

Management committee meeting

Tuesday 20th February 2024, 10-11.45am

Invitees: Anjali Batish, Vicky Coyle, Fiona Davey, Alan Jackson, Steve Wootton (Chair)

Apologies: Mike Grocott, Rachel Marklew

Item	Action/notes	Lead	Deadline
Minutes of the last meeting	The minutes of the last meeting were approved.		
	<p>Update on actions and outstanding items SAW to contact Derek Sandeman regarding the ICBs</p> <p>WCRF funding SAW has made further contact with WCRF regarding extending the funding for the partnership.</p>	SAW	15/3/24
	<p>Membership Action: SAW and AAJ to produce a document to clarify what is and is not permissible to DHSC regarding raising funds from charities and members, and to be explicit about how we need to be supported, what any relationships might look like and what the funding would be used for. This will be sent to AB/KA for review for NIHR feedback in advance of it being presented to DHSC.</p> <p>It was suggested that DHSC would not be content with funds to be provided from charities raised from the public, and distinction is required on how this differs from how we have already received funds from partnerships with Macmillan and WCRF, and why it is different to other charity partnerships among the TRCs.</p>	SAW/AAJ	11/3/24
	<p>Action: AB to check if DHSC would have a problem with charity support being provided directly to the BRC instead of to the Collaboration.</p> <p>The point was raised that the Southampton BRC are already supporting the Collaboration through making it possible for us to exist within their infrastructure, have previously supported the finances directly for the core costs, and most recently funded the PPIE workshop.</p>	AB	19/3/24

	It would be helpful to have a meeting with the decision makers within DHSC regarding the membership once the revised proposal is ready.		
Matters arising	<p>VC and FD met John Wilkinson and Caroline Dalton re the closure of the NCRI and NIHR's response to it. They reported that some of the tumour-specific study groups are now being supported by related charities to provide the admin and infrastructure support they need.</p> <p>It was suggested that NCRI might have funding leftover that could be allocated externally, and that we could approach to enquire about potential funding for the PPIE activity. NIHR reported that no other groups had expressed an interest in continuing the NCRI's consumer forum activities.</p> <p>Action: Follow up letter to JW and CD to express interest in being kept up to date and finding ways to work together with wider NIHR/NCRI initiatives.</p>	VC/FD	1/3/24
Annual report	<p>SAW has not yet edited the current content of the report.</p> <p>FD has reminded SA about the Chair's introduction but has not yet received it.</p> <p>Action: SAW, FD and VC to meet w/c 26/2 to review changes needed page by page. The committee highlighted that the report does not need to cover everything but should highlight the maintain achievements.</p>	SAW/FD/VC	1/3/24
WCRF partnership	<p>WCRF have previously indicated that they wish to continue funding the partnership, but we have not received confirmation of this in writing. SAW has reached out to RHG regarding this and it will be brought up in advance of the partnership steering group on 27/2.</p> <p>The priority for the steering group will be to revise the MOU to reflect the next period of funding and prioritise the next joint activities (i.e. medical education), and to confirm the funding arrangements.</p> <p>FAQs The translation of the FAQs from the Dutch WKOF website took longer than expected, and FD received the content the w/c 12/1. FD is liaising with the BDA and the PPIE group to review the new content. There are 21 further questions to review. Physical activity has not been included as had been expected.</p>		

	<p>A next step in this project might be to explore the efficacy of this resource.</p> <p>Cancer Prevention Action Week The Collaboration is supporting the WCRF's Cancer Prevention Action Week, and FD has sent out posts to the whole distribution list. FD also reached out to the University of Southampton School of Medicine who will assist in promoting it, and the UHS communications team, who have not responded yet. FD reached out to NIHR communications but did not receive a response. Action: AB to follow up with comms regarding what support they can provide.</p>	AB	19/3/24
Prehabilitation steering group	<p>Activity mapping The compiled spreadsheet of collaboration prehabilitation activity was circulated. This will require some further editing to make it more user friendly and to see who is doing what.</p> <p>The review of prehabilitation funding call applications is nearing completion and MG will report back at the next meeting.</p> <p>A key part of this work will be to focus on the underlying mechanisms of prehabilitation; how cellular events relate to field events and their interactions. AAJ is working on a framework to understand this, which will enable the research to be captured within this model or to challenge the assumptions. This will enable research into when prehabilitation works or not, and the reasons for it.</p> <p>Action: Core group meeting to be organised before end of March, and the wider stakeholder group to meet as soon as possible after Easter.</p>	FD	29/3/24
PPI	<p>Following the PPIE workshop in October, the panel convened in January. The aim is to bring together a financially supported group that is enabled by the Collaboration to achieve its objectives in identified areas where patients and their families have the opportunities to influence outcomes.</p> <p>A key area of interest was ensuring that clinicians give safe, sound and secure advice that is evidence-based, and the impact of information provision and other interventions on behaviour change.</p> <p>The group will need to work together to raise funds for their projects as the Collaboration does not have sufficient funds for this.</p>		

	<p>Action: AB to look into how other collaborations/NIHR infrastructure have worked with PPIE applicants in the funding process.</p> <p>Inclusivity Interest Group The IIG met for the first time on 19/2 chaired by Prof Jane Hopkinson. The group will meet every 2 months. A number of difficult questions were raised and a suggestion was made that the members need to reflect upon their own biases and what they can bring to the discussion. The group will agree its core values and approach to working, and ensure that each of the members adhere to these.</p> <p>The chair identified that a similar approach of integrating PPIE throughout the whole Collaboration needs to be applied to EDI.</p>	AB	19/3/24
Succession planning	<p>Succession planning for the management committee needs to be raised with the Executive committee, highlighting the importance of an early anticipatory approach which is structured and coherent.</p> <p>Action: VC to reflect on succession planning requirement and steer on drafting a framework.</p>	VC	11/3/24
ICONIC	<p>ICONIC is working with the cancer and nutrition activity with the African Nutrition Society. They aim to have EPIC in place for Africa by 2030. The team is currently having a mid-point review and considering how its structure and organisation is fit for purpose.</p> <p>ICONIC webpage Action: FD to work with RM to ensure webpage is kept up to date.</p> <p>Global health in NIHR AB can assist on sending reports of ICONIC's activities to the relevant individuals in NIHR. ICONIC wishes to know what support NIHR might be able to provide in ensuring that researchers working on global health issues have financial support to be trained, develop capabilities and capacity to undertake the highest quality research. The present funding calls available to them generally assume that the workforce is able to apply for them. A mid to long-term strategy is require in NIHR's commitment to global and international health research.</p>	FD/RM	31/3/24
Work stream updates	<p>LWBC A new connection has been made with Queen Mary University of London for Rachael Barlow, who is working to see data from patients who did not receive a cancer diagnosis at screening and remain a high risk can be used.</p>		

	<p>The group is supporting a DCAF application for Linda Cantwell on prehabilitation for head and neck cancer.</p> <p>The FOI request data is being published in the British Journal of Anaesthesia and is currently in press. This will be promoted via a webinar with the Wessex Cancer Alliance.</p> <p>Toral Shah is leading on liaising with Nutritank to develop a proposal for webinars focusing on EDI matters.</p> <p>FD is organising a joint meeting for the Population Health and LWBC work streams which will take place in April.</p> <p>Professionals EM has stepped down as co-chair but wishes to remain involved and will continue to represent UKONS. The group has secured representation from oncology and an oncology pharmacist, and is now seeking representation from physiotherapists.</p> <p>Toolkit The review led by Shelly Coe on screening methods for people living with overweight or obesity has been completed and submitted to BJC. It was rejected and resubmission to the British Journal of Human Nutrition and Dietetics is being considered.</p>		
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