

ARC NW COAST STEERING BOARD MEETING	
Agenda item and title	Item 1 NIHR ARC NWC Steering Board minutes 7.12.22 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

Wednesday 7th December

2pm – 4pm

Via zoom

Attendees:

Jennie Popay	ARC NWC Steering Board - Chair
Mark Gabbay	ARC NWC Director
Jane Cloke	ARC NWC Programme Manager
Colette Morris	Cheshire and Merseyside ICB Liverpool Place, Head of Digital Research, and Innovation
Neil Joseph	Public Advisor
Hilary Garrett	Public Adviser
Lynn Hedgeco	Public Adviser
Lisa Rogan	Lancashire and South Cumbria Strategic Director of Medicines Research and Clinical Effectiveness
Janette Grey	University of Central Lancashire
Gabbie Marr	Cheshire and Merseyside ICB Liverpool Place
Benjamin Kennedy	Cheshire and Merseyside ICB Liverpool Place – Senior Finance Manager
Jo Rycroft-Malone	Lancaster University
Phil Jennings	Innovation Agency Chief Executive
Alison Moore	Lancashire County Council
Malayka Rahman	Alzheimers Society Charities and 3rd Sector Organisations Rep
Paul Brown	Acute Trusts Constituent Rep Head of R & I Lancashire Teaching Hospitals
Taj Nathan	Mental Health Trusts Constituent Rep
Anne Liu	ARC NWC Administrator (minutes)

Apologies:

StJohn Crean, Iain Buchan, Hannah Maiden

1. Minutes of Previous Meeting

Minutes of the previous meeting were agreed.

Matters arising - No feedback yet from NIHR on the annual report.

Action: Anne Liu to circulate the minutes from the Subcommittee meeting on 8th November for information.

2. Finance Report

Total project budget for the five years is £10.358M. Budget for 2022/23 is £2.536M
Quarter 2 (April – September) expenditure budget of £1.2M and spend of approximately £1M, £200k underspent. Still forecast to spend full budget by end of financial year.
Match funding annual budget £300K, at quarter 2 the budget is £150K and expenditure is £142K.
Overall forecast to spend £300K by year end.
Plans for spend are discussed at quarterly finance meetings. Subcommittee will consider issue of delays in adverts going out. Every ARC will complete an early reconciliation exercise in addition to ASTOX.
ARC NWC received an 18-month extension to contract to end March 2026. A business case and review will be required. The extension to contract does not take account of inflation and without income or viring money, would have to lose staff at current staffing complement if no grant income or additional income on top of the NIHR grant.

3. Director's Report

Mark Gabbay presented the report and highlighted:

- Internships to be advertised in January. Larger amount for mental health projects.
- 212 publications, 20 in press. 200 projects registered with ARC.
- Operations Manager will be in post in April - 50% for a year.
- Research Development Networks – MG encouraged members to invite colleagues to RDNs where grants are developed.
- Subcontracts –7 organisations to sign subcontract and are being followed up.
- Members were asked to remind constituents that prioritisation surveys are circulated after ARCFESTs to prioritise projects and they can ask to be involved.
- National implementation Programme, Cheshire and Wirral have been successful in one of their programmes: Mental Health Education in schools adopted as a site.
- ARCFESTs will alternate face to face only (with workshops with an exhibition alternately and RaCES workshops). Interim ARCFESTs, with theme activity, will continue to be hybrid.
- Innovation awards will take place in 2023.
- Health inequalities toolkit has been promoted at conferences. Seizure work is now part of national guidance.

Steering Board members will be sent a draft of extension review for comment.

Planning for ARC 2 –Mark asked if Lancashire and South Cumbria ICB staff could be invited to the presentation by Angela Astbury in January on One Liverpool system priorities.

Action:

-Jennie Popay and Jane Cloke to discuss internship opportunities and prepare a brief information note for Steering Board to note in between meetings.

-Jennie Popay to follow up with Mark Gabbay and Jane Cloke on ensuring that public advisers can comment on draft plans for the extension.

Cost of Living Crisis and impact on health Malayka Rahman offered to help as many 3rd sector organisations will be collating information.

ACTION Jane Cloke can send a message and what should we do about it in terms of research and implementation.

Risk Register

The Steering Board were asked if all risks had been identified, if they agreed with ratings, accepted risks and what further mitigations they would recommend.

Rated as Red:

External Advisory Committee – either need to pursue this or inform NIHR why not.

7 outstanding subcontracts - These are being followed up and various reasons for not signing were noted.

Action: Mark and Jane can check if conversations are taking place with ARC leads regarding concerns around any financial commitment send reminders out, and ask the Subcommittee for guidance on when to end involvement from those member organisations.

New risks identified by Subcommittee

-Do Public Advisers have enough voice to the table and are they seeking enough external views community?

-Is enough being done to retain existing ARC staff? Directorate can look at that.

Noted: The 18-month extension still remains an issue - risk not scored yet.

Public Advisers' Governance Subcommittee are actively developing a Public Adviser element of the risk register and a framework to mitigate these issues.

Action: Jane to discuss scoring with relevant stakeholders

Public Advisers will do more work on more information to help them understand what is happening across their areas of NWC to understand priorities and discuss with Jane and Mark.

Adequate staffing levels – Janette Grey state that attracting calibre of staff rather than sluggish university processes is the cause of recruitment issue. Mitigations do not fully cover that.

Action: Janette and Jo Rycroft-Malone to discuss this with their respective universities and report to the Subcommittee and see if there are any mitigations.

5. NIHR ARC NWC Programme Logic and Alignment with Key Performance Indicators.

Jane presented on Programme Logic and it's relation to KPIs.

Noted: There should be joint thinking about how these tools are used so they are part of a living evaluation framework. Outputs should be applied so that they have direct relevance to organisations. Is there some way of capturing that element? Do publications have relevance to practitioners in mental health and social care.

6. NIHR ARC NWC Progress with Outcome and Impact Tracking and Reporting. For Discussion (Enc 6 with presentation)

Item 6 –Jane asked the Steering Board to consider the plan and provide any advice taking it forward.

Engaged Matter of Focus to help plan work using a software cloud-based platform. They have run workshops, developed 4 pathways, demonstrated outnav software and now have a data improvement plan. Further workshops are planned for January, February, March.

Noted from discussion: From the beginning the research question should be truly applied so it is applicable to the real world. Researchers should be taught about the messy world of practice where concepts do not apply in practice. The concept of translation (pathway 3) is contextual and refining the implementation stage is imperative to pathway.

Action: Jane and Jennie to think of ways for Steering Board members to contribute to this and give them some options.

Chair's report on 1-2-1 conversations

The Chair reported on 1-2-1 conversations with Steering Board members which were generally positive, with some issues to improve on:

- **Membership** - How can meetings be more relevant to members. Will address this by more structured agenda and more opportunities to input and influence.
- **Route for Steering Board Members to represent the views of constituency is not clear**
Looking at how to use the partner forum to strengthen that link.
Public Adviser member representatives will now include 2 permanent members: Neil Joseph and Lynn Hedgeco and a rotating adviser. Jennie Popay will regularly attend governance subgroup to discuss Steering Board issues.
- **International Advisory group** – discussed whether the International Advisory Group should continue and if so, in what format.
Agreed to continue with the group but consider and revise the ToR .
Action: Mark, Jennie, and Jane to report to the Steering Board Subcommittee in February and then to Steering Board for comment with revised ToR and suggestions about who to invite.

7. AOB and Date of next meeting

Noted: Change in life expectancy rates, 18 fewer healthier years in more deprived areas. Question was raised about how to communicate this and share that more overtly on recruiting members.

Jennie Popay and Jane Cloke will be back in touch about extension planning and next steps for output and impact work.

Future dates to be agreed for Steering Board and Steering Board Subcommittee.