

Members Forum
Thursday 27 February 2020
16:00-17:00
LACE Conference Centre, Sefton Park, Liverpool

Chair: Mark Gabbay

Mark Gabbay	ARC North West Coast
Tony Marson	ARC North West Coast
Martyn Regan	Public Health England / University of Manchester
Joanne Howard	Blackpool Teaching Hospital
Angela Parker	Blackpool Teaching Hospital
Gabrielle Marr	Liverpool CCG
Catherine Walshe	ARC NWC
Gillian Hutcheon	Liverpool John Moores University
Sam Moon	Queens Square Surgery, Lancaster
Eleanor Sowerby	Queens Square Medical Centre, Lancaster
Vicky Wilkinson	Liverpool Heart & Chest Hospital
Kirsty Pine	Liverpool University Foundation Trust CRN
Iliana Makri	Active Lancashire
Paola Dey	Edge Hill University
Neil Hartley-Smith	Blackpool Fylde and Wyre CCG
Helen Armitage	Sefton Council Public Health
Rachel Tyrrell Smith	Lancaster City Council
Debbie Forsy	ARC North West Coast
Anne Liu	ARC North West Coast

- 1. Welcome** **Action**
Introductions were made around the table.
- 2. Member Representation on ARC NWC Steering Board**
The Steering Board is an advisory and discussion group and its role is to make decisions. Membership representation has been established via the Terms of Reference.

A draft ToR document is attached with minutes of meeting.
- 3. Member involvement in ARC NWC themes so far – feedback**
Members commented that they had enjoyed ARCFEST 2, MG agreed; stating that it was more structured than the last one, consisting of lots of positive discussion and engagement.

MG requested feedback via the survey monkey and reiterated the importance of this feedback as it allows the opportunity to give a clear steer on what Members' want ARC NWC to do.

4/5 Member Project Prioritisation process & ARC NWC “member cluster” approaches to workstreams

Tony Marson asked for a view on how partners are represented at the PCCC meeting, should we request volunteers or continue without significant partners who are happy to receive minutes and feedback.

Members are expected to participate in a monthly meeting if they volunteer.

Concerns were raised about times and dates of the meetings as they tend to be held mid-morning or afternoon. MG explained these times are to encourage agreement with the Athena SWAN Charter.

Meeting participants can join via Zoom if they are unable to travel to the meeting.

Tony discussed the three main routes of project proposals and advised that there is an expectation that management groups can establish which projects go forward.

Concern was expressed about delivering the existing projects rather than discussing new ideas. We must demonstrate our engagement with vulnerable people; even if the ideas do not progress ARC NWC are required to evidence that we have listened to their thoughts and feedback. It is imperative that we show an engagement focused approach.

Joanne Howard and Angela Parker from Blackpool Teaching Hospitals would like to be involved in the PCCC monthly meetings and stated that they are happy to feedback to partner trusts and Neil Hartley- Smith. MG stated there would be more credibility if a different mix of people are involved.

A concern was raised in relation to cross cutting themes and how these would be managed as people may not have capacity to attend 4 theme meetings. MG replied that it is within the remit of the Theme Lead to ensure relevant findings are shared across the themes.

Tony summarised that via this meeting we have 2 volunteers from Blackpool and stated that others may come forward. Martyn Regan from University of Manchester Public Health England stated that PHE should attend a PCCC meeting or feed into the meeting.

Kirsty Pine from Liverpool University Foundation Trust, Clinical Research Network advised that the CRN have not been involved in these meetings in the past and thinks it would be beneficial as there is a need for all networks to be focused on delivering support and addressing healthcare inequalities.

MG asked if attendees could advise/confirm If they wanted to be involved in the monthly meetings. **ALL**

6 Stakeholder Engagement

A paper was circulated prior to the meeting and MG gave an explaining how we want to ensure we are getting views and influence on what we are doing. MG encouraged all to read through this paper and feedback.

The need for inclusive engagement was noted and concern about pitches being Liverpool based was raised as people from other areas are not being presented with the opportunity to pitch.

MG stated that everybody receives the communications and we will think about another way to promote this and speak to Darren Charles about it. **MG**

MG added that not all of the themes have managers so perhaps information is not being communicated and we are not working as effectively; however, we need to build this up and establish direct links-even if it is done electronically.

Gabrielle went on to say that 7 people from the CCG had been in attendance today and she feels that this is really positive.

MG responded to say that it is a work in progress and we need feedback to get the strategy right.

A member queried if there is a governance connection and MG advised that this is via the Steering Board.

MG specified that we need to know what would be useful to help get the message out to organisations i.e. bulletin/newsletter. MG will discuss angles and channels of communication further with Darren Charles. **MG**

Our job is to make sure that our work is not invisible and we need to evidence

- What we currently have
- How people have been involved
- Outcomes

It was suggested to evidence the above via case studies and reiterated that CCG/Local Authorities/Acute Trusts etc all facilitate collaborative working.

7 **AOB**
None.