

<b>ARC NW COAST STEERING BOARD MEETING</b>	
Agenda item and title	Item 1 NIHR ARC NWC Steering Board minutes 25.07.23 Author: Jennie Popay/Anne Liu
Purpose of the paper	<ul style="list-style-type: none"><li>• A record of previous meeting</li></ul>
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**  
**Tuesday 25<sup>th</sup> July 2023**  
**2pm – 4pm**  
**Via zoom**

**Attendees:**

<b>Jennie Popay</b>	<b>ARC NWC Steering Board - Chair</b>
<b>Mark Gabbay</b>	<b>ARC NWC Director University of Liverpool</b>
<b>Jane Cloke</b>	<b>ARC NWC Programme Manager</b>
<b>Neil Joseph</b>	<b>Public Advisor</b>
<b>Hina Qureshi</b>	<b>Public Adviser</b>
<b>Lynn Hedgeco</b>	<b>Public Adviser</b>
<b>Lisa Rogan</b>	<b>Lancashire and South Cumbria ICB</b>
<b>StJohn Crean</b>	<b>University of Central Lancashire</b>
<b>Tom Walley</b>	<b>University of Liverpool</b>
<b>Catherine Walshe</b>	<b>Lancaster University – representing Jo Rycroft-Malone</b>
<b>Gabbie Marr</b>	<b>Cheshire and Merseyside ICB Liverpool Place</b>
<b>Martin McGeough</b>	<b>Cheshire and Merseyside ICB Liverpool Place –Finance Manager</b>
<b>Caroline Watkins</b>	<b>ARC NWC Implementation Lead and Capacity Building Lead</b>
<b>Tony Woods</b>	<b>Innovation Agency representing Phil Jennings</b>
<b>Alison Moore</b>	<b>Lancashire County Council</b>
<b>Malayka Rahman</b>	<b>Alzheimers Society Charities and 3<sup>rd</sup> Sector Organisations Rep</b>
<b>Hannah Maiden</b>	<b>Blackpool Council</b>
<b>Debbie Forsy</b>	<b>ARC NWC Administrator</b>

**Apologies:**

**Phil Jennings, Jo Rycroft-Malone**

### 1. Minutes of Previous Meeting – Matters Arising

**Agreed:** Minutes of the meeting held 7th December 2022.

#### **Matters arising**

The Steering Board had previously agreed that the External Advisory Committee be reconstituted. The Steering Board Subcommittee discussed this and are working on revised Terms of Reference. Three meetings will take place between now and end of the extension (March 2026). First meeting of newly constituted group to take place late Autumn, early Winter 2023.

**Action: Jennie Popay, Jane Cloke and Mark Gabbay to progress this and Anne Liu to circulate to Steering Board members for information.**

### 2. Finance Report

Current total of project funds is £10.3M: 2019/20 – 2024/25. Expenditure report from 1<sup>st</sup> April 2022 – 31<sup>st</sup> Mar 2023 shows £98K underspent. Match funding was £3000 underspent for the year.

Mark Gabbay explained that most of the underspend is due to the Mental Health Capacity funding, the Alzheimer's postdoctoral posts and delays getting staff in posts. It has been agreed that underspend can be carried forward and will catch up as the year progresses. Gabbie Marr added that since that report was produced, the inflation has been approved so £10,358,546 has increased and is reflected in Quarter 1 report for 23/24. NIHR announced that all infrastructures had a 2.39 inflation enhancement to their budgets for 23/24, 24/25, 25/26.

### 3. Director's Report

- Annual report feedback was very positive
- Business Plan for 18-month extension on spending for the 18-month extension from October 2024 – end of March 2026 is being co-produced.
- Dementia postdoctoral fellows all appointed and progressing well.
- Health Determinants Research Collaborations (HDRC) – Blackpool Council successful bid. ARC NWC has helped Cumbria and Liverpool with their submissions for full bids.
- Publications – 258 papers published since 1<sup>st</sup> October 2019. Nearly 2000 citations for those papers, over 50 papers in press and another 50 submitted. 350 papers, if all accepted towards mid-Autumn 2023.
- Internships – 61 either underway or accepted and more applications coming in.  
**Action: Caroline Watkins will write a short paper on the pathways to internships for members, distribution, how comprehensive the process is, and reasons why they may not be taken up for an agenda item at next Steering Board.**
- 300 project registrations 160 currently open. 33 PhD studentships, currently 31. Two have finished and graduated. A CLAHRC intern has completed her PhD and now has an NIHR doctoral fellowship.
- Impact of ARC – working with Matter of Focus on this and concentrating on core mission. Presented to University of Liverpool who are very interested in the approach as part of care pathway thinking.
- Will set up a Round Table on Children and Young People– around Mental Health in particular. Will also need a Round Table in Social Care as an application for Social Care, Research and Capacity building has been submitted.
- Research Development Networks and Round Tables will be evaluated.
- Preston CWI programme was well received at ARCFEST in Preston and attendees worked together on the business plan.

- September ARCFEST – Tuesday 12<sup>th</sup> September – Castle Green Hotel – Kendal. To include a RaCES workshop (Rapid Evidence Syntheses) and a Community and Local Authority focussed workshop. Existing and applying HDRCs and PHIRST Public Health Research & Rapid Response Teams) will give presentations.
- Regional Research Awards took place in June jointly held between CRN, ARC and Innovation Agency. Went very well and will continue but in a more informal way.
- For Equity – Increase in recognition and uptake and University of Liverpool Faculty has adopted it as one of main ways for researchers to think about equity and inequalities. It will also be included on the 'NIHR Learn' website.
- Roadshows – Member organisations were asked if they would like ARC staff to visit.
- Two public advisers recognised for work in communities
- Dementia work on impact on COVID on finances featured in Sunday Mirror
- Preston Community Wealth Building Initiative – featured in Lancashire Evening post
- Involved in Health Equity North Report

**Action for next Steering Board Meeting – Representatives from Blackpool HDRC and Liverpool shortlisted HDRC to talk about how the research collaboratives are going to link into ARCs.**

Mark thanked the team for working so hard to make sure ARC NWC achieved against its objectives.

#### 4. Risk Register

##### **Rated as Red:**

- **External Advisory Committee** – Progress made with ToR –meeting dates to be set in diary and confirmation of membership.
- **P2 (iv) Subcontracts** Issue around two outstanding subcontracts is being resolved.
- **P7 (ii) Achieving Excellence** recruitment to vacant posts remains challenging, much of underspend is around staff posts and recruitment.

UCLan, Liverpool and Lancaster Universities need to agree to extend staff contracts.

**Action: Mark Gabbay to email Jo Rycroft-Malone, StJohn Crean and Tom Walley and ask if they can respond on that basis. To copy Catherine Walshe in for her to brief Jo Rycroft-Malone.**

**Action: Jennie Popay to follow up with Jo Rycroft-Malone** on issue of Lancaster University not renewing staff contracts on the basis of the extension letter.

##### **New Risks Identified:**

- ARC Public Advisers are not familiar with new format of HIAT toolkit and new Advisers miss out on training. Insufficient links between other ARC PPIE groups, **Mitigation:** Training provided by HEMs and Lead for Health Equity Mainstreaming Strategy. Will also provide annual update training at the Advisers' forum for HIAT Strengthen links between CoREN and Advisers' Forum and Governance Subgroup. Target set to achieve 75% of active Public Advisers trained in HIAT or to have undergone some training in HIAT over that 12-month period.
- **P.6 Adequate Resourcing with Public Advisers** – retention of active Public Advisers and current co-leads. Need to be aware of potential loss of accumulated PPIE knowledge. **Mitigation:** Adopt a public advisory experience tool to building rolling narrative of work that Advisers are doing.

- **P11** - No planning for sustainability and not being in a position to bid for next ARC round.  
**Mitigation:** Evolving a programme of business management, KPIs, Risk Register, internal evaluation and projects of key elements. Operations Manager commenced in post in April. Remains red until settled in role.  
ARC NWC Public Advisers can share experiences with Innovation Agency and would be delighted to share across any other member organisations.  
**Action: Mark Gabbay to discuss at Directors' meeting with Innovation Agency and add as an agenda item at next Steering Board meeting where he can share about the programme of supporting member organisations with public involvement in research.**
- **Ensure that those NW Communities with most pressing needs are represented by all ARC activities.** Public Adviser data is reviewed every six months. Gender ethnicity etc is recorded. Any gaps identified and mitigation planned. Currently awaiting NIHR guidance on reporting of protected characteristics.  
Themes should be encouraged to develop a broad range of projects in terms of geography. Protected characteristics and proactive recruitment through Seldom Heard Voices and CoREN is a critical risk. Paula Byrne, Lead for PPIE will take this forward with Mark Gabbay.  
**Action: Debbie Forsy to circulate Risk Register to Steering Board Members.**

## 5. Draft Plans for Extension

NIHR have confirmed the extension in writing.

The Business Plan is based discussions at two ARCFESTs, members' forum and theme meetings. To go to ARCFEST on 12<sup>th</sup> September and reviewed by Subcommittee on 7<sup>th</sup> September.

**Action: Steering Board Members to respond to Jane Cloke by 14<sup>th</sup> August either confirming that there is nothing problematic or providing any specific comments.**

**Action: Jennie Popay, Jane Cloke and Mark Gabbay to agree the wording for point 3.**

**'Outline any expected changes to the management or governance arrangements of the ARC from 1 October 2024 -31 March 2026' around the External Advisory Committee.**

**Co-funding** – A simple letter is required from member organisations but NIHR have not sent details yet. It is to be signed by the end of September 2023. Members are not asked to sign up to a financial commitment half way through the year. ARC NWC will need to demonstrate at least 25% of NIHR funded matched through co-funding from member organisations that qualify.

**Cash match** –This is a challenge. Meeting with ICBs to see if ARC NWC can keep at least a significant proportion of the cash match that we had in the first five years into the final 18 months.

**Action: Mark Gabbay to email the extension letter to the university representatives about confirming their agreement to continue with their support– and reply before the Business Plan is submitted in September.**

**6. External Advisory Committee**

Terms of reference are being redrafted. There are some suggestions for membership.

**Action: The Subcommittee will consider the ToR again in September, revise them and send and circulate to Steering Board Members by email and start inviting people to join.**

**7. New Member Applications for approval**

- Warrington Borough Council have applied to become a member.
- Halton Borough Council is submitting a letter regarding becoming a member.
- In negotiation with Wirral Research Collaborative
- Child Action North West and Blackburn Health Watch are interested in becoming members.

**Agreed:** Letters from prospective members will go to the Subcommittee for approval.

**8. Any Other Business and Date of Next meeting**

- **Noted:** Steering Board ToR updated to reflect change to names of some member organisations.

**Action: Debbie Forsy to circulate ToR to Steering Board Members.**

- **Noted:** Public Adviser Report.
- **Comparison of ARCs** - NIHR is reviewing ARCs and Mark Gabbay has provided feedback. The Steering Board **agreed** that an objective process of evaluating ARCS should be considered.

**Action: Mark Gabbay and Jane Cloke to prepare a one-page paper for discussion at the Steering Board Subcommittee on 7<sup>th</sup> September on what indicators would be appropriate. what other indicators might be asked for and issues to discuss if there were any.**