

Management Committee meeting Thursday 18th February 2021, 10am-12pm

Present: Sam Ahmedzai, Kate Allen, Fiona Davey, Kate Holmes, Alan Jackson, Karen Phekoo, Steve Wootton

Apologies: Rachel Marklew, Martin Wiseman

Item	Notes	Person responsible	Deadline
1. Welcome and apologies	SAW stepped in as Chair for this meeting and welcomed everyone to the meeting. Apologies were noted from RM and MJW.		
2. Minutes of	Matters arising		
the last			
meeting and	Toolkit		
matters arising	Laura Miller played a key role in the early days of the Toolkit activity and has been identified as a potential candidate to lead the activity. SAW has discussed this with LM. She is keen to be a part of the activity and will consider co-chairing it. We can expect an answer by next week		
	Action: follow up on decision	SAW/FD	26/02/21
	Molecular mechanisms lead SA and JT will have a call later today about the leadership of the group. A permanent replacement chair has not yet been identified. AAJ agreed to act as interim chair to kick- start the group again. This should be for a defined time period. The group needs to be clear on its outputs and what it aims to generate. AAJ will join the meeting with SA/JT today.		
	Action: Arrange next meeting of Molecular Mechanisms group.	FD	5/03/21
Continuity of funding and support for the Collaboration	At previous meetings we have discussed the perilous state of our funding. Everyone was invited to go back to their own organisations to look at what might be possible in terms of continuing support for the Collaboration. KA went back to WCRF and had a conversation with the CEO about what might be possible as a mutually beneficial situation given the synergy between our organisations.		
	Action: Produce a topline proposal to sell the idea to the CEO. It should provide contextual information and focus on our synergies. Share first draft internally and convene next week to review.	All	26/2/21

The Colleboration has develope	al transmission at the activity of the	
The Collaboration has develope that can be tapped to, and prov Action: Provide an appendix wit collaborators.	ides a link with DHSC. FD 1	/3/21
AAJ declared an interest as he h WCRF for 15 years.	as been involved with	
The committee asked KH wheth the experience of BHF and the C the Versus Arthritis and the MSI share relevant information	Cardiovascular TRC and	/3/21
Action: KH will speak to Louise I the conversations that will happ about whether matched funding This doesn't have to be secured proceed, but we would want to	en, and will approach g might be possible. in order for us to	/3/21
Considerations: How can WCRF be seen to play cancer and nutrition agenda and practice as well as policy? Is WCRF wanting to be a named collaboration or to take respons collaboration? Would they be w charities to work alongside us? Consider outputs and synergies horizon of 5 years, as these may what we want to do in this time options for plans after this time What is the best way we can co responsibilities and working rela Do we have enough synergy/co What are the outputs that could grants/networks/training and do Benefits include raising the prof establishing uniqueness of activ more patient-facing activities. How would we measure output NOCRI would not be relevant.	d contributing to partner in sibility for the velcoming other with a limited time v change. Be clear on without constraining nfigure our ationships? mplementarity? d be planned? I.e. evelopment file of WCRF, ities, and setting up	
Action: MJW and KA to review of formally presented to WCRF.	document before it is MJW/KA 1	2/3/21
The document would need to be DHSC/NOCRI first if it is a forma	-	
KA left the meeting.		

	Action: SAW and AAJ to speak tomorrow and continue		
	conversation.		
	Action : Schedule meeting for beginning of next week for this committee to go over proposal.		
PPI	Regrettably AK has had to step down from the Collaboration's activities. She has provided a suggested advert/job description to help find her replacement.		
	SAW has a meeting booked with AK next week and will follow up on conversations with Jeremy Taylor.		
	In looking for support from WCRF should we also give them the opportunity to support PPI activities?		
	Recruiting The post not the individual was supported by Southampton BRC, and KP confirmed that a new person will be able to be supported by the BRC when recruited.		
	It was confirmed that they do not need a formal line manager as they are not employees, but day-to-day issues would be addressed by FD.		
	Action: Make a list of those in the group. Engage with them about how we're going forwards. Consider recruiting from NCRI consumer forum.	FD	19/3/21
	PPI representation in the management committee is a recent development, would be able and want to continue this going forwards?		
	Action: review advert and consider scaling down responsibilities	FD/MJW	31/3/21
Interim report	This will be revisited a later date. Once we have defined outputs and future strategy and these can then be used to create an interim report.		
Work streams	CTYA The CTYA work stream has piloted its survey and it will be launched at the National Care in Paediatric Oncology conference. The results of this survey will allow us to generate an important and impactful statement of paediatric care in oncology.		
	LWBC The LWBC work stream has started weekly meetings to pull together funding applications for the NIHR prehabilitation funding call. The key one to be		

	submitted involves David Reverse Clare Chave and]
	submitted involves David Bowrey, Clare Shaw and Rachael Barlow with new colleagues being drawn in, entitled 'A NATIONAL STUDY OF PREHABILITATION IN THE UNITED KINGDOM: ANALYSIS & EVALUATION OF CURRENT PROGRAMMES AND STEPPED WEDGE TRIAL		
	OF EFFECTIVENESS OF AGREED BEST PRACTICE (PREHAB-UK)'. This will be submitted to the HS&DR programme.		
	Population Health This work stream held a meeting at the beginning of February to define their areas of interest. They are interested in cancer prevention in hard to reach groups such as people with disabilities, multi- morbidities and ethnic minorities, as well as secondary prevention. They would like to hold a brainstorming work shop open to other work stream members to pull together a programme grant. FD will coordinate this.		
Summary	 Actions: Confirm whether LM will act as lead or co-lead for Toolkit activity AAJ will step in to support as interim Molecular Mechanisms Chair for a defined time period Nutritional guidance editing will be held Draft proposal for WCRF and summarise outputs and achievements. Arrange meeting for the group for next week to review first draft 	SAW	5/03/21