

FOUR NATIONS' MEETING MINUTES

**Minutes of the Four Nations' Meeting, held on Tuesday 18th March from
1.00pm – 4.00pm in Room 128A, Skipton House, 80 London Road, London, SE1
6LH**

Present		Initials
Louise Dunstan, National Institute for Social Care and Health Research, Welsh Government		LD
Christine Holmes, Department of Health		CH
Janet Messer, Health Research Authority		JM
Alex Newberry, National Institute for Social Care and Health Research, Welsh Government		AN
Mike Stevens, Chief Scientist Office		MS
Stephen Tebbutt, Health Research Authority <i>(Secretariat)</i>		ST
Janet Wisely, Health Research Authority <i>(Chair)</i>		JW
Item	Item details	Action
1.	<p>Apologies</p> <p>Janice Bailie, Health and Social Care Research & Development (JB) Simone Bayes, Department of Health (SB)</p>	
2.	<p>Minutes of previous meeting held on 02 October 2013</p> <p>The group agreed the minutes of the previous meeting were an accurate representation of the matters discussed with the following amendments:</p> <ul style="list-style-type: none"> • <u>CAG</u> The group noted Rebecca Stanbrook's secondment with the HRA had finished and <i>the management of CAG</i> would now sit under the HRA operations directorate <i>whilst the decisions relating to advice would remain with JW, delegated to Stephen Robinson.</i> • <u>Update to REC names</u> LD advised the names of the RECs in Wales were no longer very reflective and would be renamed from 1 to 7 in the near future <i>from 01 April 2014.</i> 	
3.	<p>Matters arising</p> <p><u>NHS England R & D Strategy</u> The group noted the HRA had provided a response to the NHS England R & D strategy which is available on the HRA website.</p>	
4.	<p>UKECA Business</p> <p><u>Removal of CTIMP recognition status</u> UKECA noted the removal of the CTIMP recognition status for South West REC – Exeter had now taken place as per the discussion at UKECA on 10 October 2013.</p>	

	<p><u>Registration deferral spreadsheet</u> UKECA received and noted the registration deferral spreadsheet.</p> <p><u>MoDREC</u> UKECA received management information from MoDREC for 2013. The group was uncertain regarding some of the data and whether only two clinical trials were reviewed over the last year. UKECA agreed there may be issues with maintaining expertise if this is the case. UKECA agreed Joan Kirkbride should follow up with MoDREC and an update be provided at the next meeting. Action: ST to discuss with Joan Kirkbride and add to May Four Nations' agenda</p>	ST
5.	<p>HRA Collaboration and Development Programme update</p> <p><u>HRA Assessment and Approval Business Case</u> The group noted there was no update on the decision regarding the HRA Assessment and Approval Business Case.</p> <p><u>Non-commercial agreement</u> The group noted a review had been concluded of the HRA's non-commercial agreement by a number of Universities and Clinical Trial Units. The recommended changes made were relatively minor and an open invite will now be extended to key stakeholders, primarily NHS organisations, to consider these updates. Once a consensus is received, the document will be brought back to the next four nations' meeting for further discussion. Action: ST to add to May Four Nations' agenda</p> <p><u>HRA Sponsor responsibilities update</u> The group noted the report is a factual summary of the responses received from the consultation. The group agreed the consultation was useful as it opened conversations with sponsors and exposed areas where further work is required, such as the interface between funders and sponsors. The importance of peer review was flagged and the group agreed this might be something to consider further in terms of the research governance framework development work.</p>	ST
6.	<p>Research Governance Framework update</p> <p>The group noted the RGF Steering Group had met for the second time and the four week comment period regarding project 1 – 'What research can the NHS support' had begun on Monday.</p>	
7.	<p>HRA update</p> <p><u>Transparency</u> The group noted the HRA workshop on transparency was due to be held on Thursday. This will consider in particular papers regarding the publication of research findings and the research declaration to RECs. The papers will be updated following this workshop and circulated for wider comment. After the comment period, likely to be completed by June, the findings will be brought to the August Four Nations' meeting for further discussion. Action: ST to add to August Four Nations' Agenda</p>	ST

	<p><u>Clinical Trials Regulations – Timelines</u> The group noted there had been some concern from the Phase 1 working group regarding the extension to the approval timelines as per the proposal in the Clinical Trial Regulations. JW confirmed the HRA will maintain the current timelines however agreed a formal letter from the HRA, on behalf of UKECA, might help dissuade any further concerns. Action: ST to arrange letter to be drafted to confirm intention to maintain current timelines and seek UKECA approval</p> <p><u>HARP development</u> JW advised the work to develop HARP was progressing as planned.</p>	ST
8.	<p>Department of Health update</p> <p><u>HRA Business plan 2014/15</u> CH advised the business plan had been approved by Professor Dame Sally Davies and was currently with DH finance awaiting a final decision.</p> <p><u>Care Bill</u> The group noted the Care Bill has completed passage through the House of Commons and is back in the House of Lords for Lords consideration of Commons amendments.</p> <p>A number of amendments were made to the Bill around the role of the Health and Social Care Information Centre and the care.data programme during the House of Commons report stage. These included an amendment which would enable the Health Research Authority’s Confidentiality Advisory Group to provide advice to the Health and Social Care Information Centre on publishing or disseminating information. Stakeholders have been supportive of this additional role for the Confidentiality Advisory Group saying they have been pleased with its work so far.</p> <p>The definition of social care research was amended to clarify that functions relating to children’s social care research are not within the HRA’s remit. Research ethics committees established or recognised by the HRA will still be permitted to consider the ethics of children’s social care research in the round where proposals cover both children’s social care research and health research and/or adult social care research.</p> <p>CH advised a date for Lords consideration of Commons amendments was not known as yet however the earliest date they are likely to be considered is 8 April.</p>	
9.	<p>Update from Northern Ireland</p> <p>None to note</p>	
10.	<p>Update from Scotland</p> <p><u>Adults with Incapacity (Scotland) Act 2000</u> MS advised an amendment to the Act to extend provision for research in urgent situations, to include emergency and non-CTIMP research, is being considered.</p>	

	<p><u>Research strategy</u> MS advised the strategy was due to be reviewed by the management board tomorrow. Main changes proposed in the strategy include the amalgamation of R & D and ethics offices to help facilitate research and the creation of a new NRS Chief Operating Officer post. MS agreed to present a summary of the strategy at the next meeting. Action: MS to present summary of Research Strategy at next meeting</p> <p><u>Reorganisation of CSO</u> MS advised the revised structure had been finalised. MS agreed to forward the responsibilities for each position to the group. Action: MS to forward responsibilities for each position</p>	<p>MS</p> <p>MS</p>
11.	<p>Update from Wales</p> <p><u>Restructuring of NISCHR infrastructure</u> The group noted supportive comments had been received regarding the proposals and an updated version of the proposal for the new NISCHR infrastructure will be sent to the Minister for approval shortly. It is hoped if all necessary approvals are given the infrastructure will be commissioned and in place from April 2015.</p> <p><u>Review of R&D offices Report</u> The group noted this work is due to report in May.</p>	
12.	<p>R & D Compatibility Group update</p> <p><u>Amendment work</u> The group noted the proposal to have consistent metrics on a UK wide basis was accepted. The Compatibility Group is developing a common set of principles for the management of amendments for NHS R&D across the UK, but it was reported that the operational processes would remain country specific due to a number of differences such as site issues, portfolio vs non-portfolio study compatibility and IT capability issues. The remaining tasks on the amendments project will be to get agreement of the principles and plan consistent communications to explain the operational differences between countries.</p>	
13.	<p>Any other business</p> <p><u>Financial contributions</u> The group agreed to discuss financial contributions for 2014/15 at the next meeting. Action: ST to add to agenda and ask Debbie Corrigan to join for this item</p>	<p>DC</p>
14.	<p>Date of next meeting</p> <p>Tuesday 27 May 2014, 1pm – 4pm, Room GW06, St Andrews House, Edinburgh</p>	