

# Notes of Management Group Meeting

DATE 18 JULY 2017



**Present:** Jeni Beecham (chair), Lisa Callaghan, Robin Darton, Jane Dennett, Julien Forder, Karen Jones, Ed Ludlow, Olena Nizalova, Ann-Marie Towers

**Apologies:** Nadia Brookes

## 1. Action points

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- Administrator post to be advertised this week [Karen]
- Revised business plan – any final changes to be emailed to Jeni for circulation this week [all]
- Website development to be expedited as soon as feasible [Ed]
- Weekly meetings (Tuesdays at 9.30) to be arranged to discuss PRUs [Jane]
- The Exec Group to redraft the Chair job description.

## 2. 'Breaking news' about new PRUs

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- Jules reported that the new PRU topics had just been released (official launch of call due on Thursday 20 July). The deadline is Monday 9 October 1 p.m.
  - Public Health
  - Children & Families
  - Working Age
  - Older People & Frailty
  - Behavioural Science
  - Economics of Health Systems & Interface with Social Care
  - Economic Methods of Evaluation in Health & Social Care Interventions
  - Policy Innovation & Evaluation
  - Adult Social Care
  - Health & Social Care Workforce
  - Quality, Safety & Outcomes of Health & Social Care
  - Health & Social Systems & Commissioning
  - Maternal & Neonatal Health & Care
  - Cancer Awareness, Screening and Early Diagnosis

Our main interest would be in

- leading Adult Social Care (with Tizard as partner to cover LD)
- being a partner in Quality, Safety & Outcomes of Health & Social Care (with Oxford as lead)
- being a partner in Economics of Health Systems & Interface with Social Care (with PSSRU LSE as lead)
- some degree of involvement in
  - Public Health (with CHSS?)
  - Older People & Frailty

- Economic Methods of Evaluation in Health & Social Care Interventions (would expect York and Sheffield to express interest)
- Health & Social Care Workforce (links to Steve/Florin ESHCRU work)
- Health & Social Systems & Commissioning (with CHSS?)

Next steps:

- Jules to contact Ray, Jose Luis/Martin, David (Challis) and Julie Beadle Brown about partnerships, and have discussion with Stephen Peckham about CHSS's interests
- Olena to explore Leeds' strengths (without making explicit contact)
- Jane to book weekly meetings (Tuesdays at 9.30) aimed at whoever is around discussing research ideas
- This week's Research Ideas Hub meeting to go ahead (but with proviso that at this stage no one can take 'ownership' of topics)

### **3. Business plan/future strategy**

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- Jeni asked that colleagues send her any final changes for the 2018 business plan in the next few days.

### **4. Website**

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- Ed has agreed that websites (PSSRU, QORU, ...) will be no. 1 priority. (It was emphasised how important these would be to our success in any future PRU applications). Jane and Ed will take it forward, and enlist the help of colleagues as appropriate.

### **5. Upcoming projects/proposals**

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- Jane had updated the list in the M: drive but not circulated/discussed.

### **6. Staffing/Rooms**

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- Ed and Jane were meeting CHSS colleagues that afternoon to discuss related issues.
- Chair: Jules reported that it had been decided to rework the job description and re-advertise. There had been three applicants and each person satisfied different parts of the job description. Although Jules originally asked Management Group members to suggest edits, it was pointed out that it was impossible to provide helpful comments without knowing the shortlisting group's opinions about the job description/applicants. It was agreed that Executive Group would redraft.
- Review of Directorship: it was agreed that it was not a sensible time to make changes to the official structure of the Unit. Staff would be reminded that they should contact Jeni/Karen and their line manager when issues first arose.
- PSSRU admin post (new Jane) would be advertised this week, with shortlisting planned for 4 August and interviews on 21 August.
- MSc policy was discussed.

## **7. Finances**

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- Latest accounts showing a current deficit of £70k BUT we are awaiting the announcement of three new grants plus an increase in MOOCH funding (for MOOCHII).

## **8. Data sharing/security**

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- Karen reported that she had been asked by NHS Digital to 'destroy all data', but thought that the issue had now been resolved. Unfortunately the matter was raised by new people who did not know the history of the arrangement.

## **9. Any other business**

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- REF case studies. Ann-Marie reported that all three of our case studies had been 'long-listed'.

Dates of next meetings:

branch meeting 20 July 9.30

MG/PRU meeting 25 July 9.30

exec group meeting 11 September 10.30