

Management Committee meeting Tuesday 12th April 2022, 10am-12pm

Attendees: Sam Ahmedzai, Fiona Davey, Sion Parry, Alan Jackson, Martin Wiseman

Apologies: Rachel Marklew, Josune Olza Meneses, Karen Phekoo, Steve Wootton

ltem	Notes	Person responsible	Deadline
Welcome and	The Chair opened the meeting and noted		
apologies	apologies. Action review		
	<ul> <li>Follow up with ECPC about recruiting for patient via their network</li> </ul>	FD	30/4/22
	<ul> <li>Publicise BDA obesity terminology guidelines</li> </ul>	FD	30/4/22
	UHS R&D/BRC hosting The BRC is not a legal entity and does not discharge responsibility in its own right. The Trust R&D has oversight of the Collaboration and its budget so should not be affected by BRC application outcomes.		
	Nutrition Society SIG Action: Follow up with SAW about edits made to EOI	FD/MJW	30/4/22
	Succession planning For a smooth handover we should ensure we stagger the changeover in leadership. We will aim for end of August/beginning of September to meet SA's own commitments. As vice-chair SAW can step up if needed if a suitable replacement isn't in post by this time. The Chair position will be advertised in April.		
	The individual does not have to be an academic. It was noted that the current lack of remuneration is likely to present a problem.		
	<b>Action:</b> Add in about expectations of times and frequency of committees.	FD	17/4/22
	<b>Action:</b> SA to send details of the NIHR CRN newsletter for publicising the advert	SA	30/4/22
	Subject to the above amendments, the advert was approved. Action: Find 2 or 3 dates at the end of June for	FD	20/4/22
	virtual interviews.	ΓU	30/4/22

Executive	Items to include	
Committee	- reflection on recent times	
meeting	- vision for continuing the process of building new	
meeting	partnerships	
	- finding a clinical researcher from NCRI to	
1	represent the organisation.	
	- PPIE – how best to structure with limited	
	resource and how to use resources most	
	effectively.	
	Action: SA to produce crib sheet on how to	
	engage with NCRI for use across Collaboration	
PPIE	The committee agreed that we will advertise for	
	more representatives to join the Collaboration.	
	Action: Share with KA at WCRF prior to	
	advertising for any comments.	FD
	NIHR has recently asked about what data on	
	protected characteristics is collected across the	
	whole infrastructure. Formal guidance won't be	
	released until all information is collected, but	
	they have provided a summary of most	
	commonly collected data.	
	We will not have quotas for specific groups but will ensure that our advert is clear about	
	encouraging the recruitment of a diverse panel.	
	Action: Send suggestions on where to advertise	All
	outside of NIHR	
	Publish advert	FD
СТҮА	Mike Stevens will be stepping down as chair and	
	has suggested two co-leads to replace him.	
LWBC	No new studies were presented at recent	
	meetings.	
	SA encouraged members to be more proactive	
	with planning funding applications instead of	
	reactive with when calls come out.	
WCRF	The Informed task group has relaunched the	
partnership	newsletter following completion of the feedback	
	process from a range of stakeholders and the	
	Collaboration has contacted a large number of	
	stakeholders to ask them to encourage their	
	members to sign up to the resource on social	
0.750	media. WCRF will be looking to evaluate the	
	success of the newsletter promotion.	
O-TRC	The OTRC relationship is proceeding slowly. A title for the work stream has been decided 'Need-	
	based supportive interventions in cancer' which also includes the peri- and post-op periods.	
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	The Collaboration is encouraging the work stream		
	to nominate Clare Shaw as co-lead.		
AOB	Mike Stevens notified us that he would be		
	stepping down as CTYA Chair. He has identified		
	two co-leads who would be prepared to work		
	together. The suggestion was made to make all		
	work stream leadership into co-chairs instead of		
	chair and deputy, as it might make it more likely		
	that we have equal interest from the two leads to		
	keep it running and back up when one can't make		
	a meeting.		
Fellowships	The question was raised of whether we can		
	support researchers to apply for individual		
	fellowships as well as collaborative grant		
	applications. This would be appealing and should		
	be on our agenda.		
	Action: Speak to Steve about how we can	MJW/FD	
	implement this and how it fits in with our		
	broader offer		