

School for Public Health Research

ADVISORY BOARD MEETING NOTES, 23rd OCTOBER 2014

**ERIC WILKES ROOM, ScHARR, THE UNIVERSITY OF SHEFFIELD,
1st FLOOR, REGENT COURT, 30 REGENT ST, SHEFFIELD, S1 4DA**

In attendance:

John Frank (JF) (Chair)	Cecily Kelleher (CK)	Catherine Law (CL)
David Pye (DP)	Dominic Harrison (DH)	Jon Nicholl (JN) (Director)
Jennie Popay (JP)	Oliver Coles (OC)	Catherine Porter (CP) (notes)

Apologies:

Yvonne Doyle (YD)	Jennifer Bostock (JB)	Johan Mackenbach (JM)
Martin Reeves (MR)		

1. Welcome and introductions	Action / Timeframe
JF welcomed members to the meeting. Introductions were made and apologies noted.	
2. Minutes of the previous meeting	
The minutes of the previous meeting, held on 14 th June 2013, were accepted as a true record of proceedings.	
3. Director's updates	
i) Management and Governance	
<p><u>Advisory Board membership</u> The Board discussed the need for representation from any additional constituencies in public health. JN asked Board members to contact him with any suggestions for a suitable voluntary sector/NIHR representative.</p> <p><u>Meeting arrangements</u> The Board meeting had originally been scheduled to take place in June. A number of apologies had been received so JN, JP and CP met informally with JF and DP. JN asked for members' thoughts on the timing of meetings.</p> <p>The Board agreed to try combining the ASM and Advisory Board meeting, to take place earlier in October if possible.</p>	
ii) Research Programmes	
<p>JN reported on the development and progress of the School's research programmes and referred the Board to the list of projects. The School's portfolio numbers 38 projects in total; 8 have completed, 25 are underway, 2 have been approved and about to start with a further 3 potential projects in development.</p> <p><u>Phase 1 (initial) projects</u> 12 projects were initiated during 2012-13 and were grouped into four themes.</p>	

<p>Most of these projects were relatively small scale and intended to initiate early expenditure.</p> <p><u>School-wide programmes</u> The 3 cross-School programmes of ageing well, alcohol and health inequalities involve all or most of the School's members. In total, these programmes will account for approx. 50% of the School's budget.</p> <p><u>Focus on The Control Study (health inequalities programme)</u> JP gave a presentation on the study and invited comments.</p> <p>It was noted that a highly novel study such as this exemplifies the unique space SPHR inhabits in public health research.</p> <p>Board members advised the need for a clear narrative to connect the study with the public health system (beyond academia).</p> <p><u>Public Health Practice Evaluation Scheme (PHPES)</u> JP presented a brief overview of SPHR's flagship scheme which conducts high quality evaluations of local innovative initiatives/interventions aiming to improve population health/reduce health inequalities, in collaboration with public health practitioners involved in implementation.</p> <p>JP then presented the School's other public and stakeholder engagement activities, including the 'Guide to Public Health Intervention Development and Evaluation' coordinated by Prof Charles Abraham at Exeter. Phase 1 got underway in June and is expected to last for 12 months.</p>	
<p>iii) General developments / issues JN reported on the following developments / issues:</p> <p><u>Finance</u> SPHR's total budget has been reduced by approx. 1.7% The School was currently forecasting a total overspend of around £100k against the revised budget.</p> <p><u>Reporting</u> The 6-monthly project progress reporting system was working well. The reports are light-touch and are reviewed by the Management Group. Plans are afoot to publish a summary of completed projects and findings on the NIHR Journals Library. The same will apply to the NIHR Schools for Primary Care and Social Care Research.</p> <p><u>Communications</u> A SPHR Researchers' Network has been established to link researchers working on SPHR projects across the 8 academic members. The network aims to offer a forum for communication, peer support and networking to aid professional development. The Network held a workshop on 21st October which ran in parallel to the Executive Group's strategy discussions. JN and JP then attended a Q&A session with the researchers.</p> <p>Recruitment for a Communications Officer (.4fte) is ongoing.</p>	
<p>4. Mid-term review</p>	
<p><u>Mid-term review</u> JN referred Board members to the letter from NIHR outlining the scope of the review. The review will consist of a 10-page report, written by the Management Group, to be submitted by 15th December. The report will be externally reviewed. The Management Group will need to submit written formal responses to the reviewers' comments, ahead of a review meeting</p>	

<p>with DoH and NIHR colleagues in late March.</p> <p>There was consensus that the review would likely prove helpful in informing the 'Renew and Refresh' process and provide a platform for reflections and recommendations linked to the renewed School.</p> <p><u>Annual Report</u> JN referred the group to NIHR feedback on the report submitted in summer. It was agreed that the feedback was broadly positive, with suggestions around engagement and external funding.</p>	
<p>5. Strategic advice – forward look</p>	
<p><u>Strategy meeting feedback</u> JF updated the group on the strategy meeting discussions. The meeting was held on 21st October and was chaired by JF. 2-3 representatives from each member centre attended. The meeting started with a discussion around the School's mission – there was less than complete unanimity amongst the participants, although one could discern the basis for further convergence of views, through additional interactions over time.</p> <p>Discussion then moved to setting up priorities for the School's second term but purposefully avoided detailed discussion of topic areas. JN had confirmed he would allocate sufficient time in the 12-18 months ahead for Executive Group discussions around second term strategy/priorities.</p> <p>The group had also discussed potential contracting/financial models for the School's second term. JN noted that the NIHR Schools for Social Care and Primary Care Research both had different models. He planned to discuss these with the two Directors in early 2015 before proposing options to the Executive Group.</p> <p><u>SPHR renew and refresh</u> The renewal process will start in autumn 2015 with an open call for applications. DoH/NIHR are required by EU law to undertake competitive tendering. Therefore, existing SPHR members will enter a competitive bidding process but will also need to evidence their collaborative efforts. JN would like members to agree a common narrative on demonstrating collaboration and will discuss this further at the next Strategy Meeting in July 2015. Board members expressed their support for a commissioning model supportive of the School's collaborative ethos.</p>	<p>JN (in progress)</p>
<p>6. A.O.B</p>	
<p>JF congratulated the School on a successful Annual Scientific Meeting, held the previous day. Board members in attendance were particularly pleased to see research presentations by SPHR-funded earlier career researchers.</p> <p>JF circulated the latest edition of the SCPHRP newsletter and suggested SPHR might wish to develop something similar. CP confirmed that a regular newsletter will be a priority for the SPHR Communications Officer.</p>	
<p>7. Next meeting - date / venue</p>	
<p>CP to confirm ASM and Advisory Board meeting dates (in early October 2015) plus location/venue.</p>	<p>CP (in progress)</p>