) have been invited to present at the next meeting.</p> <p>A written summary report from each of the themes will be circulated ahead of the next Management Board meeting.</p>	CB														
		CB														
<b>10.</b>	<b>Date of Next Meeting</b>															
	<p>The next CLAHRC Management Board meeting has been scheduled for <b>Tuesday 10<sup>th</sup> February 2015 (09.30 – 11.00)</b> at New Radcliffe House.</p> <p>Further Management Board meeting dates can be found below;</p> <table border="1"> <thead> <tr> <th colspan="3">2015 dates</th> </tr> </thead> <tbody> <tr> <td>Tuesday 10<sup>th</sup> February 2015</td> <td>09.30 – 11.00</td> <td>New Radcliffe House</td> </tr> <tr> <td>Tuesday 9<sup>th</sup> June 2015</td> <td>09.30 – 11.00</td> <td>New Radcliffe House</td> </tr> <tr> <td>Tuesday 13<sup>th</sup> October 2015</td> <td>09.30 – 11.00</td> <td>New Radcliffe House</td> </tr> </tbody> </table>	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		
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														