



**Secretariat meeting – minutes and actions**  
**Tuesday 9<sup>th</sup> January 2018, 10am-12pm**

**Present:** Millie Barrett (MB), Fiona Davey (FD), Martin Wiseman (MJW), Steve Wootton (SAW)

**Apologies:** Alan Jackson (AAJ), Lucy Allen (LA), Judit Varkonyi-Sepp (JVS)

Agenda item	Notes	Person responsible	Date Due
1. Welcome and apologies	Apologies received from AAJ, LA and JVS.		
2. Minutes of last meeting/matters arising	<p>The minutes of the last meeting were approved. <b>Action:</b> Upload minutes of last meeting to website.</p> <p><b>Application to BDA GET</b> Following helpful communications with Andy Burman, CEO of the BDA, it has been agreed to aim for the GET Trustees meeting in May, rather than the February meeting. Clarity is needed around the distinct roles of the three separate entities involved in the project: Bournemouth University, BDA Oncology Specialist Group, and the collaboration. Processes to receive and transfer funds must be agreed and transparent before the application is submitted.</p> <p>BU will be responsible for oversight and overall project management, the BDA Oncology group for providing the intellectual content of the project, and the collaboration will provide the necessary infrastructure and governance structures. We should not lose sight of the importance of securing support for the function of the Secretariat in this process.</p> <p>The deadline for submitting a final application will be the end of March, six weeks before the GET Trustees meeting.</p> <p><b>Action: Invite Clare Shaw (Royal Marsden) here for a meeting with Jane Murphy (Bournemouth University) to finalise application and clarify roles and responsibilities.</b></p> <p>In addition to the application, a protocol is needed to define the collaboration's role in grant applications such as this and for future research proposals.</p> <p><b>Action: Draft a paper outlining the role of the collaboration in relation to applications for research and other types of funding, to submit to the Steering Committee in March.</b></p> <p><b>Stakeholder engagement plan</b> This could not be discussed due to absence of JVS and LA. Postpone to next meeting.</p>	<p>FD</p> <p>MB</p> <p>MB/FD</p>	<p>Complete</p> <p>Complete</p> <p>31.01.18</p>

	<p><b>Care Across</b> MJW had to cancel a number of arranged phone calls with the CEO of Care Across. SAW agreed to pick this up and speak with him instead. <b>Action: SAW to arrange a time to speak with Thanos Kosmidis at Care Across.</b></p> <p><b>House of Lords meeting and videos for collaboration website</b> SAW unsure if final notes of meeting have been made public, he will find out. MB raised the issue of filming a short video with Lucy Eldridge (Royal Marsden) about the challenges facing oncology dietitians, as part of a wider communications activity for the collaboration website. It was agreed this idea should be kept on the agenda and built into a future communications strategy.</p> <p><b>Action: Communications strategy for next phase of activity to include filming short videos of collaboration members talking about the issue of cancer and nutrition, to raise awareness and help explain the purpose of the collaboration to external stakeholders.</b></p>	SAW	15.01.18
		MB/FD	15.03.18
3. Finance update	<p>A new cost centre has been set up in the Trust R&amp;D for the collaboration. This is separate to previous cost centres that have been used. Remaining (limited) funds from the Nutrition Training account have been transferred into this new cost centre. The collaboration has no funding to continue to deliver a programme of work without the generation of new income.</p> <p>A new phase of activity to engage with charities and BRCs has begun. One cancer charity is keen to give funding to the collaboration to deliver on a specific piece of work around nutritional care within the prehabilitation phase, but there is a need to develop a suitable financial instrument through which funds can be transferred Christine McGrath, UHS R&amp;D Director, has instructed that we work with Karen Underwood, Head of Finance for R&amp;D, to draw up a contract to allow the collaboration to receive funds from third parties.</p> <p>SAW is pursuing potential donors through the philanthropic arm of a major bank.</p> <p>The application brought up the issue of the legal status of the collaboration and whether this may limit other organisations or charities providing financial support to us. If this is the case then, there is merit in considering establishing the activity as a legal entity in its own right (e.g. Charity, social enterprise or limited company).</p> <p><b>Action: Clarify timescales with Karen Underwood for a mechanism to receive funds into the new collaboration cost centre.</b></p> <p><b>Action: Aim to have a Steering Group meeting for the prehabilitation project as soon as possible, in order to</b></p>	SAW	19.01.18
		SAW	28.02.18

	<p><b>report back to the collaboration Steering Committee in March. This will be with the charity and the BDA Oncology Speciality Group, in order to draw up a framework for the project.</b></p> <p><b>Action: Prepare a document for BRCs setting out what we offer and what funding would be used for, to be used as an Annex to a contract with BRCs. Funds could be used for salary costs, running costs, consultancy/intellectual input and patient involvement (payment for time and reimbursement for travel)</b></p> <p><b>Action: Prepare a letter for the BRCs we are engaged with setting out where we are and stating we are now ready to enter into substantive discussions about future funding.</b></p> <p><b>Action: Make contact with the Pelican Trust seeking to discuss further what the collaboration can do for them, in order to strengthen the relationship with this charity following SAW's presentation late last year.</b></p> <p><b>Action: Contact all charities we have had engagement with to update them on where we have got to since the last meeting in September 2017 and what the opportunities for them are now.</b></p>	MB	19.01.18
		MB	19.01.18
		SAW	19.01.18
		FD	19.01.18
4. Steering Committee meeting	<p>SAW will meet with Diana Eccles on Friday this week to discuss where we are with her in terms of taking over as Chair. Our expectation is that DE will Chair the meetings from March onwards. SAW will discuss with DE where we are financially and opportunities to strengthen the collaboration's purpose.</p> <p>MJW will be stepping down from both the Secretariat and the Steering Committee in March.</p>		
5. Research strategy	<p>MJW will provide a short statement about the future research strategy for the collaboration that can be used formally once agreed by the Steering Committee in March. AAJ will be invited to submit a review article based on his presentation to the Nutrition Society Conference for the journal <i>Proc Nut Soc</i>. This will also form part of a future research strategy.</p> <p>Research sub-groups are setting their own mission statements and objectives, which they will be encouraged to present to the Steering Committee with defined short and medium term goals attached.</p> <p>In future, it may be decided to revisit the current structure of three separate research work streams and this should be discussed with the new Chair in due course.</p> <p><b>Action: Include structure of research work stream on March agenda for Steering Committee.</b></p> <p><b>Action: Invite leaders of the three sub-groups to present their aims and objectives, and have a discussion about how the three groups should interact.</b></p>	FD	28.02.18
		MB	Complete
6. Toolkit expert meeting	This is deferred until there is a mechanism to support it.		

7. Clinicians' survey write-up	<p>A process to take this forward was agreed between SAW and Bernard Corfe on a phone call on 8<sup>th</sup> January. A decision will be taken by the end of this week, as to whether it will be one paper to present all the results of the Clinicians survey, or two papers focusing on different aspects of the data: screening and assessment of nutritional status; and workforce capabilities and confidence.</p> <p><b>Action: A decision will be made on Monday 15<sup>th</sup> January about the writing-up of the survey. A final draft will be presented to the Steering Committee in March.</b></p>	SAW	
8. Nutrition Society conference	<p>Notes from the conference have been prepared by MB and circulated to the Secretariat with suggestions for actions and people to follow up.</p> <p>SAW is also checking with the Editor of Proc Nut Soc as to whether they would be willing to receive a short article on the collaboration based on the workshop element of the meeting.</p> <p>Following the conference the collaboration was contacted by Dr Was Mansoor, lead GI medical oncology consultant at the Christie Hospital NHS FT in Manchester, about potential collaboration. Dr Mansoor is interested in the nutritional state of his patients as many of them have anorexia, cachexia and sarcopenia. Following this contact, a discussion was held between MB, FD and AAJ about how best to respond and the idea of the collaboration supporting regional hubs resurfaced.</p> <p>The Secretariat agreed that this suggestion requires considered thought and research as a discrete piece of work. Cancer and nutrition research as well as clinical work occurs in a complex web of interconnected networks across the UK, and there are many existing structures such as the Clinical Research Networks and others.</p> <p><b>Action: Further discussion of the regional hub approach should take place at the Steering Committee in March or June as to how it might be considered and delivered.</b></p>	SAW	15.03.18
9. Succession planning	<p>MB will be leaving the collaboration to take up a position in the Clinical Trials Unit at University of Southampton. Start date is not yet confirmed.</p> <p>We are unable to recruit for a replacement project manager until funding is secured. FD will focus on defined tasks. Any new contracts will run from April 2018 onwards.</p>		

**Next meetings: Tuesday 30<sup>th</sup> January, 13<sup>th</sup> March**