

PCRN N&Y Executive Group Meeting
17 June 2010, 10.30 – 12.30 p.m.
The Dolphin Centre, Darlington

Executive Group:

Scott Wilkes (chair), Naomi Reay (NR), Raghu Raghunath (RR), James Larcombe (JL), Tim Butler (TB), Sarah Daniel (SD), Yvonne Coverdale (YC), Nick Summerton (NS), John Hodgson (JH), Terri Harding (TH), Alina Andras (AA)

Note taker: Margaret Creek (MC)

Item	Description	Action
1	<p>Welcome and apologies SW welcomed everyone to the first meeting of the re-structured PCRN N&Y Executive Group and introductions were made.</p> <p>Apologies were received from Robbie Foy, Raghu Raghunath, Tim Butler and Nick Summerton.</p>	
2	<p>Minutes from last meeting and matters arising Agreed as an accurate record.</p> <p>Non-agenda item Future meetings will take place bi-monthly on the 3rd Thursday of the month, times and venue will remain the same where possible.</p>	
3	<p>Terms of reference/role and responsibility of the PCRN N&Y Executive ToRs agreed by the group (<i>paper 1</i>). YC commented it will only be effective if the members responsible for strategic guidance attend meetings.</p> <p>SW highlighted the function of the group is to focus on strategy; what is taking place in each 'spoke'; resources used; sharing that information and building on it, i.e. recruiting more trials.</p>	
4	<p>Report from each of the PCRN hubs</p> <p>4.a Infrastructure (staff) TH circulated a chart demonstrating the structure of the network, indicating lines of communication and responsibility (<i>paper 2</i>). All agreed it is a very helpful chart. TH also circulated draft <i>Hub and Spoke Functions & Responsibilities</i> document (<i>paper 3</i>) and reported the organisational aim is to have a team in each area. By the end of the financial year there will be approximately 16 PCRN N&Y staff in post – will require setting up lines of operational management. This chart demonstrates how each CTC can become 'manager' of his/her own team. It is intended that each spoke Co-Clinical Lead supports the CTC.</p> <p>All team members will be employed by the same host PCT, therefore following the same policies and procedures.</p> <p>Action: TH to discuss 'Hubs' and 'Spokes' with CTCs next week and will sign-off then.</p> <p>4.b Resources TH circulated and summarised <i>PCRN N&Y Resource</i> document to the group (<i>paper 4</i>).</p>	TH

	Action: NR, NS and JL to produce PCRN Activity in CLRN report for next meeting	JL/NS/NR
5	<p>Overall recruitment activity metrics (reporting to PCRN N&Y Board & PCRN Hubs</p> <p>TH circulated Recruitment Activity 2006 - 2010 document (<i>paper 5</i>) showing annual figures - numbers of studies and accrual figures have increased.</p> <p>Also tabled was 2010/11 snapshot of accrual to date (<i>paper 6</i>).</p>	
6	<p>Use of PCRN web portal</p> <p>Deferred to next meeting.</p>	
7	<p>Annual report</p> <p>Draft v1 for circulation to N&Y team on 2nd July.</p>	
8	<p>Any other business</p> <p>NR's suggestion to look into the possibility of funding more Clinical Research Champions was agreed by the group.</p>	
9	<p>Date of next meetings</p> <p>Thursday, 19th August 2010, 10.30 a.m. – 12.30 p.m. The Seminar Room, Dolphin Centre, Darlington</p>	