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| **Agenda item:** | **12** |
| **Attachment:** | **G** |

**HRA BOARD COVER SHEET**

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| **Date of Meeting:** | 21 March 2018 |

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| **Title of Paper:** | NED portfolio proposal |
| **Purpose of Paper:** | To set out the proposed revised portfolios for NEDs. |
| **Reason for Submission:** | For discussion and approval |
| **Details:** | The HGIAS HRA Board effectiveness and Governance audit conducted in 2016 recommended:  *‘HRA should take steps to develop the NEDs understanding of operation matters and decision-making so they are able to assure themselves that the risks/issues being discussed at Board level are the right ones for them to be focused upon’*  The Board agreed to review the NED portfolios as part of the acceptance of this recommendation. A review of the portfolios has taken place three times since April 2016 and each time the Board agreed the portfolios were still fit for purpose but should be reviewed again after 6 months.  At the November Board seminar considering Board effectiveness the Board agreed the NED portfolios were now due a refresh and should be considered in relation to the key areas of business and risk which may arise from the HRA strategic plan and business plan for 2018/19. ST was tasked with drafting the updated NED portfolios for Board to consider in due course.  The proposed portfolios mirror the HRA’s strategic aim with each NED assigned an aim. This allows oversight of all key areas of businesses as opposed to focusing on one particular topic per NED. NEDs will also engage with a wider collection of Directors and teams within their portfolio. |
| **Time required for item:** | 10 |

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

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| **Name:** | Stephen Tebbutt |
| **Job Title:** | Head of Corporate Governance |
| **Date:** | 15/03/2018 |

**Previous portfolios**

* **Estates:** Graham Clarke (HRA lead Karen Williams)
* **Consistency of Ethical Review:** Nalin Thakkar (HRA lead Janet Messer)
* **Transparency:** Allison Jeynes-Ellis (HRA lead Bill Davidson)
* **ISO9001:** Jonathan Montgomery (HRA lead Stephen Tebbutt)
* **Programme Management Office:** Deirdre Kelly (HRA lead Ian Cook)
* **Public and Patient Involvement:** Deirdre Kelly (HRA lead Ian Cook)
* **Advice and Guidance:** Nalin Thakkar (HRA lead Janet Messer)

**Proposed portfolios**

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| Strategic aim | | NED |
| 1 | Championing health and social care research | Deirdre |
| 2 | Making it easier to conduct high quality research in the UK | Nalin |
| 3 | Developing a pro-active, strategically focused organisation | Jonathan |
| 4 | Capitalising on technological developments | Graham |
| 5 | Ensuring the HRA is governed effectively and provides value for the tax payer | Allison |

**N.B. In addition to the NEDs also have the following areas of interest:**

* GC – Chair of ARC and Supporting Board on increasing focus on risk
* AJE – Chair of Phase 1 Advisory Group & Supporting JMo on Board development
* DK – Raising Concerns policy – Freedom To Speak Up Guardian
* NT – Working with Amanda Hunn regarding NREAP development work & consideration of Higher Education experiences of research & gathering feedback