

Enc. 1 ARC NWC Steering Board Minutes 3.12.2020

NIHR Steering Board Meeting Minutes

Thursday 3rd December

Via zoom

Attendees:

Tony Gatrell	ARC NWC Steering Board - Chair
Mark Gabbay	ARC NWC
Jane Cloke	ARC NWC
Caroline Watkins	ARC NWC
Ken Barnsley	Local Authority Constituent Rep
Neil Joseph	Public Advisor
Alan Griffiths	Public Adviser
Lynn Hedgeco	Public Adviser
Terry Comerford	Public Adviser
Pierre Martin-Hirsch	Acute Trusts Constituent Rep
Taj Nathan	Mental Health Trusts Constituent Rep
Janette Grey	University of Central Lancashire
Jo Rycroft-Malone	Lancaster University
Iain Buchan	University of Liverpool
Gillian Williams	Specialist Trusts
Gillian Hutcheon	Liverpool John Moore's University
Martyn Regan	Public Health England
Dave Horsfield	Liverpool CCG
Benjamin Kennedy	Liverpool CCG
Dawn Lawson	Health Alliances with Research Focus
Anne Liu	ARC NWC (minutes)

Apologies:

Gabbie Marr	Liverpool CCG
Lisa Rogan	CCG Constituency Rep
Paul Brown	Acute Trusts Constituent Rep

1. Welcome and Introductions

The Chair welcomed everyone to the meeting and congratulated all those involved in the ARCFEST event. He noted a number of new representatives from member organisations.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of Meeting held 22.6.20

The minutes of the previous meeting were agreed.

In terms of matters arising, no issues were raised about the ARC NWC website or communications.

4. Director's report

4.1 Progress Report

Noted: A report had been submitted to NIHR, covering the period October 2019 – March 2020. NIHR has not provided any feedback on Progress against Conditions. They will undertake a review of ARC NWC in April 2021.

4.2 Financial Report

Expenditure for the first six months (October 2019-March 2020) was £694K. There is an underspend of £192K for those first 6 months and while it is anticipated that this will be reduced there remains a risk of underspend, both of NIHR and CCG income. Reasons for the underspend include difficulties with staff and internship recruitment. However, staff are now being recruited and ARC NWC is starting to receive further applications for internships.

4.3 ARC NWC first 12 months Director's Update

The Director gave a full report of activity during the first 12 months. He noted:

- There was overall progress against objectives and actions taken to meet year one review conditions;
- Co-funding is on track and there is c. £28 million of external grant income;
- 61 organisations are now members of NWC ARC;
- There are 92 registered projects, with 26 that are Covid-related;
- Additional funding for Beneficial Change Network has been released to all ARCs focussed on maximising the health and care for solutions brought about by the pandemic. ARC NWC is also in receipt of additional funding from the National Priorities call to support implementation projects.

5. CLAHRC Legacy

It was noted that all CLAHRC-related work would be finished by end of March 2021, with spending according to plan and CLAHRC on target for delivering against objectives, including publications.

6. Public Engagement Update

The Steering Board received an update on the work of Public Advisers. It was agreed to support the new initiatives in embedding public and community engagement:

- increase the number of advisers in the northern part of the region;
- new roles for advisers in theme leadership, two per theme
- adviser attendance at Members' forum and vice versa to develop understanding
- development of impact analysis (GRIPP 2) to capture and report about advisers' contribution
- aim to provide mentorship and demonstration sites

The Chair and Director thanked the Public Advisers for all their hard work.

7. Capacity Building Update

Noted: There are now 9 PhD students across 5 universities with recruitment of 13 more PhD studentships underway. There is an increase in internship applications.

8. Communications and Member Engagement

There is now a named link from the ARC NWC Core Team for each member organisation to enable regular monthly contact and staff are being trained in order to do this. Monthly newsletters are produced.

Members were asked to provide feedback to ARC NWC on progress for evaluation.

9. Health Equity Mainstreaming Strategy

For information only. The strategy is complete and all ARC NWC will support members to embed this in their work.

10. Any other Business

No other items were raised.