



**National Institute for
Health Research**

NIHR SCHOOL FOR PUBLIC HEALTH RESEARCH

ADVISORY BOARD MEETING NOTES, 9th OCTOBER 2012

**SCHARR, THE UNIVERSITY OF SHEFFIELD, LECTURE ROOMS 1 & 2,
1st FLOOR, REGENT COURT, 30 REGENT ST, SHEFFIELD, S1 4DA**

In attendance:

Sally Macintyre (SM) (chair)	Cecily Kelleher (CK)	Paula Grey (PG)
Yvonne Doyle (YD)	John Frank (JF)	Catherine Law (CL)
Johan Mackenbach (JM)	Jon Nicholl (JN)	Jennie Popay (JP)
Catherine Porter (CP) (notes)		

Apologies:

Catherine Doran		
-----------------	--	--

1. Welcome and introductions	Action
SM welcomed Board members to the meeting and introductions were made.	
CL declared her interest as an employee of UCL, which is a member of the School.	
2. Role and remit of Advisory Board (AB)	
<ul style="list-style-type: none"> • <u>Terms of Reference</u> The Board discussed the Terms of Reference (TOR) circulated prior to the meeting. The TOR's will be revised to reflect the points made in discussion. The notes from AB meetings will be published on the School's webpage. <p>The Board recommended recruiting a second Local Government representative to the AB. JN to approach David Pye from the LGA's Research and Information Team.</p> <p>JP confirmed that recruitment of two public members was in progress.</p> <p>Actions:</p> <ul style="list-style-type: none"> ➤ Revise Terms of Reference document as per above points and circulate with draft notes from the meeting. ➤ Invite David Pye from the LGA (or suitable alternative Local Government representative) to join the AB. ➤ Publish approved meeting notes on website. 	<p>JN / CP</p> <p>JN</p> <p>CP</p>
3. Introduction to SPHR	
JN gave a presentation covering the items below.	
<ul style="list-style-type: none"> • <u>Membership</u> ➤ JN introduced SPHR's member institutions. Members were selected by open competition in summer 2011. SPHR was officially launched in April 2012. 	

FOR PUBLICATION

<ul style="list-style-type: none"> • <u>Governance</u> ➤ JN provided details of the School's governance structure. ➤ JN confirmed that the School's decision-making responsibilities lie with the Executive Group. Two representatives from each member institution are usually in attendance. ➤ There is an expectation that lay representatives should be involved in each local member's Management Group. 	
<ul style="list-style-type: none"> • <u>Remit and priorities</u> ➤ JN reported that the School's remit has a clear focus on evaluation, particularly of public health practice rather than policy or organisation. The School's emphasis is on environmental as well as lifestyle factors. 	
<ul style="list-style-type: none"> • <u>Finance</u> <p>The AB discussed the balance of spending across the School's programmes and recommended that expenditure on the School-wide themes should take precedence.</p> <p><u>Actions:</u></p> <ul style="list-style-type: none"> ➤ JN to communicate AB's recommendations on strategic budget planning. 	JN
4. Research Portfolio	
<ul style="list-style-type: none"> • <u>'Do' projects</u> <p>JN confirmed that twelve School member-initiated projects are underway and referred the AB to the list previously circulated.</p>	
<ul style="list-style-type: none"> • <u>School-wide themes</u> <p>JN confirmed that school-wide themes and projects would involve all or nearly all the members, are designed to address the grand challenges of public health and will benefit from the size and scope of the School.</p>	
<ul style="list-style-type: none"> • <u>PHPEP</u> <p>JN introduced the scheme, which is designed to evaluate innovative public health interventions initiated by local practitioners or organisations (included third sector).</p> <ul style="list-style-type: none"> ➤ JP confirmed that the scheme is currently being piloted as an internal exercise. ➤ The AB discussed the potential impact of the current public health restructure on the level of applications. JN suggested that the School could hold a series of regional briefings to inform interested practitioners and organisations about the scheme. <p><u>Actions:</u></p> <ul style="list-style-type: none"> ➤ Consider feasibility, timeframe and possible content of regional briefings. 	JP
5. Engagement with public health practice	
<ul style="list-style-type: none"> • <u>Research impact and dissemination</u> <p>JN listed the School's current knowledge exchange / practitioner engagement activities as the PHPEP, the Best Practice Guide and specific member 'Do' projects looking at how and why evidence is used and identified.</p> <p>JP confirmed that mapping of members local practitioner networks was on-going and she had received encouraging feedback regarding members existing links. This exercise will lead to the development of a SPHR public health practitioner panel to build a network of practitioners with a more direct</p>	

FOR PUBLICATION

<p>relationship with the School.</p> <p>The AB discussed other potential ways to develop the engagement with public health practice aspect of the School's remit. The following suggestions were made:</p> <ul style="list-style-type: none"> ➤ identifying conferences where SPHR could publicise its practitioner engagement work ➤ PHE should include SPHR on its conference agendas given SPHR's role in educating practitioners ➤ developing master classes / regional meetings as a way to bring researchers together with practice ➤ developing fellowships or secondments in combination with PHPEP applicant practitioners. <p>Actions:</p> <ul style="list-style-type: none"> ➤ Explore development of master classes / fellowships for public health practitioners linked to PHPEP. 	<p>JP</p>
<p>6. Public Involvement and Engagement Strategy</p>	
<p>JP referred the Board to the strategy paper circulated prior to the meeting and confirmed the following:</p> <ul style="list-style-type: none"> ➤ Recruitment of two public members of the AB is underway. ➤ Members are in the process of engaging public members in their local Management Groups and there will be public representation in each of the School's individual research projects. 	
<p>7. Content of future meetings</p>	
<ul style="list-style-type: none"> • <u>Engagement between meetings</u> <p>JN sought the AB's advice on appropriate levels of engagement in SPHR activities such as input on research proposals, shaping the School's programmes and help with seeking external reviews of research proposals. The AB agreed that Board members should also be invited to SPHR workshops / meetings and conferences.</p>	
<ul style="list-style-type: none"> • <u>Involvement in SPHR activities</u> <p>The AB agreed to review project proposals at a strategic level. JN advised that involvement from Board members with an interest in a School-wide theme would also be welcome.</p>	
<p>8. A.O.B</p>	
<p>None.</p>	
<p>9. Date of Next Meeting</p>	
<p>Mid- June 2013.</p> <p>Actions:</p> <ul style="list-style-type: none"> ➤ Contact AB member's PA's to agree dates of future meetings. 	<p>CP</p>