

Trust Board Paper U

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

REPORT BY TRUST BOARD COMMITTEE TO TRUST BOARD

DATE OF TRUST BOARD MEETING: 31 January 2013

COMMITTEE: UHL RESEARCH AND DEVELOPMENT COMMITTEE

CHAIRMAN: Mr M Hindle, Trust Chairman

DATE OF COMMITTEE MEETING: 10 December 2012

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

The following item was recommended for the approval of the Trust Board:

- Financial Reporting System for Research and Development (Minute 100/12).

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

The following key issues were identified by the Committee:

- Outcome of Branding Workshop (Minute 104/12), and
- R & D Scorecard Quarter 2 (Minute 106/12/1).

DATE OF NEXT COMMITTEE MEETING: 11 February 2013 (the meeting originally scheduled to be held on 14 January 2013 was subsequently cancelled).

Mr M Hindle, Trust Chairman
25 January 2013

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

**MINUTES OF A MEETING OF THE UHL RESEARCH AND DEVELOPMENT COMMITTEE
HELD ON MONDAY 10 DECEMBER 2012 AT 2.30PM IN THE LARGE COMMITTEE ROOM,
LEICESTER GENERAL HOSPITAL**

Present:-

Mr M Hindle – Trust Chairman (Chair)
Professor C Brightling – Professor of Respiratory Medicine (except for Minutes 101/12 and 102/12)
Professor N Brunskill – Professor of Renal Medicine, University of Leicester (deputising for
Professor R Baker, LNR CLAHRC Programme Director)
Dr D Hetmanski – Assistant Director of Research and Development
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

In attendance:-

Mrs G Belton – Trust Administrator
Ms D Johnson – PhD Student (Observer)
Mr M Maynes – R & D Finance Lead

RECOMMENDED ITEMS

100/12 FINANCIAL REPORTING SYSTEM FOR RESEARCH AND DEVELOPMENT

Further to Minute 80/12 of 13 August 2012, the Research and Development Finance Lead presented paper 'C', which documented the outputs of the financial governance review undertaken in relation to research and development within the Trust. The report also detailed information in respect of the next implementation phase of the project, and sought action from the Research and Development Committee in respect of sixteen specific recommendations detailed within the report (specifically to give further consideration to R1 to R7 inclusive and to approve the recommendations detailed under R8 to 16 inclusive), all of which are summarised below:

- R1 – the R & D Committee to consider how to increase the turnover and profitability of R & D;
- R2 – DH deferrals to no longer be made (as recommended by DH);
- R3 – all deferrals to be reviewed and formally agreed with the R & D Finance Lead and authorised by the Director of Finance before inclusion in the accounts;
- R4 – a minimum balance of £5000 to be introduced for deferrals;
- R5 – the number of General Research Funds to be substantially reduced and funds consolidated where appropriate;
- R6 – the R & D Committee to consider a wider strategy to utilise General Research Funds effectively;
- R7 – a separate paper to be submitted to the R & D Committee to consider General Research Fund issues specifically;
- R8 – the revised accounting hierarchy to be implemented with effect from April 2013;
- R9 – budget holders and authorisation levels to be confirmed by March 2013;
- R10 – the revised financial reporting arrangement to be agreed;
- R11 – the R & D Finance Leads to be responsible for giving financial approval to all new studies (actioned in April 2012);
- R12 – the R & D Central Finance team to be responsible for all aspects of the financial management of R & D;
- R13 – the R & D Central Finance Team to be strengthened to reflect these responsibilities;
- R14 – all of the posts noted under R13 to be funded via CLRN and RCF funding;

- R15 – a system to be introduced to monitor all commercial trials, and
- R16 – all financial approvals for research posts to be granted by the Central Team with effect from April 2013.

In presentation of the report, the R & D Finance Lead noted that separate financial reporting for R & D would commence from April 2013, and such reports would be submitted to future meetings of the R & D Committee.

R&DFL/
TA

The Committee supported all of the recommendations presented, for onward recommendation to the Trust Board for formal approval. A specific request was made by Mr Panchal, Non-Executive Director that any actions subsequently implemented in respect of recommendation 1 (R1) were linked appropriately to the R & D Strategy.

Recommended – that (A) the recommendations detailed within this report be supported for onward recommendation to the Trust Board for formal approval,

Chair

(B) any actions subsequently implemented in respect of recommendation 1 be linked appropriately to the R & D Strategy, and

Relevant
members

(C) the Research and Development Finance Lead be requested to submit reports regarding financial reporting for R & D to the Committee from April 2013 onwards.

RDFL/
TA

RESOLVED ITEMS

ACTION

101/12 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Professor R Baker, LNR CLAHRC Programme Director, Professor D Field, Professor of Neonatal Medicine, Dr K Harris, Medical Director, Mrs S Khalid, Chief Pharmacist, Professor B Morgan, Professor of Cancer, Imaging and Radiology, Professor M Nimmo, Pro-Vice Chancellor of Research, Loughborough University, Mr S Sheppard, Assistant Director of Finance, Mr M Wightman, Director of Communications and External Relations and Professor D Wynford-Thomas, Dean of the University of Leicester Medical School and UHL Non-Executive Director.

102/12 **MINUTES**

Resolved – that (A) the Minutes of the Research and Development Committee meeting held on 8 October 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 5 November 2012 had been cancelled.

103/12 **MATTERS ARISING**

103/12/1 Matters Arising Report

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

- Minute 88/12/1 of 8 October 2012 (Matters Arising Report – specifically R & D in the Musculo-Skeletal Services Specialties – Minute 77/12 refers) – the Director of Research and Development reported verbally to confirm that discussions remained on-going between Mr Dias, Consultant Orthopaedic Surgeon and Professor Wynford-Thomas, Dean of the University of Leicester Medical School;
- Minute 88/12/1 of 8 October 2012 (Matters Arising Report – specifically Acute Division: Respiratory Strategy – Minute 60/12 of 14 May 2012 refers) – it was noted that the action listed for the Dean of the University of Leicester Medical School (regarding giving consideration as to where further synergy was required between the two

DWT

- organisations (UHL and UoL) should be taken forward outwith the meeting;
- (c) Minute 90/12 of 8 October 2012 (Performing, Initiating and Delivering (PID) Clinical Research) – it was noted that there was nothing further to report on this item at present, and it was therefore agreed to remove this from future iterations of the Matters Arising Report;
- (d) Minute 93/12 of 8 October 2012 (Research and Development in the Women’s and Children’s Division) – the Director of Research and Development reported verbally to inform members of the work currently on-going to approve a number of studies in Obstetrics, which represented a very positive step, given the previously low number of studies at UHL in this particular field of research, and
- (e) Minute 94/12/6 of 8 October 2012 (Space Issues relating to Ophthalmology) – the Director of Research and Development reported verbally to advise that this issue was now close to resolution, and could be removed from future iterations of the Matters Arising Report.

TA

TA

Resolved – that the contents of the matters arising report be noted and all associated actions agreed above (points b, c and e refer) be undertaken.

DWT/
TA

104/12 OUTCOME OF BRANDING WORKSHOP

The Director and Assistant Director of Research and Development presented paper ‘D’, which detailed the outputs of a Branding Workshop held on 31 October 2012. They emphasised the importance of creating a branded ‘design’ concept, which they were currently seeking to address via the design of a new website, which it was recognised would require dedicated resource in terms of the information on the website being continually refreshed and kept current.

The following points were covered during the ensuing discussion:

- (i) the importance of the Trust’s strategy for determining its branding;
- (ii) the fact that the Trust’s BRUs formed part of the brand (and were not the brand in itself) It was suggested that the new website should provide a link to the individual websites of the BRUs, where relevant;
- (iii) the need to recognise the strengths of UHL in terms of the diverse community it served, and
- (iv) the need to fully appreciate the different audiences for the website, and tailor the information accordingly (in particular noting the need for a section specifically for the Trust’s public audience, and the need to consider an overlap with audiences with whom the Fundraising Team would also look to establish appropriate links).

In conclusion, it was agreed that the Director and Assistant Director of R & D, in conjunction with the Director of Communications and External Relations would agree a process for (and the resources required to) take forward this work, seeking advice from relevant colleagues (e.g. a BRU representative etc) as appropriate, and provide a verbal update on progress to the next meeting of the R & D Committee as appropriate.

DRD/
ADR/
DCER

The Chairman undertook to brief the Trust Board of this work, and the support of the UHL Research and Development Committee for committing to its further development.

Chairman

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

(B) the Director and Assistant Director of R & D be requested, in conjunction with the Director of Communications and External Relations, to agree a process for (and the resources required to) take forward this work, seeking advice from relevant colleagues as appropriate, and provide a verbal update on progress to the next meeting of the R & D Committee as appropriate, and

DRD/
ADR/
DCER

(C) the Chairman be requested to brief the Trust Board accordingly of this work, and

the support of the UHL Research and Development Committee for committing to its further development.

Chairman

105/12 ITEMS FROM THE LNR CLAHRC PROGRAMME DIRECTOR

105/12/1 Future of CLAHRC

In the absence of Professor Baker, LNR CLAHRC Programme Director, Professor Brunskill reported verbally to advise members of the activity currently on-going in anticipation of the call for CLAHRC 2. It was now anticipated that the call would be made in the New Year 2013. It was agreed that the LNR CLAHRC Programme Director would be requested to brief the R & D Committee accordingly as soon as further information was received.

LNR
CLAHRC
Director

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

(B) the LNR CLAHRC Programme Director be requested to brief the R & D Committee accordingly as soon as further information was received in respect of CLAHRC 2.

LNR
CLAHRC
Director
/ TA

105/12/2 AHSN Interview

The Director of Research and Development and Professor Brightling, Professor of Respiratory Medicine reported verbally to brief members of the recent AHSN Interview which the Trust had attended with its partners from Nottingham University Hospitals NHS Trust and Loughborough University). The outcome of the interview was not expected until the second week of January 2013, however the Director of Research and Development undertook to provide the Chairman with a copy of the official debriefing note produced following the interview.

DRD

Following further discussion of relevant issues by members (including engagement with relevant stakeholders, development of a process by which to collate proposals for the use of any associated funding, appointment to relevant posts within any resulting structures etc) it was agreed that the Chairman would brief the Trust's newly appointed Chief Executive of this issue (and of the expected notification date of the outcome of the AHSN interview) upon the commencement of his employment with the Trust on 7 January 2013. It was also agreed during discussions that the Director of Research and Development should propose that a Stakeholder meeting be hosted by UHL and give consideration to appropriate invitees.

Chair

DRD

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

(B) the Director of Research and Development be requested to provide the Chairman with a copy of the official debriefing note produced following the AHSN Interview,

DRD

(C) the Chairman be requested to brief the Trust's newly appointed Chief Executive of this issue (and of the expected notification date of the outcome of the AHSN interview) upon the commencement of his employment with the Trust on 7 January 2013, and

Chair

(D) the Director of Research and Development be requested to propose that a stakeholder meeting was hosted by UHL, and to give consideration to appropriate invitees.

DRD

106/12 ITEMS FROM THE DIRECTOR OF RESEARCH AND DEVELOPMENT

106/12/1 R & D Scorecard

The Assistant Director of Research and Development presented paper 'E', which detailed

the R & D Scorecard for quarter 2 (July – September 2012), highlighting the ‘green’ RAG rating against the majority of the indicators. Particular note was made of those indicators currently RAG-rated ‘amber’ and the actions planned in order to achieve a ‘green’ status, specifically with regard to audits. Particular discussion took place with regard to the indicator relating to ‘Recruitment to Studies’ which was currently RAG rated as ‘red’, and of the work on-going to improve the position.

Further discussion took place with regard to particular issues associated with the appointment to research posts, and it was agreed that the Assistant Director of Research and Development would take up the points raised with the Trust’s Human Resources directorate, with whom he had a meeting scheduled (and agreed to subsequently notify the Trust Chairman, in his role as R & D Committee Chairman, of any particular issues if relevant). It was also agreed that the Chairman would brief the Trust Board of the current difficulties being experienced in recruiting to studies, and that the Assistant Director of Research and Development would provide members with an update on the latest position in terms of recruitment to studies at the R & D Committee meeting in January 2013.

**ADRD
Chair**

ADRD

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

(B) the Assistant Director of Research and Development be requested to discuss with the Trust’s HR Directorate the particular issues raised in relation to the process for appointment to research posts (and notify the Chairman accordingly of the outcome of this if required),

ADRD

Chairman

(C) the Chairman be requested to brief the Trust Board of the current difficulties being experienced in recruiting to studies, and

(D) the Assistant Director of Research and Development be requested to provide members with an update on the latest position in terms of recruitment to studies at the R & D Committee meeting in January 2013.

**ADRD/
TA**

106/12/2 Re-organisation of NIHR Networks

Resolved – that this item had been covered elsewhere on the agenda (Minute 105/12/1 above refers).

107/12 **DATES FOR UHL RESEARCH AND DEVELOPMENT COMMITTEE MEETINGS IN 2013**

The Chairman verbally notified members of the need to change the majority of the previously agreed meeting dates of the UHL Research and Development Committee in 2013 due to the need to facilitate the attendance of the Medical Director (who had a regular clinical commitment on Monday afternoons throughout 2013) and whose role had a specific responsibility for research and development, which meant that his attendance at the Committee was crucial. It was proposed that the majority of meetings of the UHL Research and Development Committee in 2013 would now be held on Thursdays between 2pm and 4pm. Upon seeking the availability of members present at today’s meeting to attend future meetings if held at such a time, members indicated their availability to do so, however noted that a 3pm start would be more preferable if possible. It was agreed that the Trust Administrator would progress the revised dates for 2013 outwith the meeting, notifying members accordingly as soon as possible.

TA

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

(B) the Trust Administrator be requested to undertake the action outlined above.

TA

108/12 MINUTES FOR INFORMATION

108/12/1 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.

108/12/2 Joint Biomedical Research Unit Board

Resolved – that the Minutes of the Joint Biomedical Research Unit Board held on 15 October 2012 (paper F refers) be received and noted.

108/12/3 LNR CLAHRC Management Board

Resolved – that (A) it be noted that the LNR CLAHRC Management Board had not met since its meeting of 13 June 2012 (as the meeting dates scheduled for 11 October 2012 and 3 December 2012 had subsequently had to be cancelled), and

(B) an alternative date was currently being arranged and would be confirmed in due course.

109/12 ANY OTHER BUSINESS

109/12/1 Medical Physics Strategy

Professor Samani, BRU Director, noted that the Strategy relating to Medical Physics required submission to a forthcoming meeting of the UHL R & D Committee (currently intended for submission to the January 2013 R & D Committee meeting).

Resolved – that the Strategy relating to Medical Physics be scheduled provisionally for receipt at the January 2013 meeting of the R & D Committee.

TA

110/12 IDENTIFICATION OF KEY ISSUES THAT THE COMMITTEE WISHES TO DRAW TO THE ATTENTION OF THE TRUST BOARD

Resolved – that the following key issues be brought to the attention of the Trust Board:

- Financial Reporting System for Research and Development (recommended item – Minute 100/12 above refers);
- Outcome of Branding Workshop (Minute 104/12 above refers), and
- R & D Scorecard Quarter 2 (Minute 106/12/1 above refers).

111/12 DATE OF NEXT MEETING

Resolved – that (A) the next meeting of the UHL Research and Development Committee be held on Monday 14 January 2013 from 2.30pm until 4.30pm in the Large Committee Room, Leicester General Hospital, and

(B) in light of the fact that the Medical Director could not attend the January 2013 and February 2013 meetings of the R & D Committee, he be requested to feed in any comments regarding any of the reports to the Trust Chairman prior to the meeting (note being made that dates from March 2013 onwards would be revised to facilitate his attendance).

The meeting closed at 4.05pm.

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

Name	Possible	Actual	% attendance	Name	Possible	Actual	% attendance
R Baker *	5	1	20%	B Morgan *	5	4	80%
C Brightling *	5	3	60%	N Samani *	5	3	60%
D Field *	5	4	80%	S Sheppard / M Maynes	5	4	80%
K Harris	5	3	60%	P Panchal	5	5	100%
D Hetmanski	5	5	100%	D Rowbotham	5	4	80%
M Hindle	5	5	100%	A Thomas *	5	4	80%
S Khalid	5	3	60%	A Tierney	3	1	33%
M Lowe-Lauri	2	2	100%	J Wells*	5	4	80%

* non-voting members

Gill Belton
Trust Administrator