



Secretariat meeting – Minutes and actions
Wednesday 31st August 2016, 10am-12pm

Present: Martin Wiseman (MJW), Steve Wootton, (SAW), Lucy Allen (LA), Carrie Bolt (CB), Millie Barrett (MB), Fiona Davey (FD)

Apologies: Karla Duarte (KD), Karen Phekoo (KP)

Agenda item	Notes	Person responsible	Date due
Welcome and apologies	Apologies received from KD and KP. We welcomed CB back. CB's role within the Collaboration is currently uncertain, but she is attending in the capacity of BRC manager. Action: Discussions to take place about CB/KP's roles in relation to the Collaboration when KP is back from leave on 12/09/16.	MJW/ CB/KP	30.09.16
Minutes and matters arising from the previous meeting (12.07.16)	The minutes of the last meeting were approved. Action: Minutes to be uploaded to website <u>Outstanding actions from previous meeting:</u> Action: MB and LA to discuss forming a working group to support the development of communications database. Action: Review wording of engaging with industry statement on website. Action: MB to speak to CB/KP about Collaboration budget. Action: Pro-forma – add in 'links with charities', 'what is your interest: patient/researcher/industry' and 'do you have an interest in one or more cancer sites'. It was decided that the same pro-forma can be sent out to patients. The pro-forma was signed off pending amendments. The Powerpoint presentation was signed off pending amendments. It was suggested that the role of CRUK in setting up the Collaboration should be highlighted in the Powerpoint.	FD MB/LA SAW MB FD	Completed 16.09.2016 26.09.2016 30.09.2016 09.09.2016

	Action: Audit Collaboration documents to ensure consistency in wording.	MB/FD	30.09.2016
Strategic issues	<p>The Strategic plan and supporting documents were approved, subject to minor amendments. These will now go to the Steering Committee for final sign off.</p> <p>Action: Add in 'resilience' underneath 'Influence of Nutrition' in the diagram. Change 'risks' to 'risk' in the next paragraph.</p> <p>BRC Directors' meeting The new BRC Directors' meeting will not be until April 2017. Therefore the Collaboration will aim to invite Directors and theme leads to a meeting before the end of this year, because waiting until April will be too late. Action: Find out availability of venues between 15th November and mid December. Offer 3 dates to BRC Directors. Action: Before next Secretariat, discuss agenda for BRC Directors meeting and draft an invitation letter.</p> <p>It was decided that we will not have a meeting to wrap up Phase 2 and that the priority should be the BRC Directors meeting in order to ensure the continuation of the Collaboration beyond Phase 2.</p>	<p>MB</p> <p>MB/FD</p> <p>MB</p>	<p>Completed</p> <p>26.09.16</p> <p>26.09.16</p>
Update on Charity Funders Consortium Workshop	<p>There are currently 54 delegates, representing about 20 charities plus speakers and admin team, registered for the charity consortium workshop taking place on Monday 5th September.</p> <p>Action: LA to circulate a document setting out 'next steps' plans for after the event.</p>	LA	Completed
Preparation for Steering Committee on 13th September	<p>The agenda for the Steering Committee was agreed. Lead people for each item were agreed. Karen Brown will be attending as she is back from parental leave.</p> <p>Action: Agenda and papers to be finalised and circulated prior to Steering Committee.</p>	MB	Completed
Work streams update	<p><u>Toolkit and Professionals Survey</u> A positive response was received for the survey. We currently have responses from 145 dietitians, 42 doctors, 182 nurses, 11 Speech and Language Therapists, 11 surgeons and 20 'others'. The dietitian survey data is currently going through preliminary analysis. The raw data will be sent out to members of the workstreams that are able to assist with this. We currently do not have a large enough sample of</p>		

	<p>doctor/surgeon responses to the survey. We may use dietitians to reach doctors by re-contacting dietitians through the BDA Oncology Specialist Group and asking them to approach their clinical contacts in person.</p> <p>Action: The Steering Committee will be asked for their view on the need or not to increase responses from doctors and surgeons.</p> <p><u>Joint meeting between WS2 and 4 on 12th October:</u> A joint meeting between the Professionals and Toolkit work stream will take place at the Royal College of Nursing on 12th October. The purpose of the meeting is to ensure coordination between these two related workstreams and to make progress on each group's work plan, and agree next steps in relation to the survey and catalogue of advice. Approximately 25 people will take part with good representation from each WS.</p> <p><u>PPI:</u> Lesley Turner has put together a strong patient panel for the charity consortium meeting on Monday. The WS has a new member, Sophia Turner, who brings specific skills related to management of patient data in healthcare. Action: Ensure updated PPI members are on website on 'Workstream' page.</p> <p><u>Professionals:</u> This WS has some new members: Professor Robert Thomas – consultant oncologist; Jill Scott – Dietitian and Macmillan Learning and Development Manager; Justin Roe – Clinical Service Lead, Speech and Language Therapy, Imperial and Royal Marsden; Kelly Gleason – CRUK Senior Nurse, Imperial. The group is having regular TCs and working on the catalogue of advice available to cancer patients and health professionals, for the most common cancers.</p> <p><u>Research:</u> Lucy Davies (CRUK) has taken herself off this WS due to a conflict of interest as she is a funding manager. A matrix of research priorities is being developed. Action: Distribute matrix to the rest of the work stream for comment and input.</p> <p>The work stream needs to identify a suitable permanent lead. Ideally this needs to be someone from within NIHR</p>	<p>SAW/Bernard Corfe</p> <p>FD</p> <p>MB</p>	<p>13.09.16</p> <p>Completed</p> <p>Completed</p>
--	--	--	---

	<p>infrastructure. Action: AAJ and MJW to meet Professor Elio Riboli to discuss identification of a suitable lead.</p> <p>Toolkit: Regular TCs are taking place, and the group is working well under the leadership of Bernard Corfe and SAW as sponsor. The survey has been completed. The joint meeting is taking place in October. The WS will start working on the Toolkit itself next, it will take on a modular format.</p> <p>Industry: Action: SAW to provide new statement on industry WS for the Collaboration website, for the purposes of keeping it updated.</p>	AAJ/ MJW	13.09.16
		SAW	26.09.2016
Dates of future meetings	<p>Next meeting: 26th September, 19th October</p> <p>15th November Secretariat meeting to be rearranged due to MJW and AAJ being out of the UK.</p>	MB	16.09.16