

ARC NW COAST STEERING BOARD MEETING 7 th December 2022 14.00 to 16.00	
Agenda item and title	Item 1 NIHR ARC NWC Steering Board minutes 18.7.22 Author: Jennie Popay/Anne Liu
Purpose of the paper	<ul style="list-style-type: none"> • A record of previous meeting
SB action	The Steering Board is asked to consider the minutes of the previous meeting, raise any points for amending and agree.

NIHR Steering Board Meeting Minutes

Thursday 18th July 2022

9.00am – 11.00am

Via zoom

Attendees:

Jennie Popay	ARC NWC Steering Board - Chair
Mark Gabbay	ARC NWC
Jane Cloke	ARC NWC
Dave Horsfield	Cheshire and Merseyside ICB Liverpool Place
Alan Griffiths	Public Advisor
Saiqa Ahmed	Public Advisor
Lynn Hedgeco	Public Advisor
Janette Grey	University of Central Lancashire
Caroline Watkins	ARC NWC
Rachel Joynes	Liverpool Health partners representing Dawn Lawson
Gabbie Marr	Cheshire and Merseyside ICB Liverpool Place
Martin McGeough	Cheshire and Merseyside ICB Liverpool Place
Jo Rycroft-Malone	Lancaster University
Nichola Verstraelen	Lancashire Teaching Hospitals representing Acute Trusts
Phil Jennings	Innovation Agency
Alison Moore	Lancashire County Council
Chris Littlewood	Edge Hill University
Cathy Montgomery	Liverpool John Moore University
Anne Liu	ARC NWC (minutes)

Apologies:

Dawn Lawson	Health Alliances with Research Focus
Malayka Rahman	Charities and 3rd Sector Organisations Rep
Paul Brown	Acute Trusts Constituent Rep

Taj Nathan
Louise Kenny
Iain Buchan

Mental Health Trusts Constituent Rep
University of Liverpool
University of Liverpool

1. Welcome, brief introductions and Declarations of Interest

Apologies above were **noted**.

2. Ratification of new Chair, Professor Jennie Popay

Dave Horsfield thanked Professor Tony Gatrell for his efforts and guiding the Board through to it's current position.

The Board **agreed** the proposal for Professor Jennie Popay to take over the Chair of the ARC NWC Steering Board. The Board will consider routine governance issues and start the process for post ARC.

The Chair will meet up with Steering Board members individually to assess how the Steering Board is performing

Action: Anne Liu to arranged dates for individual meetings with Steering Board members.

3. Minutes from previous meeting

No other points were raised from the minutes of the meeting held on 16th December 2021.

4. Finance Report from Cheshire and Merseyside ICB Liverpool Place

Total budget for the 21/22 was £2,151,549 with an overall underspend of £325,699.

Challenges include:

- delays in staff recruitments and internships. Internships are progressing now and team are working with universities to refine recruitment process.
- impact of the pandemic
- Mental Health Capacity Building initiative included in this budget now launched after delay and hope to spend it by end of Oct 2024.
- Up to three full time post doctorate posts in Dementia research to start October 2022 and colleagues were asked to publicise early career bursaries for staff to take time out of job roles to write a fellowship or a grant proposal.

Have requested that NIHR reprofile the underspend.

Noted: ARC NWC have doubled the target contracted co-funding percentage and *up to 92%* of total co-funding to the core award with the universities.

Match funding: showing a small underspend of £5000.

Action: Mark Gabbay to send the plan for underspend submitted to NIHR, to the Chair.

5. Director's Report

Risk Register:

External Scientific Advisory Board -The Steering Board were asked to decide on the future and remit of the Board.

Collaboration – 12 member subcontracts remain unsigned. NIHR are aware that the deadline has been breached.

Action: Jo Rycroft Malone to follow up with Lancaster University on the unsigned member subcontracts.

Committed to achieving excellence -Length of time taken to advertise posts and appoint staff.

Operations Manager – unable to appoint to post, looking again at job specification and advert and Management Team will consider a plan for an alternative system.

Any issues with the risk register can be picked up by the Chair with Mark and Jane just before next Steering Board meeting.

Action: Anne Liu to circulate the Risk Register to Steering Board members and ask if they agree on suggested scores and to inform Gabbie Marr of any concerns by 29th July.

Mark Gabbay to follow up on Risk Register issues with Lancaster and Liverpool universities in particular, for feed-back prior to next Steering Board meeting.

Annual report, - submitted May 2022 no feedback from NIHR yet.

All short-term objects are achieved or on track for medium term theme and long-term objectives. Grants are coming in, Connected Research Communities developing, and PPIE collaboration is exceptional. Overachieved in terms of postgraduate research studentships, and internships are going well.

Challenges **Noted:** not as strong on links with industry but have a number of collaborations that NIHR are happy with; implementation affected by pandemic but opportunity to show benefit the ARC infrastructure; employing institutions reluctant to progress recruitment; differences across regions on how NHS Insights Prioritisation Programme (NIPP) has been run; unable to mobilise quickly enough in response to NIHR funding given timescale of funding, but discussing with CCF on how to manage that.

It is not certain if there will be 15 or 12 ARCs in next round.

6. External Scientific Advisory Committee

A paper (Enc.4) was circulated to the Steering Board and proposed as the revised remit.

Agreed to reinstate the External Advisory Committee after some discussion. The responsibility to get remit right and plan agenda is a shared responsibility.

Action: Anne Liu to contact Steering Board members for comments on remit and ask for suggestions for committee members so that the Chair can discuss with Mark and Jane about the process. The committee will meet before the next Steering Board meeting.

7. Steering Board Subcommittee

It was **agreed** that the Steering Board Subcommittee was fit for purpose, would continue to meet twice between Steering Board meetings and report to the Steering board through the Chair. Dates to be set in diary a year in advance

Action: Chair will arrange to meet with Steering Board members separately to discuss how the Subcommittee works for them and arrange dates with Gabbie Marr for Subcommittee meetings with current membership.

8. Any Other Business

It was **agreed** that the Steering Board should contribute to the proposal for the next ARC bid, ensure co-production and put processes in place to ensure this happens. The Board could encourage member organisations to engage in collaborative meetings to pull the bid together. This could be via the Members' Forum and ARC staff links.

Action: Mark Gabbay to produce a paper with the Management team for the Steering Board Subcommittee on issues to be included in a questionnaire to member organisations focusing on collaboration relationships; equity issues; community and public involvement and stakeholder working processes rather than themes.