

**NIHR Steering Board Meeting Minutes**

**Wednesday 20<sup>th</sup> November 1500 – 1600hrs**

**Grand Hotel, Front, North Promenade Sea, Blackpool, FY1 2JQ**

**AGENDA**

**Attendees:**

<b>Tony Gatrell</b>	<b>Chair</b>
<b>Mark Gabbay</b>	<b>ARC NWC</b>
<b>Jane Cloke</b>	<b>ARC NWC</b>
<b>Caroline Watkins</b>	<b>UCLan</b>
<b>Liz Petch</b>	<b>Blackpool Council</b>
<b>Ken Barnsley</b>	<b>Blackburn with Darwen Council</b>
<b>Gideon Ben Tovim</b>	<b>Innovation Agency</b>
<b>Anna Pearson</b>	<b>North West Boroughs</b>
<b>Gabbie Marr</b>	<b>Liverpool CCG</b>
<b>Gavin Galasko</b>	<b>Blackpool Teaching Hospitals</b>
<b>Angela Parker</b>	<b>Blackpool Acute Trust</b>
<b>Saiqa Ahmed</b>	<b>Public Advisor</b>
<b>Lynn Hedgeco</b>	<b>Public Advisor</b>
<b>Neil Joseph</b>	<b>Public Advisor</b>
<b>Cecil Kullu</b>	<b>Merseycare</b>
<b>Umesh Chauhan</b>	<b>East Lancashire CCG</b>
<b>Dawn Lawson</b>	<b>Liverpool Health Partners</b>
<b>Anne Liu</b>	<b>ARC NWC (minutes)</b>

**Apologies:**

<b>Helen Bromley</b>	<b>Cheshire West and Chester Council</b>
<b>Lisa Rogan</b>	<b>East Lancashire CCG</b>

**1. Welcome and Introductions**

The Chair welcomed everyone to the meeting, introductions were made around the table. The Chair congratulated Mark Gabbay and Jane Cloke on bringing together a successful ARC proposal.

**2. Feedback from Public Advisors' Forum**

Public Advisors have been asked to express an interest in themes they wish to work with. Advisor subgroups are to be refreshed with the Training and Communications sub-groups to be reviewed at the next Advisors' Forum. It was clarified that there will continue to be spaces for four public advisors on the ARC NWC Steering Board.

### **3. Feedback from Member Organisations' Forum**

Discussion had taken place regarding whether or not Steering Board meetings should be open or closed. It was agreed to operate the same arrangements as in CLAHRC NWC, but to open Steering Board meetings to the wider membership with any additional representatives attending as observers and issues to be raised via the relevant constituency representative under Any Other Business notifying the Chair in advance. Additional registered Public Advisors who wish to attend as an observer should negotiate this with the Public Advisor Governance Group.

Steering Board meetings are not open to the general public. Steering Board membership to be confirmed with all member organisations **Action: MG/JC.**

An online forum was suggested for disseminating information. **Action: ARC Communications team**

The Steering Board minutes will be available on the webpage.

### **4. Steering Board Terms of Reference to Discuss and Agree**

As with the CLAHRC Steering Board meetings, the Agenda would include: a Director's Report, risk register, finance report, public advisor involvement report circulated in advance as assurance that resources are allocated appropriately.

A number of changes were proposed:

- To include as number 7 "Implementation and Capacity Building"
- To list all Member Organisations, including their relevant constituency, in an appendix
- To include 1 representative of the Academic Health Sciences Network (currently Liverpool Health Partners)
- To include 1 representative, Public Health England
- To amend 'Universities' to 'co-signatories of the ARC NWC Partnership Agreement'
- To include 1 representative of the Universities (not the co-signatories)
- To amend the grammar in the first paragraph of page 3 - Quorum ' and shall be not less than 50%'.

**Action: AL/JC/GM**

### **5. Representation on the Steering Board to discuss and agree including arrangements for deputies**

It was agreed that the Terms of Reference would be sent to all the representatives of each Member Organisation informing them of the frequency of Steering Board meetings, what is expected of them and request nominations for each constituency. One lead and one deputy would be selected. **Action MG/AL**

### **6. Any other Business**

It was noted that the meeting was not quorate. **Action: TG to write to University cosignatories to remind them of the expectations for Steering Board meetings.**