

## NIHR Steering Board Meeting Minutes

Thursday 16<sup>th</sup> December 2021

Via zoom

### Attendees:

<b>Tony Gatrell</b>	<b>ARC NWC Steering Board - Chair</b>
<b>Mark Gabbay</b>	<b>ARC NWC Director</b>
<b>Jane Cloke</b>	<b>ARC NWC Programme Manager</b>
<b>Irum Durrani</b>	<b>ARC NWC Public Adviser</b>
<b>Hilary Garrett</b>	<b>ARC NWC Public Adviser</b>
<b>Lynn Hedgco</b>	<b>ARC NWC Public Adviser</b>
<b>Terry Comerford</b>	<b>ARC NWC Public Adviser</b>
<b>Gabbie Marr</b>	<b>Liverpool CCG representing Dave Horsfield</b>
<b>Janette Grey</b>	<b>University of Central Lancashire Executive Dean of Faculty of Health and Care</b>
<b>Tom Walley</b>	<b>University of Liverpool</b>
<b>Jo Rycroft-Malone</b>	<b>Lancaster University Dean of the Faculty of Health and Medicine</b>
<b>Dawn Lawson</b>	<b>Liverpool Health Partners representing Health Alliances with Research Focus</b>
<b>Paola Dey</b>	<b>Edge Hill University representing Universities not signatory to the agreement</b>
<b>Benjamin Kennedy</b>	<b>Liverpool CCG</b>
<b>Daniel Hughes</b>	<b>Liverpool CCG</b>
<b>Hannah Maiden</b>	<b>Blackpool Council representing Local Authorities</b>
<b>Alexandra Williams</b>	<b>Lancashire Teaching Hospitals representing the Acute Sector</b>
<b>Alison Moore</b>	<b>Lancashire County Council representing Local Authorities</b>
<b>Andy Clegg</b>	<b>ARC NWC representing Caroline Watkins</b>
<b>Anne Liu</b>	<b>ARC NWC (minutes)</b>

### Apologies:

<b>Dave Horsfield</b>	<b>Liverpool CCG</b>
<b>Caroline Watkins</b>	<b>ARC NWC</b>
<b>Malayka Rahman</b>	<b>Alzheimer's Society (Charities and Third Sector)</b>
<b>Paul Brown</b>	<b>Lancashire Teaching Hospitals (Acute Sector)</b>
<b>Iain Buchan</b>	<b>University of Liverpool</b>
<b>Louise Kenny</b>	<b>University of Liverpool</b>

### 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 8<sup>th</sup> July 2021

The minutes of the previous meeting were agreed.

### 4. Financial Report from LCCG

The Steering Board **noted** the Financial Report from April 2021– September 2021. The project budget is £9.875 million over five years and includes £125K Beneficial Changes funding and Infrastructure funding of £750K for Developing Mental Health Research and Supporting Implementation Capacity.

Plans are in place to reduce the underspend of £161,862 for this period.

LCCG contribute £1.5M in co-funding over 5 years, £300K per year. ARC NWC Management Team are looking at how to manage underspend for this period of £12,098 and will request NIHR reprofile the underspend to future years.

### 5. Director's Report

The Steering Board **noted** the Director's Report including the second Annual Report and revised feedback from NIHR.

The Board were pleased to **note** that the current NIHR contract with Liverpool CCG will be hosted by the Integrated Care Board in 2022. 60% of member organisations have signed the subcontracts and NIHR have been informed of this.

Following the External review, ARC NWC are now approved as a Centre by University of Liverpool.

The Chair raised concern and frustration around the delay in appointing a manager to set up data systems after the issue was raised 12 months ago. This has created extra work for Professor Gabbay and Dr Cloke. The Chair had been assured some resource from University of Liverpool to address this point which they raised in the External Review. **Action: Professors Tom Walley and Mark Gabbay are in discussion about this.**

It was **noted** that a list of measurable Key Performance Indicators will be reported regularly to the Steering Board Subcommittee, Management Team and Steering Board.

The Board **approved** the Terms of Reference for the External Scientific Advisory Committee and other changes highlighted in Enc.3f NIHR ARC NWC Governance and Reporting document.

**Action: Professor Gabbay and Dr Cloke to make additional changes to the Terms of Reference and other details within the Governance and Reporting document as approved by the Steering Board.** The Chair thanked both for making these revisions.

The Steering Board **noted** the small number of member organisations in attendance at today's Steering Board meeting.

## 6. Risk Register

The Steering Board **agreed** the risks accepted. Mitigations are in place for staffing. The Board **agreed** to a virtual training event and workshop for Steering Board members to learn about specific risks populated in the register, mitigations, and their responsibility as partners in sharing this risk register between the Steering Board and Senior Management Team. **Action: Professor Gabbay, Dr Cloke and Anne Liu to arrange a date for Mark Jackson (Liverpool Health Partners) to run this training.**

The Chair thanked Professor Gabbay and Dr Cloke for moving this forward.

## 7. Member Engagement

The Board **noted** that there are still vacancies for Professional Co-leads in the themes. Contact is made every month to maintain engagement with members. One of the challenges facing universities is to encourage academics to collaborate in ARC projects. A shortfall in the 25% target in co-funding is not anticipated.

## 8. Public Engagement update

The Board **noted** the following activities that advisers have been involved in and are planning:

- development of a strategy
- a piece of work which outlines highlights and challenges of being a Public Adviser Co-lead
- a PPIE evaluation using Covid research as a focus
- systemising aspects of a public involvement and collaboration programme
- attendance at an NIHR national meeting in January 2022
- co-develop a programme with members to progress sustainable PPIE in research within their organisations

The Board also **noted** the success of the mentorship scheme for new public advisers and the progress made with the Seldom Heard Voices Forum.

Paula Byrne has replaced Lucy Frith as ARC NWC Academic Lead in Public Involvement.

## 9. Capacity Building

The Board **noted** the following:

- 27 PhD students in place and 27 internships offered in Data Science (6), Research Fellowship applications (11) and RaCES (9) NEWS2 – (1). Interns and PhDs are reporting some of their projects at ARCFESTs.
- Beneficial Changes Network -ARC NWC are working with Manchester ARC on accuracy of pulse oximeters.

- Funding application in conjunction with the Innovation Agency to the NHS Insights Prioritisation Programme to support mapping and evaluation of early supported discharge of preterm infants across the Northwest region.
- NIHR Making Implementation Happen Through Capacity and Capability virtual event took place in September and was a great success.
- Contribution of Public Adviser Co-leads to the review of documents to support RaCES interns, including the Implementation Guide.

#### **10. Any Other Business**

The Board were pleased to welcome North West Cancer Research as a new member organisation.

The Chair notified the Steering Board that he is stepping down from his role on the Steering Board but will continue to act as Chair until March 2022.

Professor Gabbay thanked Professor Gatrell for his support to ARC NWC. Hilary Garrett thanked the Chair and Steering Board for welcoming the Public Advisers to the Steering Board. Gabrielle Marr, on behalf of the host organisation, thanked Professor Gatrell for his time as Chair. This was echoed by Professor Gabbay and Dr Cloke.