

## **WELSH AMBULANCE SERVICES NHS TRUST**

### **CONFIRMED MINUTES OF THE OPEN MEETING OF THE ACADEMIC PARTNERSHIP COMMITTEE OF THE WELSH AMBULANCE SERVICES NHS TRUST HELD ON TUESDAY 15 AUGUST 2023 VIA TEAMS**

#### **MEMBERS:**

Hannah Rowan	Non-Executive Director and Committee Chair
Kevin Davies	Non-Executive Director
Martin Turner	Non-Executive Director (in attendance for Part 1)

#### **IN ATTENDANCE:**

Chris Evans	Research Innovation and Improvement Lead
Catherine Goodwin	Assistant Director Inclusion, Culture and Wellbeing
Estelle Hitchon	Director of Partnerships and Engagement
Jon Hopkins	Head of Information
James Houston	Head of Strategy Development
Caroline Jones	Corporate Governance Officer
Fflur Jones	Audit Lead, Audit Wales
Jo Kelso	Head of Workforce Education & Development
Mark Marsden	Trade Union Partner
Sarah Mills	Head of Culture and OD
Trish Mills	Board Secretary
Nigel Rees	Assistant Director of Research and Innovation
Andy Swinburn	Director of Paramedicine
Gareth Taylor	Project Manager
Jonathan Turnbull-Ross	Assistant Director of Quality Governance

#### **APOLOGIES:**

Paul Hollard	Non-Executive Director
Angela Lewis	Director of People and Culture
Duncan Robertson	Assistant Director for Clinical Development
Keith Rogers	Trade Union Partner

## **WELCOME AND INTRODUCTION**

**22/23**

The Chair welcomed everyone to the meeting bilingually, especially those who were attending for the first time as either a deputy or observer.

## **23/23 DECLARATIONS OF INTEREST**

There were no additional declarations to those already recorded on the register.

## **24/23 MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 25 April 2023 were approved as a correct record.

## **25/23 ACTION LOG AND MATTERS ARISING**

The Action log was reviewed, and updates were given with actions 49/22, 04/23a, 16a/23, 16b/23 and 16c/23 being closed.

It was confirmed that there was no feedback from the Board relating to the alert in the Highlight report from the last meeting.

**RESOLVED: That the Action log was reviewed and updated.**

## **26/23 RESEARCH GOVERNANCE FRAMEWORK**

The Assistant Director of Research and Innovation thanked those staff members involved in the discussions in this arena over the past 12 months, in conjunction with Welsh Government Healthcare Research Wales and multiple stakeholders, which aims to embed research into organisations.

The Framework outlines what research excellence looks like for NHS organisations and the Trust is required to adopt it, supported by a Welsh Health Circular (WHC) to embed it across the Trust. The purpose is to provide guidance on research and innovation strategies and implementation plans. The intention is to grow our research and build our capacity to ultimately improve the care of patients.

There is a requirement for the Trust to report in the annual performance management meeting in Autumn against the ten pillars contained within the Framework, which cover things such as Communication and Engagement, Finance, Governance and Leadership in addition to the research elements, to name a few. It will be an opportunity for the Trust to celebrate all the great work currently going on across the Trust.

Members welcomed the Framework, appreciating that gaps would initially be identified from the self-assessment and provide an opportunity for the Trust to review how it could further support research. It was felt that some things could potentially be progressed quickly with Quality Improvement (QI), but also recognised that the more challenging aspects would need to be considered such as acknowledging the current financial climate, research was costly, and time consuming and this would be challenging.

**RESOLVED: That**

- 1) the Framework be acknowledged and adopted; and**
- 2) all departments review and conduct a self-assessment against the Framework.**

**27/23 WAST 2022-2023 RESEARCH & INNOVATION (R&I) ANNUAL REPORT**

The Research and Innovation Annual Report 2022/23 was received by the Committee. The report included a range of policy developments, projects, and activities conducted and reported through the R&I department including the developments and challenges of the pandemic.

The R&I being conducted within the Trust is enabling improvements to the care provided and the publication of this work helps to benefit and influence practice in Wales and further afield. The Committee commended the team for the work they had done throughout 2022/23 and noted the reach of research across both clinical and non-clinical WAST colleagues in recent publications.

**RESOLVED: That**

- 1) the Committee received the Research and Innovations 2022/23 Annual Report; and**
- 2) the annual report be presented to Trust Board at its September meeting.**

**28/23 RESEARCH & INNOVATION DASHBOARD**

The innovation dashboard, presented by the Research Innovation and Improvement Lead showed extensive involvement in research, innovation, and commercial relationships from the clinical, quality, finance, fleet, estates, digital, and people and culture directorates. The dashboard housed five databases, collated the ideas, and provided a central place for the evaluation of ideas past, current and future to provide both transparency and accessibility to previous activity. This was a further iteration on a mapping exercise which commenced in 2022 and presented to this Committee, illustrating the breadth of partnerships and projects in which colleagues across WAST are involved.

It was clear that a small but dedicated community of individuals across the Trust continued to develop our research, innovation and commercial relationships with some interfaces across the organisation well established, and others embryonic.

**RESOLVED: That the benefits of the dashboard be noted.**

**29/23 RESEARCH CHAMPION ROLE**

Hannah Rowan, Committee Chair, highlighted a renewed emphasis on research from a national perspective with the introduction of a Welsh Government mandated Non-Executive Director Research Champion. Hannah holds the Research Champion role for our Board and provided an overview of the group's aims, including promoting and raising the profile of research.

**RESOLVED: The Committee noted that Non-Executive Director and Chair of the Committee, Hannah Rowan was the mandated Research Champion, and as such the Trust is already acting in line with the Welsh Government requirement for there to be a Board Research Champion.**

**30/23 ACADEMIC PARTNERSHIPS COMMITTEE TASK & FINISH GROUP REPORT (including academic NED role profile)**

The Director of Partnerships and Engagement provided some background for those who were deputising or observing, that a submission was made almost two years ago for the Trust to apply for University Trust Status (UTS). The Trust's application for UTS includes the requirement to have a Non-Executive Director (NED) from academia, noting that the position was a Welsh Government appointment and not a Trust one.

The Committee's Task and Finish Group have adapted the standard Welsh Government role profile and person specification to seek a candidate with a strong academic, commercial or innovation background who will bring that experience to the Board table in support of the Trust's ambitions. It is also important that they have broad corporate experience, in order to be able to contribute to the work of the Board more generally. The Committee recommended the role profile to the Trust Board Chair so that a recruitment campaign could be started as soon as possible with the Public Appointments Unit.

The Task and Finish Group established by the Committee in April 2023 reported on progress against its work plan. The Group developed the academic NED role profile as set out above and would continue with the other elements of its work plan over the course of quarter three, including an approach to garner interest in the NED role amongst academic contacts. Those elements include the proactive plan for management of conflicts of interest, and the logistics and timing of a change of name and brand related to University Trust Status.

**RESOLVED: That the work of the Task & Finish Group be noted.**

**31/23 CYCLE OF BUSINESS 2023-24 AND CYCLE OF BUSINESS MONITORING REPORT**

The Committee received its cycle of business for 2023/24 for discussion. Given the maturing nature of the areas in the remit of the Committee and the University Trust Status journey, the cycle of business will continue to evolve for this fairly new Committee. This is particularly pertinent as the approach of this Committee is a mixture of scrutiny (particularly with respect to refreshed UTS priorities, obtaining and maintaining UTS status), partnering (ensuring the right partners are on the Committee, that appropriate arrangements are in place with partners), connecting (existing and new partners to research/programmes of work in WAST), and inquisitorial (drilling down into elements of the priorities and other programmes where the Trust is partnering with academic and industry to foster and promote).

**RESOLVED: That the**

- 1) cycle of business for 2023/24 be approved; and**
- 2) the cycle of business monitoring document be noted.**

### **32/23 ENGAGEMENT MAPPING**

The Director of Partnerships and Engagement updated members on the initial ask which was to review “what the Trust was doing” and “who was involved in what”. The Trust was not fully sighted on the good work that was happening across the organisation.

Members recognised that the report showcased the interfacing with different organisations externally and it would evolve. The Director asked that members updated her with information that could be added to keep the document live.

The ongoing work complemented the other areas of work. It was recognised that the Board need sight of the high-level work together with the assurance that the detail and rigour exist below. Discussions were ongoing to ensure there was no duplication of effort.

The need for commitment of key people to drive forward a huge amount of work in addition to the service provided to patients, was recognised.

#### **RESOLVED: That**

- 1) the contents of the report be noted; and**
- 2) members keep the Director of Partnerships and Engagement apprised of any amendments to keep the document live.**

### **33/23 COMMITTEE PRIORITIES – Q2 PROGRESS/REFLECTION**

One of the Committee priorities this year was to focus on the adoption of the new NHS Wales research governance framework, which was presented in this meeting. Colleagues showcased the significant amount of research and innovation underway at the Trust and discussions during the meeting provided a launchpad to better connect these related elements.

The Committee’s priorities for 2023/24 are to scope out the next 12 months of University Trust Status, and to focus on the research governance framework. Both are on track with no escalations reported.

**RESOLVED: That the progress made be noted.**

### **34/23 DATE OF NEXT MEETING:**

The date of the next Committee meeting is 24 October 2023.