

Trust Board paper W

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

REPORT BY TRUST BOARD COMMITTEE TO TRUST BOARD

DATE OF TRUST BOARD MEETING: 29 November 2012

COMMITTEE: UHL RESEARCH AND DEVELOPMENT COMMITTEE

CHAIRMAN: Mr M Hindle, Trust Chairman

DATE OF COMMITTEE MEETING: 8 October 2012

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:

- **Clinical Research Support Group (Minute 89/12);**
- **Research and Development in the Women's and Children's Division (including the proposal to develop a Paediatric Clinical Research Facility – Minutes 92/12 and 93/12 refer), and**
- **Academic Health Science Network (Minute 94/12/2).**

DATE OF NEXT COMMITTEE MEETING: 10 December 2012

**Mr M Hindle, Trust and Research and Development Committee Chairman
23 November 2012**

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

**MINUTES OF A MEETING OF THE UHL RESEARCH AND DEVELOPMENT COMMITTEE
HELD ON MONDAY 8 OCTOBER 2012 AT 2.30PM IN THE BOARD ROOM, VICTORIA
BUILDING, LEICESTER ROYAL INFIRMARY**

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
Dr D Hetmanski – Assistant Director of Research and Development
Mrs S Khalid – Chief Pharmacist (up to Minute 93/12 inclusive)
Professor B Morgan - Professor of Cancer, Imaging and Radiology
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:-

Dr J Barwell – Senior Lecturer / Honorary Consultant – for Minute 93/12
Mrs G Belton – Trust Administrator
Ms C Daines – Regional Lead MCRN East (for Minute 92/12)
Dr L Furber – Research Nurse (for Minute 89/12)
Dr J Greening – Consultant Paediatrician & Paediatric Research Lead (for Minute 92/12)
Ms D Johnson – PhD Student (Observer)
Dr A Law – Divisional Education and Practice Development Lead in Planned Care – for Minute 89/12
Mr K Memon – R & D Data Manager (for Minute 90/12)
Ms C Wilkins – Divisional Clinical Trials Administrator – for Minute 93/12

RESOLVED ITEMS

ACTION

86/12 APOLOGIES FOR ABSENCE

Apologies for absence were received from Professor R Baker, LNR CLAHRC Programme Director, Professor M Nimmo, Pro-Vice Chancellor of Research, Loughborough University, Mr S Sheppard, Assistant Director of Finance and Mr M Wightman, Director of Communications and External Relations.

87/12 MINUTES

Resolved – that (A) the Minutes of the Research and Development Committee meeting held on 13 August 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 10 September 2012 had been cancelled.

88/12 MATTERS ARISING

88/12/1 Matters Arising Report

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

- (a) Minute 75/12 (Matters Arising Report) specifically regarding discussion on the post of Professor of Child Health (Minute 61/12 refers) – it was agreed that the Chairman would discuss this post with Professor Wynford-Thomas, Dean of the University of

- | | |
|---|---------------------|
| Leicester Medical School and UHL Non-Executive Director, ahead of his planned discussion with the Vice Chancellor; | Chairman |
| (b) Minute 76/12 (Report by the Chief Pharmacist) – with regard to the procurement process noted as on-going at the previous meeting, it was reported that the specification had now been finalised. With regard to discussions held with the Assistant Director of Corporate and Legal Affairs (Head of Legal Services), these had been concluded; | |
| (c) Minute 77/12 (R & D in the Musculo-Skeletal Services Specialities) – in respect of the suggestion made at the previous meeting of the R & D Committee that Mr Dias, Consultant Orthopaedic Surgeon, make contact with other potential partners to determine their interest in taking forward the work described, it was noted that the Director of Research and Development was in discussion with Mr Dias on these points. It was agreed that the Director of Research and Development would provide a further update at a meeting of the R & D Committee in two month's time; | DRD/TA |
| (d) Minute 79/12 (Publications / Citations Update) –the Assistant Director of Research and Development and the Director of Communications and External Relations were requested to provide an update to R & D Committee members on the outcome of the 'Branding Workshop' planned for the end of October 2012; | ADRD/
DCER/TA |
| (e) Minute 60/12 of 14 May 2012 (Acute Division Strategy: Respiratory Medicine) – it was agreed that the Chairman would also discuss the continued progression of a joint research strategy with Professor Wynford-Thomas, Dean of the University of Leicester Medical School and UHL Non-Executive Director, ahead of his planned discussion with the Vice Chancellor. Professor Wynford-Thomas was requested to give consideration as to where further synergy was required between the two organisations (UHL and UoL) and the UHL Director of Research and Development was requested to ensure that the synergistic relationship with the University of Leicester formed part of the UHL R & D Strategy being submitted as part of the paperwork required for the Trust's FT application (Minute 94/12/1 below also refers). The Professor of Respiratory Medicine noted that he had undertaken the action outlined under Minute 60/12 relating to ensuring that HPA colleagues were involved in discussions regarding TB research; | Chairman

DWT |
| (f) Minute 68/12/2 of 14 May 2012 (CCG Representation) – it was agreed that the Chairman would raise the issue of CCG representation on the UHL R & D Committee at a future meeting of the CCG Chairs, as appropriate; | DRD

Chairman |
| (g) Minute 32/12 of 5 March 2012 (regarding the provision of an update on the PhD study regarding experience of implementing the Productive Ward within UHL) – it was agreed that this update would be provisionally scheduled on the agenda of the R & D Committee meeting in March 2013, and would be removed from future iterations of the Matters Arising report; | TA |
| (h) Minute 20/12 of 6 February 2012 (relating to presentation of the 3 – 5 year Research Strategy for the East Midlands Congenital Heart Research Centre at the R & D Committee) – it was noted that this item had been deferred presently in light of the Safe and Sustainable Review and would be scheduled at a future meeting as appropriate, and | TA |
| (i) Minute 04/02 of 9 January 2012 (relating to the formation of a sub-group to give consideration to the Trust's options in relation to the issue of Academic Health Innovation Networks, and to report back to the R & D Committee as appropriate) – it was agreed that such updates would be scheduled on future R & D Committee agendas as appropriate, and this item would be removed from future iterations of the Matters Arising report. | TA |

Resolved – that the contents of the matters arising report be noted and all associated actions agreed above (points (a), (c), (d), (e), (f), (g), (h) and (i) refer) be undertaken.

89/12 CLINICAL RESEARCH SUPPORT GROUP

Dr Furber, Research Nurse and Dr Law, Division Education Lead, attended to give a presentation (tabled) in relation to the contents of paper 'C', which detailed a proposal to establish a Nursing, Midwifery, AHCP Research Support Group within UHL. The report

detailed information in respect of the purpose and aims of the group, the vision and values of the group, the function of the group, the resources required, proposed initial work to develop these initiatives and proposed targets.

Members expressed their strong support for the proposal detailed within the report, and particular discussion ensued regarding the following points:

- (i) the proposals for engaging with AHPs, and the wish to establish multi-professional research. It was agreed that the Chief Pharmacist would send Dr Furber a copy of her CBU's R & D Strategy; CP
- (ii) the process by which it was proposed to begin the engagement described in the report within the Trust (e.g. identifying staff members with particular research interests and determining what support could be offered to them, holding monthly drop-in sessions etc);
- (iii) the resource implications of the proposal presented (and potential concerns if expectations were raised which could not be met due to a subsequent lack of resource) – in response, Dr Furber noted that the group had been offered meeting room space within the library, along with administrative support when the initiative could be taken trust-wide. The main resource currently was the time of the staff involved in establishing the group, who were undertaking this in addition to their current job role. Note was made of the possibility of applying for Research Capacity Funding, and note was made that this proposal would meet the necessary criteria for such;
- (iv) the fact that a quantum change would only be made when an academic partner had been identified to help in taking this work forward – the Medical Director therefore undertook to arrange a meeting with Professor M Ashton, Pro-Vice Chancellor at DMU; MD
- (v) Professor Samani, BRU Director, strongly urged the group to move into developing this work within the Acute Care Division, and
- (vi) in concluding, the Chairman noted the support of the Committee for the ambition and objectives described within the presentation, and undertook to discuss the means by which to increase the profile of the Group with the Director of Communications and External Relations. Chairman

The Chairman thanked Dr Furber and Ms Law for attending to present to the Committee, and invited them to return to the Committee in future should they require any further assistance.

Resolved – that (A) the contents of the tabled presentation and paper 'C' be received and noted,

(B) the Chief Pharmacist be requested to undertake the action outlined under point (i) above, CP

(C) the Medical Director be requested to undertake the action outlined under point (iv) above, and MD

(D) the Chairman be requested to undertake the action outlined under point (vi) above. Chairman

90/12 **PERFORMING, INITIATING AND DELIVERING (PID) CLINICAL RESEARCH**

Mr K Memon, R & D Data Manager, attended to give a presentation highlighting points from paper 'D', which provided a summary account of first quarter data submitted to the NIHR on 27 July 2012, and an assessment of UHL performance on par with NIHR performance benchmarks. The report also highlighted the improvements in processes to report research activity within UHL and outlined future plans to enhance R & D systems, facilitating reliable internal reporting as well as information submissions to the NIHR.

In discussion on this item, members:

- (i) queried specific recruitment statistics (in particular regarding female participants and also number of refusals) – this particular exercise did not capture this data;

- (ii) queried the point from which the 70 day rule applied – this applied from receipt of a valid application;
- (iii) noted that office performance was a crucial indicator, since the quicker a study could be approved, the longer the time period was available in which to recruit patients to the study. In further discussion, it was agreed that it would be valuable for Professor Samai, BRU Director, to discuss with the Assistant Director of R & D, outwith the meeting, his recent experience of submitting research study applications, and
- (iv) queried whether this data would be widely available – it was noted that it would take the current financial year to achieve completion of the work required, after which time the data would be publicly available.

NS

The Chairman thanked Mr Memon, R & D Data Manager, for attending the meeting to present his work to the Committee.

Resolved – that (A) the contents of the presentation and paper ‘D’ be received and noted, and

(B) Professor Samani, BRU Director, be requested to undertake the action identified under point (iii) above.

NS

91/12

Q1 SCORECARD 2012/13

The Assistant Director of R & D presented paper ‘D1’ which detailed the scorecard in relation to Research and Development indicators for the first quarter (April – June) of 2012/13, and linked to the PID data already presented (Minute 90/12 above refers). It was intended to continue with presentations of the R & D scorecard whilst the PID data was further developed.

The indicator relating to ‘recruitment to studies’ was RAG rated ‘red’ currently, and it was expected that an improvement would be observed against this particular indicator in the second quarter.

Particular discussion took place regarding the situation described whereby finance could act as a block to the approval process utilised for research posts, and the Chairman undertook to look into this matter further.

Chairman

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

(B) the Chairman be requested to look into the situation described in relation to the approval process utilised for research posts.

Chairman

92/12

PROPOSAL FOR PAEDIATRIC CLINICAL RESEARCH FACILITY (CRF)

Dr Greening, Paediatric Research Lead and Ms C Daines, Regional Lead MCRN East attended to present a proposal for a LRI Paediatric Clinical Research Facility (CRF) – papers E1 – E3 refer, noting that UHL was one of very few teaching hospitals without a Paediatric CRF. The proposed CRF (suggested as being located within the now vacant Poppies Day Nursery Unit at the LRI) would deliver the highest quality, smooth, efficient and patient-focused research for children, young people and their families. Such a facility would increase the number of NIHR and commercial studies for children and neonates, and would continue to undertake phase III trials, in addition to phase I/II studies, and make UHL a nationally and internationally recognised centre for paediatric research.

In discussion on this item, members:

- (i) queried the suitability and expected lifespan of the currently proposed location for the CRF (i.e. Poppies Day Nursery building) noting the other departments / services that would need to be utilised by the CRF and where they were located in relation to this site, along with the need to take account of the Trust’s wider Estates Strategy;

- (ii) queried the current financial situation, and how it would vary should this facility be established – in response, members were requested to review the figures detailed within the accompanying reports (papers E1 and E2 refer);
- (iii) in response to a query, noted that this proposal had been discussed with the Head of Fundraising, who had been very supportive (noting the follow-on from the Trust's current Our Space Appeal);
- (iv) acknowledged the points raised by Professor Field, Professor of Neonatal Medicine, that this proposal needed to be seen within the context of the Trust's wider long-term strategy relating to Children's Services (and also in relation to the Trust's Estates Strategy, in terms of where a CRF was subsequently established), and
- (v) supported the need for this facility. Members requested that Dr Greening and Ms Daines undertook further work regarding revenue assumptions, anticipated activity and also regarding anticipated risks and benefits of the proposed facility. Furthermore, the R & D Committee requested that the Medical Director present this proposal to the Trust's Executive Team (considering particularly the issues raised under points (i) and (iv) above) in order to determine how this work could be taken forward, reporting back as appropriate on the outcome of these discussions.

JG/CD

MD/TA

Resolved – that (A) the contents of this presentation (paper E3 refers) and associated documents (papers E1 and E2 refer) be received and noted,

(B) Dr Greening and Ms Daines be requested to undertake the further work outlined under point (v) above, and

JG/CD

(C) the Medical Director be requested to undertake the action outlined under point (v) above, reporting back to the R & D Committee, as appropriate.

MD/TA

93/12 RESEARCH AND DEVELOPMENT IN THE WOMEN'S AND CHILDREN'S DIVISION

Professor Field tabled a report, which provided an update on Research and Development in the Women's and Children's Division. Dr J Barwell, Senior Lecturer / Honorary Consultant and Ms C Wilkins, Divisional Clinical Trials Administrator were also in attendance for this item, and Dr Barwell briefed the Committee regarding innovative research work being undertaken, in partnership with other organisations, in relation to Clinical and Oncology Genetics. This work was applauded by the Committee, and members considered this to be an excellent example of the relevance of research and development to members of the public. Significant opportunities were available if particular barriers to implementation could be overcome.

In discussion, members:

- (i) noted that the strategies for the University and the NIHR were not always congruent, and the Trust would have to make choices in terms of its own strategy moving forward;
- (ii) noted that, in light of service pressures, it was not currently possible to take out sessions to devote to research;
- (iii) acknowledged the need to consider how this work fit into the portfolio that the Trust wished to deliver in partnership with its Commissioners;
- (iv) noted the need to consider all decisions taken in terms of their knock-on effect on this and other services, and to note the minimum position that the Trust would need to adopt to maintain (and improve) its strategic position;
- (v) requested that the Medical Director and Director of Research and Development, along with other relevant Executive Directors (e.g. the Director of Strategy) considered the points raised within this presentation in relation to the Trust's Clinical Strategy, R & D Strategy and Estates Strategy going forward, and
- (vi) requested that the Medical Director discuss relevant matters arising from this presentation with the Executive Team (further to meeting with Dr Barwell prior to this time to discuss the immediate priorities requiring support).

MD/DR/
DS/ Other
Relevant
EDs

MD

Resolved – that (A) the contents of this presentation, and additional verbal information provided, be received and noted,

(B) the Medical Director, Director of Research and Development and other relevant Executive Directors be requested to undertake the actions outlined under point (v) above, and

MD/DR/
DS/ Other
Relevant
EDs

(C) the Medical Director be requested to undertake the action outlined under point (vi) above, discussing relevant matters with the Executive Team, as described.

MD

94/12 ITEMS FROM THE DIRECTOR OF RESEARCH AND DEVELOPMENT

94/12/1 Trust Research and Development Strategy

The Director of Research and Development presented paper 'G', which was a draft document, the purpose of which was to explain the Trust's R & D Strategy as part of the Foundation Trust (FT) application process. The R & D Committee were requested to comment on the contents of this document to inform the final version for submission.

In discussion, the Director of Research and Development was requested to make the following amendments to the document presented:

DRD

- (a) to make other types of research more explicit within the document (i.e. management research);
- (b) to also include a section regarding intellectual property management, and
- (c) to ensure a clear read-across to the overall Trust Strategy.

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

(B) the Director of Research and Development be requested to make the above-referenced amendments (points (a) to (c) refer) to the document presented.

DRD

94/12/2 AHSN Progress Report

The Director of Research and Development presented paper 'H', which detailed the East Midlands Academic Health Science Network Prospectus, which was due to be discussed at the Executive Team meeting the following day.

Members noted the contents of the document, and the expressed desire of the Trust to host the research networks when they were re-arranged. The Director of Research and Development was requested to facilitate this accordingly.

DRD

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

(B) the Director of Research and Development be requested to facilitate the Trust's hosting of the research networks (when rearranged).

DRD

94/12/3 Athena SWAN Status of Academic Partners

The Director of Research and Development presented paper 'I', which noted that a condition for short-listing any NHS / University partnerships in the next funding round of NIHR BRCs and BRUs would be achievement by the academic partner (generally the Medical School / Faculty of Medicine) of at least the Silver Award of the Athena SWAN Charter for Women in Science.

Resolved – that the contents of this report be received and noted.

94/12/4 Biomedical Research Centre Status

The Director of Research and Development reported verbally to advise that BRC status would be discussed at the next Joint BRU Board meeting.

Resolved – that this verbal information be noted.

94/12/5 NCRN Breast Screening Study – Update

Resolved – that this item had been addressed under consideration of the Matters Arising report (paper B, Minute 88/12/1 above refers).

94/12/6 Space Issues relating to Ophthalmology – An Update

The Director of Research and Development reported verbally to advise that work remained on-going, but was nearing resolution, in relation to the space issues regarding Ophthalmology, as previously raised at the R & D Committee (Minute 59/12 of 14 May 2012 refers). The Director of Research and Development undertook to provide a further update on progress to the R & D Committee meeting scheduled for December 2012.

DRD

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

(B) the Director of Research and Development be requested to provide a further update on progress to the December 2012 meeting of the Research and Development Committee.

DRD/
TA

94/12/7 National Centre for Sports and Exercise Medicine: An Update

The Director of Research and Development reported verbally to advise that plans continued to progress well in respect of this facility.

Resolved – that this verbal information be noted.

95/12 **PROPOSED DATES FOR UHL RESEARCH AND DEVELOPMENT MEETINGS IN 2013**

Resolved – that (A) the meeting dates of the Research and Development Committee in 2013 be agreed as follows:

- Monday 14 January (from 2.30pm – 4.30pm);
- Monday 11 February (from 2.30pm – 4.30pm);
- Monday 11 March (from 2.30pm – 4.30pm);
- Monday 15 April (from 2.30pm – 4.30pm);
- Monday 13 May (from 2.30pm – 4.30pm);
- Monday 10 June (from 2.30pm – 4.30pm);
- Monday 8 July (from 2.30pm – 4.30pm);
- Monday 12 August (from 2.30pm – 4.30pm);
- Monday 9 September (from 2.30pm – 4.30pm);
- Monday 7 October (from 2.30pm – 4.30pm);
- Monday 11 November (from 2.30pm – 4.30pm), and
- Monday 9 December (from 2.30pm – 4.30pm), and

(B) venues now be sought and members notified accordingly in due course.

TA

96/12 **MINUTES FOR INFORMATION**

96/12/1 Strategic Partnership Joint Committee

Members noted that this Committee had previously been co-chaired by Professor Wynford-Thomas and Mr Lowe-Lauri (previous UHL Chief Executive) and had featured agenda items concerning resources and staffing, as well as research. At the request of the

University, and due to the fact that this particular Committee discussed wider service issues and not just research matters, the Minutes had therefore only been circulated to those UHL R & D Committee members sitting on the Strategic Joint Partnership Committee and had not been circulated as part of the paperwork for UHL R & D Committee meetings. Of late, agenda items had focused only on service issues, and not on research at all. Professor Wynford-Thomas undertook to review the function and membership of this Committee, and advise the R & D Committee of the outcome of this review, as appropriate.

Resolved – that (A) it be noted that the Minutes of the Strategic Partnership Joint Committee were circulated outwith the meeting to relevant members, and

(B) Professor Wynford-Thomas be requested to undertake the action outlined above, advising the UHL R & D Committee of the outcome, as appropriate.

DWT

96/12/2 Joint Biomedical Research Board

Resolved – that it be noted that the next meeting of the Joint Biomedical Research Board would be held on 15 October 2012.

96/12/3 LNR CLAHRC Management Board

Resolved – that it be noted that the LNR CLAHRC Management Board had not met since its meeting of 13 June 2012. The next meeting date, originally scheduled for 11 October 2012 had been cancelled, and an alternative date was to be confirmed.

97/12 ANY OTHER BUSINESS

Resolved – that there were no further items of business.

98/12 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:

- Clinical Research Support Group (Minute 89/12);
- Research and Development in the Women's and Children's Division (including the proposal to develop a Paediatric Clinical Research Facility – Minutes 92/12 and 93/12 refer), and
- Academic Health Science Network (Minute 94/12/2).

99/12 DATE OF NEXT MEETING

Resolved – that the next meeting of the Research and Development Committee be held on Monday 5 November 2012 from 2.30pm until 4.30pm in the Large Committee Room, Leicester General Hospital.

Post Meeting Note: *The meeting scheduled to be held on 5 November 2012 was cancelled. The next meeting is scheduled to be held on Monday, 10 December 2012, 2:30pm-4:30pm in the Large Committee Room, Leicester General Hospital.*

The meeting closed at 5pm.

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

Name	Possible	Actual	% attendance	Name	Possible	Actual	% attendance
R Baker *	4	1	25%	B Morgan *	4	4	100%
C Brightling *	4	2	50%	N Samani *	4	2	25%
D Field *	4	4	100%	S Sheppard / M Maynes	4	3	75%
K Harris	4	3	75%	P Panchal	4	4	100%
D Hetmanski	4	4	100%	D Rowbotham	4	3	75%
M Hindle	4	4	100%	A Thomas *	4	3	75%
S Khalid	4	3	75%	A Tierney	3	1	33%
M Lowe-Lauri	2	2	100%	J Wells*	4	3	75%

* non-voting members

Gill Belton
Trust Administrator