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WELSH AMBULANCE SERVICES UNIVERSITY NHS TRUST

CONFIRMED MINUTES OF THE OPEN MEETING OF THE ACADEMIC PARTNERSHIP COMMITTEE OF THE WELSH AMBULANCE SERVICES UNIVERSITY NHS TRUST HELD ON TUESDAY 23 APRIL 2024 VIA TEAMS at 09:30 – 11:00

MEMBERS:

Hannah Rowan	Non-Executive Director and Committee Chair
Kevin Davies	Non-Executive Director

IN ATTENDANCE:

Alex Crawford	Assistant Director Strategy and Planning
Estelle Hitchon	Director of Partnerships and Engagement
James Houston	Head of Strategy Development (left during 08/24)
Caroline Jones	Corporate Governance Officer
Jo Kelso	Head of Workforce Education & Development
Angela Lewis	Director of People and Culture
Mark Marsden	Trade Union Partner
Trish Mills	Board Secretary
Alex Payne	Corporate Governance Manager
Nigel Rees	Assistant Director of Research and Innovation
Duncan Robertson	Assistant Director for Clinical Development
Andy Swinburn	Executive Director of Paramedicine
Jonathan Turnbull-Ross	Assistant Director of Quality Governance
Aled Williams	Head of ICT

APOLOGIES:

Chris Evans	Research Innovation and Improvement Lead
Keith Rogers	Trade Union Partner
Jonny Sammut	Director of Digital Services

20/24 WELCOME AND INTRODUCTION

Hannah Rowan welcomed everyone to the meeting bilingually noting that this was the first meeting since gaining University Trust Status on the 1 April 2024, and confirmed quorum.

Apologies were received from Jonny Sammut with Aled Williams attending on his behalf, Chris Evans, and Keith Rogers.

21/24 DECLARATIONS OF INTEREST

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

Hannah Rowan thanked those involved with the Non-Executive Director recruitment process and whilst it had not led to the candidate being able to join the Trust, it was noted that the choice of candidate was appropriate given he has accepted a position at Health Education and Improvement Wales.

Hannah Rowan also noted that the new campaign for an academic Non-Executive Director had commenced and invited members to share the opportunity with their networks, as appropriate. The closing date for this campaign is 10 May 2024.

22/24 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 16 January 2024 were not approved at this time, due to some comments that Nigel Rees asked to be considered.

He was invited to forward his comments for review and the minutes would be presented at the next meeting.

RESOLVED: That the minutes from the meeting on the 16 January 2024 were not approved.

23/24 ACTION LOG AND MATTERS ARISING

The Action log was discussed and updated.

A verbal update against Action 25/23 relating to the memorandum of understanding (MOU) with the Life Sciences Hub Wales (LSHW) was provided which resulted in the action being transferred to the Committee Forward Plan to be revisited later in the year and it was agreed to close the action on the log.

Action 41/23 the engagement mapping link had been shared with members to keep updated and the action was closed.

Action 11/24 Research Governance Framework – the Committee were content with the feedback contained within the regular report.

Action 15/24 was closed as the Terms of Reference had been amended and would be presented to Audit Committee and Trust Board.

RESOLVED: That the action log was reviewed and updated as set out above.

24/24 RESEARCH GOVERNANCE FRAMEWORK

Research Governance Framework Update

The Trust was required to adopt and conduct an organisational wide assessment against the Framework. Contribution from across the organisation was growing which reflected the increased embedding of Research and Development.

Nigel Rees highlighted some key areas from the report:

1. The Committee was informed that the drone project had received a prestigious award from the UKRI Future Flight SBRI funding call, highlighting its potential to enhance the supply chain in Wales. The project had garnered significant media attention, and a paper had been submitted to the Journal of Paramedicine.
2. DEPWoC: Drivers and Experiences of Pregnant Women Calling NHS 111 Wales for pregnancy-related reasons. Through to stage 2 Health and Care Research Wales HCRW funding. The organisation had begun participating in the HCRW Communications Alliance. This involvement was seen as a positive step towards promoting and sharing research and innovation initiatives across Wales, enhancing our collaborative efforts and visibility in the field.
3. Three regional WAST R&I workshops had been completed.
4. Collaboration and support for Smart Sensor Systems for Improving Environment and Health Resilience in South Wales (S4W) Multi-University Place-based Accelerator Cluster bid.
5. A secondment appointment had been made for the Research & Innovation Officer (Clinical) and the job description for new Head of Research and Innovation was in the evaluation stage.

Kevin Davies mentioned that the impact factor of some of the journals where research articles were published may be useful for the Committee to be aware of and Nigel Rees agreed to include this detail in the next report.

When looking at the governance of these projects Aled Williams offered support to Nigel Rees with any Information Governance aspects.

It was noted that there were no discussions currently ongoing relating to the funding of capability and capacity within the Research and Innovation space.

RESOLVED: That

- 1) the Committee noted and discussed the content of the NHS R&D Framework report;**

2) publication impact factors be included within the regular report to the next meeting; and

3) the Committee continue to monitor the self-assessment against the framework.

Approach to organisation wide assurance on the Research Governance Framework

The update on the HCRW Research and Development Framework showed an increased focus on research within the organisation and the Committee noted a group had been established, reporting to the Executive Leadership Team, which would ensure buy-in for research and innovation across the Trust. The committee noted the need to ensure that our resourcing decisions keep up with our broadening ambitions, and that these were aligned with the IMTP.

Andy Swinburn informed members of the huge amount of work currently being done within a small team. It was hoped for the work to grow into other areas which was expected to take time to expand. He agreed to bring a report to a future meeting detailing the next steps.

Hannah Rowan referenced that the committee was working on increasing the visibility and governance of research and innovation across the organisation and was encouraged by the progress made so far, noting that resourcing decisions needed to keep up with the importance of research and innovation. She thanked Nigel Rees for his report which highlighted some of the achievements and challenges in the research and innovation space.

RESOLVED: That

1) discussions would continue around engagement and interaction in all areas of the organisation ; and

2) a report to the October meeting detailing next steps to grow research and innovation across the Trust.

25/24 RESEARCH CHAMPION UPDATE

Hannah Rowan, the Research Champion Non-Executive Director, recently attended a research workshop in Wrexham hosted by WAST. The morning session was enriching, offering diverse viewpoints from attendees.

The previous evening, discussions at the Emergency Department at Wrexham Maelor Hospital revolved around the insights of various colleagues on ongoing projects and potential improvements.

Key discussions at the workshop emphasised the need to elevate our research visibility within the organisation. There was also a focus on identifying and addressing barriers to participation, e.g. discussing the reasons behind the discrepancy between the number of colleagues signed up and trained to participate in the PARAMEDIC-3 trial and the much lower number of patients recruited to it.

The workshop was marked by a keen sense of enthusiasm and highlighted the opportunities available for involvement at all levels in research initiatives.

Nigel Rees confirmed the presence of Hannah Rowan at both the emergency department and the workshop was valued and had a positive impact.

RESOLVED: That

- 1) The presence of Hannah Rowan at the Workshop and the Emergency department was impactful; and**
- 2) There was a need to elevate research visibility across the Trust.**

26/24 INTEGRATED MEDIUM-TERM PLAN 2024-2027 PRIORITIES

The report set out in broad terms and for assurance those priorities outlined in the Trust's 2024-2027 Integrated Medium-Term Plan (IMTP) that would fall under the purview of the Committee. The 2024-2027 IMTP has been submitted to Welsh Government following approval by the Trust Board. The elements within the purview of the Committee are: -

Priority 1 – digitisation enabling better outcomes.

Priority 2 – advanced practice and specialist working, consult and close and service transformation, including research.

Priority 3 – decarbonisation, fleet modernisation and sustainability.

The original University Trust Status priorities remain central to the Integrated Medium-Term Plan (IMTP) 2024-27, however it was noted that they were primarily monitored by other Committees, with the IMTP oversight overall coming under the Finance and Performance Committee, who would escalate issues to this Committee where necessary.

The IMTP focus therefore for this Committee for 2024-25 would be those related to reporting and assurance in relation to the NHS Wales Research Governance Framework and those linked to the embedding and realisation of the benefits of University Trust Status. Our relationship with stakeholders was seen as key to linking these initiatives to the wider NHS system.

There would also be a requirement to consider the need for any additional Academic Partnership priorities during the course of the year, which it was proposed would be the subject of a discussion session in the third quarter of 2024/25, to allow for the contribution of an incoming Non-Executive Director from academia.

Members discussed how the Committee should encourage a culture of inquisitiveness across the Trust and that staff recognising research and innovation within their role would give them a voice and would encourage asking questions.

Jonathan Turnbull-Ross commented that the next year was going to be important for this committee to test the UTS status with stakeholders and develop partnerships. He also said that the committee needed to be bold and brave and balance the clinical risk and the innovation in the strategy. He said that there would be some challenges in developing new pathways with Health Board partners and integrating care. He said he was excited but also aware of the difficulties ahead.

The Committee recognised that there needed to be a balance between the reporting lines for priorities, and the role in exploring these components of the IMTP and the level of detail to consider.

RESOLVED: That

- 1) the Committee noted the paper and took assurance that IMTP priorities within its purview were accurately reflected in, and subject to the appropriate governance arrangements for, the 2024-27 Integrated Medium-Term Plan (IMTP); and**
- 2) the IMTP focus therefore for this Committee for 2024-25 would be those related to reporting and assurance in relation to the NHS Wales Research Governance Framework and those linked to the embedding and realisation of the benefits of University Trust Status**

27/24 APC TASK & FINISH GROUP CLOSURE REPORT

The Task & Finish Group closure report was received. The Group was established in April 2023 and its terms of reference and workplan were approved at the first meeting.

The primary purpose was to develop an approach to attract Academic Non-Executive Directors (NED); plan for the management of conflicts of interest; consider logistics for the change of name and branding once University Trust Status (UTS) had been conferred; and align the work to the legislative docket at Welsh Government for a change to the Trust's establishment order. The Chair thanked the members of the group for their contributions and recommendations.

Estelle Hitchon thanked members for their contributions and recommendations.

RESOLVED: That the Task & Finish group closeout report was received.

28/24 COMMITTEE CYCLE OF BUSINESS 2024/25 & MONITORING REPORT

Updating of the cycle of business for the committee was the final step in the 2023/24 effectiveness reviews that were conducted in quarter four (Q4). Amendments to the Committee's terms of reference agreed in Q4 had been incorporated into this updated cycle of business.

The cycle had been developed with direct correlation to the duties in the terms of reference (indicated by the red text in the cycle of business). This would allow members to review the appropriateness of the proposed reports and their frequency.

The cycle for the Committee was a maturing document which would grow organically over the next 12 months. The Research KPI report would be developed as the HCRW framework developed during 2024/25.

The Chair asked that consideration be given to the role of the Committee in supporting the delivery of the Trust's organisational strategy and this would be considered during the agenda setting for future meetings.

There were no matters to escalate to the Committee on the Cycle of Business Monitoring Report for quarter one 2024/25.

RESOLVED: That

- 1) The 2024/25 cycle of business, aligned to the terms of reference, was reviewed, and approved; and**
- 2) the cycle of business monitoring document was noted.**

29/24 KEY MESSAGES FOR BOARD DECISIONS / ACTIONS

The Highlight report would provide the Board with a summary of the meeting for information.

30/24 ANY OTHER BUSINESS

There was none.

31/24 DATE OF NEXT MEETING:

The date of the next Committee meeting is 19 July 2024.

Members discussed reviewing availability and getting the date confirmed as soon as practicable.