

NIHR Steering Board Meeting Minutes

Thursday 8th July 2021

10am – 12.30pm Via zoom

Attendees:

Tony Gatrell	ARC NWC Steering Board - Chair
Mark Gabbay	ARC NWC
Neil Joseph	Public Adviser
Saiqa Ahmed	Public Adviser
Lynn Hedgeco	Public Adviser
Terry Comerford	Public Adviser
Gabbie Marr	Liverpool CCG representing Dave Horsfield
Malayka Rahman	Charities and 3rd Sector Organisations Rep
Paul Brown	Acute Trusts Constituent Rep
Jo Rycroft-Malone	Lancaster University
Tom Walley	University of Liverpool
Dawn Lawson	Health Alliances with Research Focus
Rachel Joynes	Liverpool Health Partners
Gillian Hutcheon	Liverpool John Moore's University
Martyn Regan	Public Health England
Benjamin Kennedy	Liverpool CCG
Colette Miller	ARC NWC representing Caroline Watkins
Anne Liu	ARC NWC (minutes)

Apologies:

Jane Cloke	ARC NWC
Caroline Watkins	ARC NWC
Janette Grey	University of Central Lancashire
Phil Jennings	Innovation Agency
Dave Horsfield	Liverpool CCG
Carole Rodgers	Charities and 3rd Sector Organisations

1. Welcome and Introductions

The Chair welcomed everyone to the meeting.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of Meeting held 3.12.2020

The minutes of the previous meeting were agreed.

4. Director's report

4.1 2020/21 NIHR Annual Report

The Chair congratulated the Director and colleagues on a positive response from NIHR and extension to contract to 2024. **Action: Detailed comments to be reported to Subcommittee or next Steering Board when available (Mark Gabbay).**

The Board **noted** the positive response to annual report submission for first 6 months October 2019 – March 2020 and noted the approval of a reprofiling of underspend for first 6 months. The Board **suggested** that external data on how other ARCs are performing would be useful to demonstrate quality of ARC NWC to members: **Action: Director.**

The Board **noted** the Director's report, including four projects, on 'added value' that NIHR expected to see demonstrated. These included: Covid-related research; stroke IMPACT roundtable; public involvement; and Rapid conversion of Evidence summaries (RACES). The Director's report also referred to the need for better engagement of some academic staff in the work of ARC (**Action: Director to continue to press Deans about this**).

The Board **discussed** the response to the University of Liverpool External Review of ARC and **noted** that it had recommended increased investment in the operational management of ARC. Liverpool Health Partners had offered additional financial support to ARC to enable this. **Action: Director to pursue with Professor Walley and LHP.**

5. Financial Report from LCCG

The subcommittee **noted** the Report from April 2020 – March 2021. The project budget is £9.125 million over 5 years and includes Insight Prioritisation Programme funds. Plans are in place to reduce the current underspend of £374k.

The NIHR target of 25% co-funding against the overall budget from member organisations has been met.

Action: GM to report back on CLAHRC Legacy expenditure against £70K after next Finance meeting.

6. ARC NWC Risk Register (first draft)

The Board was pleased to see this draft and **discussed** in particular the following risks:

- uncertainty over a future host organisation (discussions are on hold until a new Chair of the ICS is in place);
- co-funding from member organisations;
- staffing delays and underspend;

- dilution of the health inequality focus because of Covid (the Director confirmed that the opposite was true);
- evidence of impact take-up.

The Board agreed that there is a need to:

- cascade the risk register to member organisations and invite their comments;
- to populate the mitigating column

Risk Register will be considered at Away Day on 29th September. **Action: Dawn Lawson to work with MG on developing the risk register.**

7. Member Engagement

The Board **discussed** the difficulties of engagement, when many organisations had competing priorities (not least, Covid). Discussion revealed a (mis)perception that ARC was 'community-focused'. The Board **noted** the considerable efforts made by management to engage with member organisations (for example, by monthly contact with each)

There is a need for Steering Board members to cascade the request to sign the sub-contract to their organisations since not all member organisations are represented on the Board.

8. Public Engagement Update

The Board **noted** the following in discussion:

- Advisers are now recruited to co-lead roles in themes and training is underway. One theme is without a deputy lead.
- Advisers attend the members' forum meetings but more engagement with members is needed.
- The peer mentoring and buddying system is now running well and there will be evidence of this within the PPI team to show impact.
- The PPI strategy is the website and has been commended by NIHR as an example of what can be achieved in public engagement.
- Advisers are co-authors on publications and participate in data analysis.
- Terms of Reference produced for the Governance Subgroup.
- Advisers hope to work with younger people through the Adolescent Seldom Heard Voices group.

Action: Gabbie Marr to write up how the work of public advisers is disseminated within the CCG. Rachel Joynes will inform Lynn Hedgeco of the appropriate person in Cheshire and Merseyside ICS to contact regarding involving public advisers in the early stages.

The Chair **commended** the strength of Public Advisers in driving forward the work of ARC NWC.

9. Capacity Building Update

The Board **noted** the following:

- An anticipated 29 PhD Students across UCLan, Lancaster, Liverpool, Liverpool John Moores and Edge Hill Universities by Spring 2022.
- The recruitment of 16 internships, with another call for internships starting in September.
- The involvement in Adult and Social Care Social Work national prioritisation projects with Applied Research Collaboration South West Peninsula (PenARC).
- Working with students on resubmission for pre-doctoral clinical academic fellowship applications. Developing a virtual event in September – Making Implementation Happen through Capacity Building to deliver information sharing.
- Implementation Team – involved in Insight Prioritisation Programme, Air Quality and Air Pollution reviews, Adult Social Care and Social Work, Stroke Round Tables, DeStress - with PenARC on implementation of effective primary care responses to poverty related mental distress.

10. Any Other Business

No other items were raised.