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UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

REPORT BY TRUST BOARD COMMITTEE TO TRUST BOARD

DATE OF TRUST BOARD MEETING: 4 August 2011

COMMITTEE: UHL RESEARCH AND DEVELOPMENT COMMITTEE

CHAIRMAN: Mr M Hindle, Trust Chairman

DATE OF COMMITTEE MEETING: 11 July 2011

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

- **The Research and Development Strategy (Minute 83/11 refers).**

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

There were no other key issues identified by the Committee for consideration by the Trust Board.

DATE OF NEXT COMMITTEE MEETING: September 2011

**Mr M Hindle, Trust Chairman
29 July 2011**

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

**MINUTES OF A MEETING OF THE UHL RESEARCH AND DEVELOPMENT COMMITTEE
HELD ON MONDAY 11 JULY 2011 AT 2.30PM IN CONFERENCE ROOMS 1A AND 1B,
GWENDOLEN HOUSE, LEICESTER GENERAL HOSPITAL**

Present:-

Mr M Hindle – Trust Chairman (Chair)
Professor C Brightling - Professor of Respiratory Medicine
Professor D Field - Professor of Neonatal Medicine
Dr K Harris - Medical Director (from Minute 87/11 onwards and also for Minute 83/11)
Dr D Hetmanski – Assistant Director of Research and Development
Professor B Morgan – Professor of Cancer, Imaging and Radiology
Professor D Rowbotham – Director of Research and Development
Ms A Tierney – Director of Strategy
Dr A Thomas - Reader and Consultant in Medical Oncology (up to and including Minute 87/11)
Mrs J Wells - Patient Adviser
Professor D Wynford-Thomas - UHL Non-Executive Director and Dean of the University of Leicester Medical School

In attendance:-

Mrs G Belton – Trust Administrator
Mr P Panchal - Non-Executive Director

RECOMMENDED ITEMS

ACTION

83/11 RESEARCH AND DEVELOPMENT STRATEGY

Further to Minute 73/11 of 13 June 2011, the Director of Research and Development and the Director of Strategy presented paper 'C', which detailed an updated version of the Research and Development Strategy. Comments were sought from members on this latest version in order that a finalised version of the strategy could be presented to the Trust Board at its meeting on 4 August 2011 for formal approval.

In discussion on this item, members:

- (i) noted the intention that this document would be widely circulated;
- (ii) suggested that the following amendments were made to the document, and it was agreed that these would be progressed outside the meeting by the Director of Research and Development and Director of Strategy:
 - replacement of the word; 'should' with an appropriate alternative (paragraph 1, page 2 refers);
 - the inclusion of baseline figures and descriptions of market or overall budget share, providing examples, where appropriate (and plans to measure the Trust's market share on an annual basis);
 - the inclusion of actual monetary values (as opposed to percentages) where appropriate;
 - to expand upon the sections relating to increasing the number of consultants taking a leadership role in delivering clinical trials;
 - to include additional examples of national and international partnerships (page 8 of the strategy refers);
 - to include the following additional wording on page 9 of the strategy; 'continue to develop and establish new productive academic partnerships *regionally, nationally and internationally*';
 - to include reference to the investment that the University of Leicester was making in relation to Cardio-Vascular;
 - to also include 'Professor D Wynford-Thomas, Non-Executive Director and Dean of the University of Leicester Medical School' under the column

- | | |
|---|--------------|
| <ul style="list-style-type: none"> entitled 'Ownership' on the third row down on page 16 of the strategy; • to specify a quarter (e.g. Jan – March etc) as well as a financial year under the column entitled; 'Date' on pages 16 – 20 inclusive, and highlight any interdependencies between the actions listed, and • to include reference on the front page of the strategy to the fact that this was a five year R & D Strategy (covering 2011 to 2016 inclusive); | DRD/DS |
| <p>(iii) agreed that the Director of Research and Development and the Director of Strategy would review each individual responsibility listed on pages 16 – 20 to confirm that they were achievable as currently listed;</p> | DRD/DS |
| <p>(iv) noted the need to ensure that all targets were credible (in light of the current funding climate), and the expectation that, for example Monitor, would have in terms of their delivery. Note was made of the potential need to re-visit the targets detailed within the strategy following the evolvement of business planning within the Trust, and in this respect, this would be an iterative process;</p> | |
| <p>(v) discussed the resources available in terms of commercial clinical trials. Particular discussion took place regarding the future requirements within the Pharmacy Plan for clinical trials. The Reader and Consultant in Medical Oncology noted that she had written to the Chief Pharmacist in respect of this issue. Note was also made of potential capacity issues at the Glenfield Hospital. The Chairman noted the need to undertake a detailed review and it was agreed that the Director and Assistant Director of Research and Development would pursue this matter further outwith the meeting;</p> | DRD/
ADR |
| <p>(vi) discussed a project being undertaken within the Finance Directorate (relating to robust and transparent financial management systems - section 8, page 14 refers), a number of benefits from which were starting to be observed in relation to invoices, however there remained some way to go in terms of realising additional benefits – the Chairman undertook to request that the Chief Executive followed up relevant aspects of this work;</p> | Chair/
CE |
| <p>(vii) debated strategic issues in terms of the Trust (UHL) and the University of Leicester Medical School. Particular discussion took place regarding enhancing the credibility of the role of Principal Investigator on an adopted study, and</p> | |
| <p>(viii) in conclusion the Director of Strategy expressed her thanks to the Director of Research and Development for all of his work in relation to the R & D Strategy, which was echoed by the Chairman.</p> | |

Following discussion, it was agreed that the R & D Strategy would be amended on the basis of the comments received at today's meeting, and thereafter would be submitted to the Trust Board on 4 August 2011 for formal approval.

DRD/TA

Recommended – that (A) the UHL Research and Development Strategy be amended on the basis of the comments received at the meeting (point (ii) above refers), and thereafter be submitted to the Trust Board meeting due to be held on 4 August 2011 for formal approval;

DRD/DS

(B) the Director of Research and Development and the Director of Strategy be requested to review each individual responsibility listed on pages 16 – 20 to confirm that they were achievable as currently listed;

DRD/DS

(C) the Director of Research and Development and Assistant Director of Research and Development be requested to pursue the issues raised under point (v) above in relation to resources and capacity for commercial clinical trials, and

DRD/
ADR

(D) the Chairman be requested to ask the Chief Executive to follow-up relevant aspects of the work outlined under point (vi).

Chairman
/ CE

RESOLVED ITEMS

ACTION

84/11 APOLOGIES

Apologies for absence were received from Professor R Baker, LNR CLAHRC Director; Mr M Lowe-Lauri, Chief Executive; Professor N Samani, BRU Director; Mr S Sheppard, Assistant Director of Finance and Mr M Wightman, Director of Communications and External Relations.

85/11 MINUTES

Resolved – that (A) the Minutes of the Research and Development Committee meeting held on 13 June 2011 (paper A refers) be confirmed as a correct record, and (B) the contents of the associated action plan (paper A1 refers) be confirmed as a correct record.

86/11 MATTERS ARISING FROM THE MINUTES

86/11/1 Matters Arising Report

Members reviewed the contents of the Matters Arising report (paper B refers) and members provided the following verbal updates in addition to the information already listed:

- Minute 70/11/1 of 13 June 2011 (regarding the issue of tracking publications relating to UHL-led research in the media with the Communications Team and giving consideration as to how to give emerging newcomers credit for publishing papers) – the Director of Research and Development noted that no further information was available at present. It was agreed that this item would continue to feature in the Matters Arising Report in order that an update could be provided at a future meeting as appropriate;
- Minute 71/11 – in response to a query raised as to when it was anticipated that the Planned Care Division would return to present to the Committee, the Director of Research and Development noted the intention that the Women’s and Children’s Division would present at the R & D Committee meeting in August 2011. It was agreed to try and schedule the follow-up presentation from the Planned Care Division at the October 2011 meeting of the R & D Committee;
- Minute 72/11 (relating to the Paediatric Cardiac Surgery Research Strategy) – members requested to receive notification of the first meeting date of the EMCHC Research Board when this had been confirmed;
- Minute 60/11 – the Assistant Director of R & D noted that he had not received the further figures from Quintiles in time to submit them to this meeting, but anticipated that he would have them for submission to the next R & D Committee meeting;
- Minute 44/11 (regarding progressing the issue of intellectual property) – the Assistant Director of Research and Development confirmed that he had nothing further to report at this stage, however was due to attend a meeting on 15 July 2011 when this would be one of the issues under discussion. Professor Wynford-Thomas, Non-Executive Director and Dean of the University of Leicester Medical School noted that Professor W Steward (University Department of Oncology) had been central to some of issues noted within the report, and could possibly provide some assistance, and
- 73/10/5 (of 13 September 2011) – the Chairman advised that this matter had been delayed pending the introduction of a new management structure within EMAS, but that this matter would be followed up at the appropriate time, and an update reported thereafter to a future meeting of the R & D Committee.

DRD/TA

DRD

AL/TA

**ADRD/
TA**

Chair

Resolved – that (A) the contents of paper B, and the additional verbal information provided, be received and noted;

(B) the matter listed under Minute 70/11/1 continue to be listed under the Matters Arising Report, and the Director of Research and Development be requested to provide an update to future meetings, as appropriate; TA/DRD

(C) the Director of Research and Development be requested to schedule the follow-up presentation on the R & D Strategy by the Planned Care Division at the R & D Committee meeting due to be held in October 2011; DRD

(D) members of the R & D Committee be notified (via the Matters Arising Report) of the date of the first meeting of the EMCHC Research Board (when confirmed); AL/TA

(E) the Assistant Director of R & D be requested to submit the further figures from Quintiles to the next meeting of the R & D Committee (if available), and ADRD

(F) the Chairman be requested to report further to the Committee in respect of the action relating to Minute 73/10/5 as appropriate. Chair

87/11 PROGRESS ON BRU APPLICATIONS

Further to Minute 77/11 of 13 June 2011, the Director of Research and Development reported verbally to advise that interviews for each of the Trust's three short-listed BRU Applications would be held on Friday 22 July 2011. A series of mock interview panels were being held internally in preparation for this. Members discussed the outcome of the mock interview panels held thus far, and the further preparatory work to be undertaken ahead of the formal interviews on 22 July 2011.

Resolved – that this verbal information be noted.

88/11 ESTABLISHMENT OF AN ONCOLOGY CLINICAL TRIALS FACILITY

The Trust Administrator reported verbally, on behalf of the Reader and Consultant in Medical Oncology, to confirm that the project remained on schedule.

Resolved – that this verbal information be noted.

89/11 PATIENT ADVISER LIAISON – SCHOOLS OUTREACH PROJECT SCHEME

Further to Minute 63/11 of 9 May 2011, Mrs Wells, Patient Adviser, reported verbally on this item to advise that the first Schools Outreach Project Scheme had taken place in the previous week at the Leicester Royal Infirmary site. The scheme had consisted of various teaching modules, which the students participating in the scheme had all attended in rotation. Each of the schools involved in the scheme had been invited to nominate five students to attend plus one reserve. There had been significant enthusiasm for the project, and more students had been interested in attending than there had been places available. Initial feedback received following the scheme had been excellent. Mrs Wells expressed her thanks to Professor Rowbotham, the staff who had led the modules and also to CLAHRC who had provided funding for the scheme. She intended to notify members of the final evaluation from the scheme, when concluded, and it was intended that further such schemes would be organised in the future.

In discussion on this item, members noted that there was a similar scheme run by the University of Leicester entitled; 'Med Reach', and it was agreed that the Director of Research and Development would pass the relevant contact details onto Mrs Wells with the aim of identifying any possible opportunities for joint-working.

DRD

With regard to the assurances previously sought by Mr Panchal that the students invited to participate would be as representative as possible in terms of their communities and geographical location, it was suggested that contact was made by the organisers of the scheme with the Trust's Organisational Development Department, via the Director of Human Resources, in order that this aspect could be pursued further.

JW

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

(B) the evaluation of the event be presented at a future meeting of the R & D Committee, when available, and

JW

(B) Mrs Wells be requested to arrange contact between a relevant member of the UHL team responsible for the Schools Outreach Project, with the relevant contacts listed above (in terms of the University of Leicester and the Trust's Organisational Development Department).

JW

90/11 MINUTES FOR INFORMATION

90/11/1 Joint UHL / UL Research and Development Committee

The Director of Research and Development reported verbally, advising that the Joint UHL / UL Research and Development Committee had met on 1 July 2011, and had discussed various items of importance to both parties. He further noted that the Chairmanship of this Committee rotated between himself and Professor Barer.

Resolved – that this verbal information be noted.

90/11/2 Biomedical Research Unit Board

Members noted the contents of the Minutes of the Biomedical Research Unit Board meeting held on 11 April 2011, and noted the advice provided by the Medical Director that the issue of BRICCS would be taken forward by Mr J Clarke, the newly appointed Chief Information Officer, following his induction.

Resolved – that the Minutes of the Biomedical Research Unit Board meeting held on 11 April 2011 (paper D refers), and the additional verbal information provided, be received and noted.

90/11/3 CLAHRC

Resolved – that it be noted that the next meeting of the LNR CLAHRC Management Board would be held on 26 July 2011.

91/11 ANY OTHER BUSINESS

Resolved – that there were no further items of business.

92/11 IDENTIFICATION OF KEY ISSUES THAT THE COMMITTEE WISHES TO DRAW TO THE ATTENTION OF THE TRUST BOARD

Resolved – that the following items be brought to the attention of the Trust Board at its meeting on 4 August 2011:

- UHL Research and Development Strategy (Minute 83/11 above refers).

93/11 **DATE OF NEXT MEETING**

Resolved – that the next meeting of the Research and Development Committee be held on Monday 8 August 2011 at 2.30pm in the Board Room, Victoria Building, Leicester Royal Infirmary.

Post-Meeting Note – the meeting of the Research and Development Committee scheduled to be held on Monday 8 August 2011 was subsequently cancelled. The next meeting of the Research and Development Committee will therefore be held in September 2011.

The meeting closed at 4.01pm.

Gill Belton
Trust Administrator