

PRIME Centre Wales (Wales Centre for Primary and Emergency Care Research) – Executive Management Committee Meeting

27th January 2016, 10:45-13:00

Bangor University, Gwenfro Unit 7, Wrexham Technology Park,
Wrexham, LL137YP (Videoconference to Swansea and Cardiff)

Present: Richard Neal (Chair), Richard Evans (notes), Kate Brain, Adrian Edwards, Helen Snooks, Dean Chapman, Anne Surman, Joyce Kenkre, Alison Porter, Nigel Rees, Antony Chuter Bridie Evans (VC), Ivor Chestnutt (VC), Angela Watkins (VC), Carolyn Wallace (VC), Fiona Wood (VC), Gideon Calder (VC), Steve Smith (VC), Joseph Carter (VC), Rosanne Palmer (VC), Robert Harris-Mayes (VC)

Apologies: Andrew Carson-Stevens, Deborah East, Nick Francis, Karen Gully, Kerry Hood, Nefyn Williams, John Wynn-Jones

NOTES & ACTIONS: Approved at meeting held 04/07/2016.

1. Previous notes & actions

- i. Accuracy of notes
 - Item 2 - change of name required from Adrian Evans to Adrian Edwards.
 - Replace references to NISCHR with HCRW.
 - Notes otherwise approved as accurate.ACTION: AS to update previous meeting notes.
- ii. Update on actions
 - AOB1 - the 5 year reports for TRUST and the WSPCR will be made available shortly on PRIME website.ACTION: AW to upload reports to PRIME website.

2. Terms of Reference

- i. The Terms of Reference were discussed.
 - Antony Chuter suggested there was a lack of PPI referencing on the Terms of Reference. However, it was agreed that PPI input was implicit in points 3 and 5. No further action required.
 - Dean Chapman reaffirmed that his official position in attendance at these meetings is as WG rep, not HCRW. Dean suggested inviting someone from the HCRW support centre.
 - Karen Gully, who was not present at the meeting, is to represent WG policy at future meetings.

3. Director's Overview

- i. Adrian Edwards presented an overview on PRIME Centre Wales.
 - Adrian outlined a successful 9 months of work, including several high profile events, some major grants won and submitted, as well as some excellent collaborations formed.

- ii. The future commissioning of PRIME years 4 and 5 was discussed.
 - Helen and Adrian sit on the HCRW board and have made them aware of the need for a seamless transition to years 4 and 5 if commissioned.
 - Dean explicitly stated that it is not a re-commissioning process and that it is a 5 year scheme. Progress will be reviewed, with a request for years 4 and 5 plans in spring 2017, and a decision to be made by summer 2017.
 - The level of funding for years 4 and 5 is unclear, but the intention is to match current levels of funding if PRIME Centre Wales delivers on objectives.
 - Dean suggested that focussing on engagement with HCRW and WG policy will reflect very favourably on PRIME Centre Wales.
ACTION: AW to add engagement with HCRW and WG policy to Operational Group Agenda.
 - All in attendance were in agreement that it would be useful to establish the effectiveness of PRIME Centre Wales, and what can be directly attributed to the Centre. This will help establish what works well and will inform plans for years 4 and 5.

4. Work Packages – Highlights & Issues

- i. WP1 Long term conditions and co-morbidity
 - Work package is on track, successfully engaging across all sectors, both nationally and internationally.
 - Successful Consensus event held.
- ii. WP2 Patient centred and prudent healthcare
 - Largely on track with a number grants won and applications submitted.
 - Helen has numerous prudent healthcare outputs that can be attributed to this work package, but reporting duplication needs to be addressed.
ACTION: AW to add duplicated reporting to the Operational Group Agenda.
 - Requests were made to move the highlights and issues section to top of the form.
ACTION: RE to update reporting template.
- iii. WP3 Infections and antimicrobial resistance
 - Nick Francis not present to provide work package update.
 - Work package has numerous grant applications in development, but the work package would benefit from more PI time. Collaborative work/bids may help this.
 - A request was made for WP3 and all WPs to include more information on PPI involvement and further grant information in reports. A balance needs to be struck that isn't onerous when reporting.
ACTION: AW to add to Operational Group Agenda to discuss appropriate restructuring of the reporting templates.
- iv. WP4 Screening, prevention and diagnosis in primary care
 - Work package well on track, with numerous high quality applications submitted and further applications in development.
 - WP4 has effectively engaged with the Wales Cancer Research Centre.
 - Richard outlined his Intentions to link in with Infections work package.
 - The only highlighted issue was the slightly neglected prevention aspects of the work package. Richard and Kate would welcome any input from PRIME staff.
ACTION: RN to engage with NF
- v. WP5 Unscheduled and emergency (including pre-hospital) care
 - Work package on track with over £1M of grant income to date.

- Currently finishing up a number of large trials.
 - 999 EMS Forum Conference in setup phases.
 - 2 new Research Officer posts appointed to.
 - Due to the large number of new grants won in this work package, the lack of researcher/PI time will affect the ability to apply for future grants.
 - Dean Chapman advised that HCRW are happy to view work on a 3 year basis if a work package over achieves in year 1.
- vi. WP6 Patient safety
- Numerous collaborative grant applications submitted.
 - A stakeholder event is in development.
 - Successful engagement with Industry, NHS and Welsh Government achieved.
- vii. WP7 Oral health and primary dental care
- Numerous collaborative grants won and submitted.
 - Successful completion of the largest dental trial in Wales (NIHR HTA Seal or Varnish RCT).
- viii. WP8 Methodological innovation
- Kerry and Nefyn not present to provide update.
 - Lack of PI time and large focus on cross cutting aspects have left this work package struggling as a standalone work package. Dean is happy for this work package to transition to a cross cutting theme. Further discussions with Nefyn and Kerry are required.
- ACTION: AW to add WP8 transition to a CCT to the next Operational Group Agenda.

5. Cross-cutting Themes – Highlights & Issues

- i. CCT1 Public involvement and engagement
- Effectively using PPI to inform grant application areas.
 - PPI involvement effectively used in developing interventions to improve patient care.
- ii. CCT2 Social care
- Consensus event held.
 - Research priorities and objectives addressed and outlined in event report.
 - Successful national and international engagement achieved.
- iii. CCT3 Commercial /Industry engagement & collaboration
- Expression of Interest submitted to National Technology Adoption Hub.
 - Engagement with Industry not high on Agenda of primary care research. Richard to proactively engage with Industry, but not solely for the sake of this cross cutting theme. Dean can help with this.
 - Intentions outlined to engage with ABPI Cymru.
 - Further narrative required to characterise cross cutting theme.
ACTION: RN to provide narrative
 - Further discussions required surrounding Industry collaboration.
ACTION: AW to add Industry collaboration to Operational Group Agenda.
- iv. CCT4 NHS Service professional engagement and collaboration
- No report available, but engagement and collaboration with NHS service professionals is happening.
 - Dean advised that reports for Executive Management Board meetings aren't necessary for his benefit. However the consensus was that reporting on activities was useful and helps inform quarterly and annual reports.

ACTION: HS/JK/AE to report their activities for CCT4 on the Executive Management Board reporting Template.

- v. CCT5 Engagement with Welsh government funded research
 - No report available, but Helen advises that engagement with WG funded research is taking place.ACTION: HS to report activities for CCT5 on the Executive Management Board reporting Template.
- vi. CCT6 Communications, publicity, knowledge transfer
 - PRIME Centre Wales logo and branding finalised.
 - Steady increase on visitors to the PRIME Centre Wales website.
 - Increasing presence on social media.
 - Further website developments to be made over the next 6 months, including a new research portfolio area and a PPI section (Bridie to draft PPI section).ACTION: AW/BE/All, to provide Angela with required information to update the website.

6. Financial / HR - Updates

- i. Finance update
 - Q2 report submitted in Jan to HCRW also included a detailed financial report detailing actual spend in first 6 months and projected spend until end of year 1. Minimal underspend projected within year 1.
 - End of year 1 financial report with projections for year 2 due in early June.
 - Submit requests to roll over underspend to Dean Chapman.
- ii. HR update
 - Swansea University have appointed to two new Research Officer posts, but are having difficulties recruiting to the SAIL post.
 - Bangor University have all posts appointed to and currently have no issues.
 - Cardiff University have made all planned appointments, with Natalie Joseph-Williams appointed in January as maternity cover for Kathy O'Brien.

7. Any other Business

- i. Annual meeting /conference
 - The intention is to hold an event in Autumn 2016.
 - North Wales is the likeliest location.
 - It was also suggested that work package 8 could conduct a workshop at the event to improve engagement with the work package.
 - HealthWise Wales have been in contact and would like to showcase at the next PRIME event.ACTION: AW to add annual conference to the next Operational Group Agenda.
- ii. How PRIME can help Cwm Taf HB and other Health Boards
 - In response to a paper tabled by Nick Francis, on behalf of John Palmer of CTUHB, PRIME Centre Wales need to actively engage with the commissioned projects within the Health Boards. The demands from Health Boards may not align with PRIME Centre Wales' objectives, but these need to be established and expectations need to be matched.ACTION: AE to meet with John Palmer in the first instance to join up the dots.

ACTION: AW to add how we respond to the Health Board requests to the next Operational Group Agenda.

iii. Annual Report

- The annual report is due in June 2016. This report will reflect on PRIME Centre Wales' progress against its objectives and whether the Centre is on track for the three year plan.
- Previous reports generated will help inform the annual report and ensure consistent reporting is achieved across all work packages.
- Further actions/discussions are required to ensure Inception report objectives are being met by each work package (without duplication), with a view to the Annual Report and the eventual project extension application.

ACTION: AW to add Annual report and Inception objectives to the next Operational Group Agenda.

iv. Next Executive Management Board Meeting

- University of South Wales to host the next Executive Management Board meeting in Early July.