

Management committee

Tuesday 14th May

Attendees: Steve Wootton, Fiona Davey, Vicky Coyle, Mike Grocott, Alan Jackson

Apologies: Anjali Batish

Item	Notes/actions	Lead	Deadline
Welcome and apologies	AB will now join these meetings quarterly and will be kept updated through the minutes. The committee thanks AB for her contributions to date.		
Minutes of the last meeting	The minutes of the last meeting were approved. Action: Upload to website	FD	17/5/24
UK Supportive Care Conference	The date for the UK Supportive Care in Cancer conference has been confirmed for 9-11 th October. Further information is required from SA on whether the expectation is that the Collaboration will propose the topics and speakers. The timing aligns with the end of the Prehabilitation guidance review and could be suitable opportunity to disseminate the update.	FD	24/5/24
Outstanding actions	Membership one-pager still outstanding. Action: SAW/AAJ to meet to progress draft	SAW/AAJ	24/5/24
	Phase three report: SAW has edited the full first draft. Further edits are required to condense the previous chair's summary from SA Action: A short chair's introduction to be drafted	VC	31/5/24
	Action: SAW to send edits to VC	SAW	14/5/24
	Action: SAW/VC/FD to meet week commencing 20/5 to review	SAW/VC/FD	8/6/24
WCRF partnership	Following the WCRF-NIHR management committee meetings we have agreed the funding for the extension of the partnership. We are now working to agree a workplan to accompany the MOU. The new workplan helps to identify more clearly how activities fit in with Collaboration work streams. New management structures have been put in place with point people for each area, who will report to the project managers on a monthly basis. Action: Add in MG under prehabilitation as a point person Action: Add in ICONIC under wider collaborative opportunities.	FD FD	31/5/24 31/5/24

	Action: SAW to draw up a shorter form of schedule for MOU	SAW	6/5/24
Charity working group	The charity working group will be meeting this afternoon and will report back at the next meeting. Their first agreed priority is to compile a repository of advice given to patients on nutrition, physical activity and psychological wellbeing.		
Nutrition Society SIG	SAW has circulated the summary of SIG goals and the meeting date for the SIG members has been confirmed for 10 th June. Signed-up SIG members will be contacted by email and asked to complete a form to provide details of their expertise. Action: Post on Member Connect and ask Nutrition Society to share meeting date via newsletter.	FD	22/5/24
Prehabilitation	The wider Prehabilitation steering group took place in April. The group was updated on the mechanistic framework and how the group will use this. MG updated the committee on the progress of unsuccessful bids from the prehabilitation funding call and what activities have been possible following that. Most have progressed in various ways through alternative funding. The Macmillan guidance progress was shared and the committee will feed into the formal consultation progress both for the questions for the review and the research recommendations in autumn. A letter has been sent to request the formal engagement between NIHR Cancer and Nutrition Collaboration and Macmillan with the prehabilitation review. Action: SAW to reply on behalf of VC/SAW and to inform NOCRI on formal status. A meeting will be set to respond to the consultation on the review questions, to take place in the week commencing 10 th or 17 th June. Action: FD to arrange meeting	SAW FD	 24/5/24 24/5/24
Inclusivity interest group	The next inclusivity interest group meeting had been scheduled for 21 st May but many members are unavailable. The decision was taken to defer the meeting and offer JH the meeting as time to review the direction of the group. The group needs to clearly identify its boundaries and scope of areas where it can have the most impact. The broader issues will be characterised to put wider matters into context, with a clearly defined focus for the group.		
PPIE	Following the priority setting of the group’s suggested projects, the top priority emerged as drafting a		

	<p>statement/position paper on issues that matter most to patients, their families and carers. The next meeting will be scheduled for the beginning of July so that the group can work on progressing this over summer.</p> <p>Action: Share feedback on priorities and arrange meeting</p>	FD	24/5/24
ICONIC	<p>Colleagues from Cameroon will be coming to Southampton in September to plan the development of an important health facility. Tis visit will be used as an opportunity for discussion on how they can best enable nutrition education within this facility.</p> <p>A workshop is taking place on the school feeding agenda in October.</p>		
Work stream updates	<p>Joint meeting</p> <p>The LWBC and Population Health work streams had a joint meeting to share work between groups. The FORALL study was presented by Population Health and the LWBC group presented a proposal on reducing cancer risk for people not diagnosed with cancer after an urgent referral and feedback was provided. A funding call has been identified relevant to this which the two work streams would collaborate on [NIHR: PGFAR Early action to prevent poor health outcomes]</p> <p>CTYA</p> <p>A meeting took place in May. The work stream is drafting a survey to follow on from the previous survey which will ask more direct questions about the nature of nutrition support offered and whether resources are available to deliver the support. The survey will be trimmed and questions are being prioritised as it is currently too long.</p> <p>Laura Miller has published a paper looking at prehabilitation interventions prior to HSCT in adults. It emphasises that it lacks coherence and structure, and services are largely research-funded, but there is a clear need and desire to deliver better support for patients undergoing stem cell treatment.</p> <p>Action: SAW to share publication.</p> <p>NIHR-MRC funding call – ‘Better Methods, Better Research’</p> <p>A funding opportunity has been identified which may be appropriate for support work in the Toolkit work stream or for the ‘dietary interventions reporting tool’: https://www.ukri.org/opportunity/better-methods-</p>	SAW	24/5/24

	better-research/ The call has a deadline of 12 th June but there will be another round in 2025. Action: All to review and offer views on suitability and opportunities	All	6/6/24
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