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| **Agenda item:** | **14** |
| **Attachment:** | **J** |

**HRA BOARD COVER SHEET**

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| **Date of Meeting:** | 21/09/2016 |

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| **Title of Paper:** | NED Portfolios |
| **Purpose of Paper:** | To note current NED portfolios and propose maintaining these for a further 6 months. |
| **Reason for Submission:** | For Board approval |
| **Details:** | The NED portfolios were initially agreed in April 2015 with the Board committing to review after 12 months. At the April 16 Board seminar the Board agreed to maintain the current NED portfolios with a view to considering again in September as to whether they were still fit for purpose.  It is proposed the portfolios are extended for a further 6 months at which point it is envisaged greater clarification regarding the HRA strategic plan and organisational change arrangements will be known to allow a refresh of NED responsible areas to be considered.  The benefit of following a portfolio approach will also be considered at this point. It is noted engagement with NEDs is not restricted to these portfolios e.g. recent involvement of NEDs with Policy team outside of portfolio approach, however a portfolio approach does help manage engagement.    The portfolios are as follows:  **Estates:** Graham Clarke (HRA Director lead Debbie Corrigan – *propose change to Teresa Allen if portfolio remains*)  **Consistency of Ethical Review:** Nalin Thakkar (HRA Director lead Joan Kirkbride)  **Transparency:** Allison Jeynes-Ellis (HRA Director lead Tom Smith)  **ISO9001:** Jonathan Montgomery (HRA Director lead Tom Smith – *propose change to Stephen Tebbutt if portfolio remains*)  **Programme Management Office:** Deirdre Kelly (HRA Director lead Ian Cook)  **Public and Patient Involvement:** Deirdre Kelly (HRA Director lead Ian Cook)  **Advice and Guidance:** Nalin Thakkar (HRA Director lead Janet Messer)  In addition to the portfolios the NEDs will also be picking up the following areas of interest:   * GC - Supporting Board on increasing focus on risk * AJE – Supporting JMo on Board development * DK – Raising Concerns policy – Freedom To Speak Up Guardian * NT – Consideration of Higher Education experiences of research and gathering feedback |
| **Lead reviewer (if applicable):** | *N/A* |
| **Suitable for wider circulation?** | Yes |
| **Time required for item:** | 5 mins |

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| **Recommendation / Proposed Actions:** | **To approve** | | **x** |
| **For information / to note** | |  |
| **For discussion** | |  |
| **Comments** |  | |

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| **Name:** | Stephen Tebbutt |
| **Job Title:** | Head of Corporate Governance |
| **Date:** | 25/08/2016 |