

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

REPORT BY TRUST BOARD COMMITTEE TO TRUST BOARD

DATE OF TRUST BOARD MEETING: 28 February 2013

COMMITTEE: UHL RESEARCH AND DEVELOPMENT COMMITTEE

CHAIRMAN: Mr M Hindle, Trust Chairman

DATE OF COMMITTEE MEETING: 11 February 2013

RECOMMENDATIONS MADE BY THE COMMITTEE FOR CONSIDERATION BY THE TRUST BOARD:

None.

OTHER KEY ISSUES IDENTIFIED BY THE COMMITTEE FOR CONSIDERATION BY THE TRUST BOARD:

The following key issues were identified by the Committee:

- CLAHRC Next Round (Minute 05/13/1 refers) and
- Medical Physics Strategy (Minute 06/13/1 refers).

DATE OF NEXT COMMITTEE MEETING: 7 March 2013

**Mr M Hindle, Trust Chairman
22 February 2013**

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

**MINUTES OF A MEETING OF THE UHL RESEARCH AND DEVELOPMENT COMMITTEE
HELD ON MONDAY 11 FEBRUARY 2012 AT 2.30PM IN THE LARGE COMMITTEE ROOM,
LEICESTER GENERAL HOSPITAL**

Present:-

Mr M Hindle – Trust Chairman (Chair)
Professor R Baker - LNR CLAHRC Programme Director
Professor C Brightling – Professor of Respiratory Medicine (from Minute 04/13)
Professor D Field - Professor of Neonatal Medicine
Dr K Harris – Medical Director
Dr D Hetmanski – Assistant Director of Research and Development
Ms E McKechnie – Medication Safety Lead Pharmacist (deputising for Ms B Pattani, Acting Chief Pharmacist)
Professor B Morgan – Professor of Cancer, Imaging and Radiology (from Minute 05/13)
Mr P Panchal – Non-Executive Director
Professor D Rowbotham - Director of Research and Development
Professor N Samani – BRU Director
Dr A Thomas - Reader and Consultant in Medical Oncology
Mrs J Wells – Patient Adviser
Professor D Wynford-Thomas - Dean of the University of Leicester Medical School and UHL Non-Executive Director.

In attendance:-

Mrs G Belton – Trust Administrator
Ms C Greaves – Head of Medical Physics (for Minute 6/13/1 only)

RESOLVED ITEMS

ACTION

01/13 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr J Adler, Chief Executive, Professor M Nimmo Pro-Vice Chancellor of Research, Loughborough University and Mr S Sheppard, Assistant Director of Finance.

02/13 MINUTES

Resolved – that (A) the Minutes of the Research and Development Committee meeting held on 10 December 2012 (paper A refers) be confirmed as a correct record, and

(B) it be noted that the UHL Research and Development Committee meeting scheduled for 14 January 2013 had been cancelled.

03/13 MATTERS ARISING

Matters Arising Report

In discussion on the matters arising report at paper B, the following was noted:-

- (a) Minute 100/02 of 10 December 2012 (Financial Reporting System for R & D) – the Chairman noted that the recommendations supported by the R & D Committee had subsequently been formally approved by the Trust Board;
- (b) Minute 89/12 of 8 October 2012 (Clinical Research Support Group) – the Medical Director reported verbally to advise that he had now met with Professor Ashton, Pro Vice Chancellor at DMU (as had Mr Adler, Chief Executive) and collaborative work was being planned. Also in relation to this Minute, it was noted that the Chairman planned to discuss the means by which to increase the profile of the Clinical Research Support Group with the Director of Communications and External

- Relations;
- (c) Minute 93/12 of 8 October 2012 (R & D in the Women's and Children's Division) – the Medical Director reported verbally to confirm that a number of meetings had taken place with Dr Barwell, and that the Division had a strategy document, which would be fed into the Trust's overall strategy. It was agreed that this information should be noted, and this item now removed from future iterations of the Matters Arising report;
 - (d) Minute 96/12/1 of 8 October 2012 (Strategic Joint Partnership Committee) – the Dean of the University of Leicester Medical School reported verbally to confirm that meetings of this group were to continue, and would be increasing in frequency due to the volume of business to discuss, and
 - (e) Minute 75/12 of 13 August 2012 (Matters Arising Report) – it was agreed to remove this item from future iterations of the Matters Arising report.

Chairman

TA

TA

Resolved – that (A) the contents of this report be received and noted,

(B) the Chairman be requested to undertake the action outlined under point (b) above, and

Chairman

(C) the Trust Administrator be requested to undertake the actions outlined under points (c) and (e) above.

TA

04/13

UPDATE ON BRANDING

Further to Minute 104/12 of 10 December 2012, the Assistant Director of Research and Development reported verbally on the various discussions that had taken place between himself and the Director of Communications and External Relations with regard to the 'branding' of research and development at UHL. It was considered that a solution to delivering this work would be through the employment of an individual to progress the relevant themes, particularly the development of a website. It was intended to fund this post through utilisation of RCF monies, and the hours for this post were currently under discussion. Discussions had also commenced between the Assistant Director of Research and Development and the relevant BRU Managers with regard to the possibility of this post being a joint position across the R & D directorate and the BRUs, given the anticipated advantages in terms of achieving both value for money, and consistency of message, albeit noting that the Diabetes BRU had a web manager in post already. Professor Samani, BRU Director, confirmed his strong support for the development of a single full time post to work jointly across the relevant areas (as outlined above).

In further discussion of this item, the following points were noted:

- (i) the need to employ an individual to the post outlined above who was able to interpret relevant information;
- (ii) the need to take into account the fact that the website needed to be both internal and external-facing;
- (iii) the benefit to be gained from the Assistant Director of Research and Development taking advice from the Committee's Patient Advisor with regard to the content of the external-facing (i.e. public) part of the website (noting the need for it to be user-friendly and to advise patients of their ability to take part in research within the Trust if they so wished);
- (iv) the potential benefit to be gained from more widely advertising around the Trust the fact that the Trust was a research organisation and specifically advertising the studies that researchers were wishing to recruit to (noting the need for any such posters to be approved through the Ethics Committee beforehand);
- (v) the possible benefits to be realised through developing a strategy by which to engage with the community, e.g. through GP practices etc (albeit noting that research networks did link with primary care). It was further noted that, currently, patient and public involvement (PPI) activities tended to occur through individual research groups rather than on a wider scale. It was noted that the

ADRD

ADRD

ADRD

ADRD

development of such a strategy around PPI would assist the Trust in terms of its long-term funding prospects for research. It was agreed that the Assistant Director of Research and Development should make contact with Karl Mayes, PPI and Membership Manager in the progression on these particular aspects of work.

ADRD

Resolved – that (A) the contents of this verbal report be noted, and

(B) the Assistant Director of Research and Development be requested to take note of and action the items outlined under points (i) to (v) inclusive above, and provide a further update on progress at a future meeting of the Research and Development Committee.

ADRD

05/13 ITEMS FROM THE LNR CLAHRC PROGRAMME DIRECTOR

05/13/1 CLAHRC Next Round

Further to Minute 105/12/1 of 10 December 2012, Professor Baker, LNR CLAHRC Director, reported verbally on the following items:

- (1) the next meeting of the LNR CLAHRC Management Board was due to be held on 25 February 2013, the outcome of which would be reported at the next meeting of the UHL R & D Committee;
- (2) the fact that he was standing down as Director of LNR-CLAHRC from the end of March 2013, and would be succeeded by Professor Khunti until 31 December 2013 (which was when funding ceased for LNR CLAHRC in its current form);
- (3) the recent call-out for CLAHRC 2, which would be a second five-year funded programme, the focus of which would be on applied research. The most significant difference between CLAHRC 1 and CLAHRC 2 was the fact that the NIHR were seeking to increase the number of CLAHRCs, but were expecting to have only one CLAHRC per Academic Health Science Network (AHSN), and the AHSN would be required to sign-off the CLAHRC. Currently two local CLAHRCs were in existence; the LNR CLAHRC (covering Leicestershire, Northamptonshire and Rutland) and the NDL CLAHRC (covering Nottinghamshire, Derbyshire and Lincolnshire). Discussions were currently on-going with colleagues at both the NDL CLAHRC and the AHSN, and it had been agreed to submit one single CLAHRC bid on which both current CLAHRCs would jointly work. A number of issues remained for agreement, including identification of the host organisation for CLAHRC 2, and this work was in progress.

Particular discussion took place regarding the following points:

- (i) the funding arrangements for the new CLAHRC and the timelines for the submission of the bid (the bid needed to be submitted by mid-May 2013, with a decision expected in mid-July 2013 and funding then in place from January 2014);
- (ii) potential risks to the bid process given the need to work across two current CLAHRCs to form one joint bid;
- (iii) potential funding shortfalls, and means by which to fill any resulting gaps, and
- (iv) responsibility for the progression of the bid including the governance process – it was noted that the bid process was being organised under the AHSN (led by Rachel Munton, NDL CLAHRC Director), and members from both CLAHRCs were currently meeting on a fortnightly basis to work through the relevant issues.

In conclusion, the Chairman noted his wish to formally recognise the exemplary work which Professor Baker had undertaken in respect of his leadership of the LNR CLAHRC, and extended the Committee's best wishes to Professor Khunti as he took on this role. He further noted the need for this issue to be scheduled as a standing agenda item at future

R & D Committee meetings.

TA

Resolved – that (A) this verbal information be noted,

(B) this item constitute a standing agenda item at future meetings of the Research and Development Committee, and

TA

(C) formal recognition be made of the exemplary work undertaken by Professor Baker in respect of his leadership of the LNR CLAHRC.

06/13 ITEMS FROM THE DIRECTOR OF RESEARCH AND DEVELOPMENT

06/13/1 Medical Physics Strategy

Professor Samani, BRU Director and Ms Greaves, Head of Medical Physics, presented paper 'C', which outlined the Strategy for Research in Medical Physics and Imaging; the recent retirements of Professor Evans, Head of Medical Physics and Professor Panerai, Head of Clinical Measurements having led to an evaluation of the future research direction and strategy of the Medical Physics academic group. The report outlined the reasons for maintaining an active, vibrant and growing Academic Medical Physics group, both for the Trust and the University, and detailed the proposed three key research themes to be taken forward, and the three new appointments that would be required to join two existing members of the academic Medical Physics group. It was anticipated that this core academic group would be complemented by additional staff and students funded through research grants, through support provided by the CLRN (for portfolio studies) and through dynamic interaction (as currently) with staff in the clinical Medical Physics Department. The Committee was asked to endorse this strategy, and support the appointments to facilitate its successful implementation.

In discussion on this item, members noted the importance of this work, as described verbally by both Professor Morgan and Professor Brightling, and members expressed their strong support for the strategy (and related appointments) outlined within the report, noting that the proposals presented were the minimum required to remain stable and competitive. In response to a query raised as to the funding for the posts outlined, it was noted that the majority of the funding was already available, but that further discussions were required with the University to agree the funding streams for the remaining amount. Also in response to a query raised, it was confirmed that there was synchronicity between this strategy and the UHL R & D Strategy. It was also agreed that consideration was to be given to the further development of this strategy through the construction of a business case based upon a shared agreement between the Trust and Leicester University. The progression of this business case was to be taken forward as a substantive item of business for the Joint University / UHL Committee, with a report on progress to be submitted, as appropriate, to future meetings of the R & D Committee.

DRD
and
relevant
colleagues

Professor Samani, BRU Director, extended his thanks to Ms Greaves and her colleagues for the support they had provided for this work.

In conclusion, the Chairman noted the Committee's endorsement of the contents of this report, and undertook to brief the Trust Board accordingly of discussions held on this matter at the next Trust Board meeting due to be held on 28 February 2013.

Chairman

Resolved – that (A) the contents of paper 'C' be endorsed by the Committee,

(B) consideration be given to the further development of this strategy through the construction of a business case based upon a shared understanding between the Trust and Leicester University, and the progression of this issue be taken forward as a substantive item of business for the Joint UL/UHL Committee, with a report on progress to be submitted to future meetings of the UHL R & D Committee, as appropriate, and

DRD
and
relevant
colleagues

(C) the Chairman be requested to brief the Trust Board accordingly of the Committee's discussions on this issue at its next meeting to be held on 28 February 2013.

Chairman

06/13/2 R & D Scorecard Q3

The Assistant Director of Research and Development presented paper 'C1', which detailed the quarterly R & D scorecard for October to December 2013.

Particular discussion took place regarding the indicator relating to 'recruitment to studies' which was currently rag-rated 'red', with specific regard to the anticipated implications of this (which related to both funding and reputation). It was anticipated that this indicator would show improvement by the year-end in light of some upcoming studies which would increase the numbers currently reflected in the report (note being made that the numbers recruited would depend on the type of study being undertaken).

In respect of recruitment to research posts, the Assistant Director of Research and Development reported that a new process, devised in conjunction with HR colleagues, was shortly due to be implemented and would be reviewed six month's post-implementation. The new process to be utilised would mean that the R & D office would be leading on the process for recruitment to research posts.

Resolved – that the contents of this report, and the additional verbal information provided, be received and noted.

06/13/3 Sensing Systems for Healthcare – application to EPSRC by Loughborough University

The Director of Research and Development reported verbally to brief the Committee on the fact that he had represented the Trust at an interview for an application made by Loughborough University to set up a Centre for the Development of Biological Sensors. The three BRUs were in support of the application, and the outcome of the interview was currently awaited.

In respect of a particular query raised by the Dean of the University of Leicester Medical School with regard to any overlap with other areas of work already on-going, it was agreed that this matter should be discussed further, outwith the meeting, by the Director of Research and Development, Professor Samani, BRU Director and the Dean of the University of Leicester Medical School.

DRD/
BRU
Director
/DWT

Resolved – that (A) this verbal information be noted, and

(B) the Director of Research and Development, BRU Director and Dean of the University of Leicester Medical School be requested to discuss the query referenced above further outwith the meeting.

DRD/
BRU
Director
/DWT

06/13/4 AHSN Update

Further to Minute 105/12/2 of 10 December 2012, the Director of Research and Development reported verbally to advise that notification of the outcome of the interview was still awaited, however the informal feedback received had been positive. An Interim Board had been established, on which the UHL Director of Research and Development represented Leicester. A job description had been circulated for a Director of the Unit and a Chairman. The Director of Research and Development was looking to establish a group comprised of individuals from each Division to meet informally to further progress related work.

Resolved – that this verbal information be received and noted.

07/13 MINUTES FOR INFORMATION

07/13/1 Strategic Partnership Joint Committee

Resolved – that it be noted that the Minutes of the Strategic Partnership Committee were circulated outwith the meeting to relevant members.

07/13/2 Joint Biomedical Research Unit Board

Resolved – that it be noted that the next meeting of the Joint Biomedical Research Unit Board had now been arranged and would be held later in February 2013.

07/13/3 LNR CLAHRC Management Board

Resolved – that it be noted that the LNR CLAHRC Management Board was now scheduled to meet on 25 February 2013.

08/13 ANY OTHER BUSINESS

08/13/1 CLRN Structures

Professor Samani, BRU Director, reported verbally on the re-structuring of CLRN, noting that there was to be a single CLRN, and of the potential opportunities for the Trust which needed to be considered in this respect. The Director of the Research and Development noted that he had attended a meeting on this, and related, subjects in the previous week, with discussions remaining on-going.

Resolved – that this verbal information be noted.

08/13/2 MEP Visit

The Director of Research and Development briefed the Committee of the recent visit of Mrs G Wilmott, MEP to the Trust.

Resolved – that this verbal information be received and noted.

08/13/3 MRHA Inspection of University of Leicester

The Director of Research and Development noted that there was to be an MRHA Inspection of the University of Leicester, and that the UHL Research Office (as a joint office) was assisting them in their preparations.

Resolved – that this verbal information be noted.

08/13/4 UHL R & D Committee

The Chairman reported verbally, to brief the Committee of planned changes to the structure and governance arrangements of the UHL Research and Development Committee. It was intended that, as from April 2013, this Committee would no longer be a designated sub-committee of the Trust Board, but an Executive Committee reporting to the Executive Team. The chairmanship of the Committee would also change to the Medical Director and Director of Research and Development. The Medical Director noted that work was currently underway in terms of reviewing the Committee's membership and terms of reference, however little change was expected in this respect, other than in terms of the reporting line for the Committee. Protected time was to be reserved at Trust Board meetings for the discussion of issues relating to research and development. The importance of research and development to the Trust was emphasised, and it was agreed

to circulate the Terms of Reference for the Research and Development Committee at the next Committee meeting on 7 March 2013.

MD/TA

Resolved – that (A) this verbal information be noted, and

(B) the Terms of Reference for the Research and Development Committee be circulated at the next Committee meeting on 7 March 2013.

MD/TA

09/13 IDENTIFICATION OF KEY ISSUES THAT THE COMMITTEE WISHES TO DRAW TO THE ATTENTION OF THE TRUST BOARD

10/13 **Resolved – that the following key issues be brought to the attention of the Trust Board:**

- CLAHRC Next Round (Minute 05/13/1), and
- Medical Physics Strategy (Minute 06/13/1 above refers).

11/13 DATE OF NEXT MEETING

Resolved – that the next meeting of the UHL Research and Development Committee be held on Thursday 7 March 2013 from 3pm until 5pm in the Board Room, Victoria Building, Leicester Royal Infirmary.

The meeting closed at 4.08pm.

Cumulative Record of Members' Attendance (2012-13 to date):

Name	Possible	Actual	% attendance	Name	Possible	Actual	% attendance
J Adler	1	0	0%	B Morgan *	6	5	83%
R Baker *	6	2	33%	N Samani *	6	4	67%
C Brightling *	6	4	67%	S Sheppard / M Maynes	6	4	67%
D Field *	6	5	83%	P Panchal	6	6	100%
K Harris	6	4	67%	B Pattani	1	0	0%
D Hetmanski	6	6	100%	D Rowbotham	6	5	83%
M Hindle	6	6	100%	A Thomas *	6	5	83%
S Khalid	5	3	60%	A Tierney	3	1	33%
M Lowe-Lauri	2	2	100%	J Wells*	6	5	83%

* non-voting members

Gill Belton
Trust Administrator