

Notes of Management Group Meeting

DATE 12 SEPTEMBER 2017



Present: Jeni Beecham (chair), Nadia Brookes, Jane Dennett, Julien Forder, Karen Jones, Ed Ludlow, Olena Nizalova, Ann-Marie Towers

Apologies: Lisa Callaghan, Robin Darton

1. Action points

- Jules to circulate PRU update to staff.
- Jane to cancel Tuesday PRU meetings.
- PRU applications to be passed to PIIG colleagues for comments (Jules to liaise with Nadia).
- Ed/Jane to launch new improved PSSRU website.

2. Minutes/matters arising from previous meeting

- **PRU update from Jules.** Again, this information is too sensitive to minute at this stage because discussions with potential partners are ongoing, but the bottom line is that we will be part of two bids (**Adult Social Care and Quality, Safety and Outcomes**), as well as Karen's involvement with CHSS' commissioning bid. Although we won't be part of any bid for the 'new ESHCRU', the bids we will be involved in will cover the workstreams previously included in the current QORU and ESHCRU programmes. If successful, our PRU grants will match current PRP funding. Jules will email PSSRU colleagues later today with an update on the situation (as far as he is able to relay it).
- The Tuesday PRU meetings will be dropped for the time being. The Stage 1 PRU applications will be handled entirely by the partnership PIs. Later in the meeting it was agreed that applications should be passed to PIIG colleagues for comment.
- Jane to remind staff to supply CV and up to date bio/profile as soon as possible.
- Jules reminded Jane/Ed that the new improved website needed to be ready as soon as possible, and definitely by the 9 October deadline.

3. Business plan/future strategy

- Discussion of the 2018 business plan will be delayed until the November meeting (once Sarah is in post).

4. Upcoming projects/proposals

- Olena suggested that ASCOT should apply for funding (e.g. Horizon) to roll it out across Europe. Ann-Marie thought that was a good idea, although in her experience funders baulked at the cost of rigorous translations (about £10,000 per language per instrument). Nadia also pointed out the uncertainties at the moment due to Brexit. Ann-Marie was advised to contact Aurelija Povilaike for her advice.

- Ann-Marie said that she was likely to hear soon about a proposal for ASCOT in Portuguese.
- ASCOT is holding training for NHS England tomorrow. They are intending to use it on Vanguards.
- Jeni had several proposals in the pipeline, including one with Tizard on Transforming Care. She will check with Peter McGill whether it had been added to Krimson.
- Jane asked whether the PRU bids had been added to Krimson yet.

5. Staffing/Rooms

- Kate Ludlow has proposed requesting a 30% reduced in space charges for both units to take account of the problems we have experienced with the building and the inconvenience of the two moves. The group approved this, and Jeni will email Kate to let her know it has our support.
- Ed reported on the new job evaluation procedure for non-academic staff (HAY instead of HERA). The main difference will be that promotions will be manager-led. When new posts are being advertised, it will be possible to choose from a bank of job descriptions and make minor edits (which will not affect the grade at which the post has been evaluated). The grade of the post will depend entirely on the post and not at all on the person.
- liP. We will have a discussion in November about whether we want to apply for liP again.
- Professorial post. This is on hold until our October executive meeting (because of the need to concentrate on submitting the stage 1 PRU bids). Ed recommended asking Stephen Peckham for advice about recruiting at that level.

6. Finances

- Jane reported an end of year deficit of £21k. However, if Chris Hale's ERA grant (40434, which PSSRU manages on his behalf) is excluded, the unit's actual deficit is closer to £12k. (The reason that Chris' grant appears to be in deficit is that he spent more than he budgeted to spend in the year – in fact, he still has funds available).

7. Data sharing/security

- Karen reported that we have a new data-sharing framework agreement. We have applied for an extension to our current DSA for holding ASCS and PSS SACE data, which will only be for one year, if successful. It was agreed to consult colleagues about whether it was worth securing a new agreement once this one expired (in September 2018). Most researchers are satisfied with the publicly available data. If we want to access non-publicly available data we have a choice of two routes: the Toolkit (which the university is not currently in a position to support because it doesn't meet international security criteria), or HRA ethical approval.

8. Public involvement/engagement

- Ann-Marie reported that MOOCH is holding a dissemination event next March at Ashford International Hotel. Care home staff will attend, and it is hoped that they will bring some residents (the day has been planned to fit in with care homes' schedules – residents will be home in time for tea). MOOCH has CQC and provider organisation representatives, so there is potential for wide impact.
- Jeni has been involved in looking at research proposals for a non-UK funder and has noticed how far ahead the UK (and PSSRU in particular) is in terms of public involvement/engagement.
- Ann-Marie reported that Research in Practice is having a meeting with the Whiddon Group from Australia (at which she will be present) to discuss writing a magazine article about using ASCOT in care planning.
- Ann-Marie also reported that the Northern Ireland Health and Social Care Board is using ASCOT, perhaps via Sharepoint, and has asked for best-practice examples. There was some discussion about the merits of using Sharepoint.

9. REF 2021

- The REF impact case studies have been sent to external assessors. PSSRU's three were rated highest by the internal committee.

10. Any other business

- Karen is holding a joint PSSRU/CHSS Ethics workshop on 26 September to encourage staff to join the panel of reviewers.

Dates of next meetings:

MG meeting 10 October 2017

branch meeting 27 October 2017

exec group meeting 9 October 2017