

Management in Confidence

HRA Board meeting minutes (Part 1 – Public Session)

Date:	20 January 2021	
Time:	11.00am – 12.35pm	
Present:	Teresa Allen (TA)	Chief Executive
	Ian Cook (IC)	Director of Transformation & Corporate Services
	Richard Cooper (RC)	Non-Executive Director
	Graham Clarke (GC)	Non-Executive Director (meeting Chair)
	Professor Andrew George (AG)	Non-Executive Director
	Dr Nicole Mather (NM)	Non-Executive Director
	Dr Janet Messer (JM)	Director of Approvals Service (until 12.00)
	Juliet Tizzard (JT)	Director of Policy & Partnerships
	Professor Sir Terence Stephenson (TS)	Chair
	Kurt Weideling (KWe)	Chief Digital Transformation Officer
	Karen Williams (KW)	Deputy Chief Executive & Director of Finance
Staff Forum Representative	Katie McBride (KM)	Engagement Officer
In attendance:	Jonathan Fennelly-Barnwell (JFB)	Deputy Director Approvals Service
	Penelope Gregory (PG)	PA to Deputy Chief Executive
	Katherine Guerin (KG)	Deputy Director Corporate Services
	Stephen Tebbutt (ST)	Head of Corporate Governance & Risk
Observers:	Elizabeth Bohm	HRA
	Kirsty Edwards	HRA
	Will Griffiths-Stent	HRA
	Sarah Hamerton	HRA
	Eve Hart	HRA
	Matthew Harris	HRA
	Eve Hart (EH)	HRA
	Christine Holmes (CH)	Department Health and Social Care
	Professor Matt Westmore	Incoming HRA Chief Executive
	Naho Yamazaki	HRA
Apologies:	Sylvia Hazard (SH)	Deputy Director of Finance
Venue:	MS Teams	

No.	Record of discussion	Action owner
1	<p>Welcome, introduction and apologies</p> <p>GC welcomed everyone to the meeting.</p>	

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	GC welcomed Professor Matt Westmore (MW), incoming HRA Chief Executive and Katie McBride (KM), HRA staff forum representative to the meeting.	
2	<p>Conflicts of interest</p> <p>There were no conflicts of interest.</p>	
3	<p>Review of minutes from meeting held on 18 November 2020</p> <p>The Board reviewed and accepted the minutes of the previous meeting as a true and accurate record of events.</p>	
4	<p>Review of actions from previous meeting / matters arising</p> <p><u>Report on the COVID 19 Public Involvement Matching Service</u> The Board requested examples of how proposals had been changed as a result of this particular work. JT confirmed a report will be distributed to Board members following the meeting.</p> <p><u>Transformation Programme – Research Review programme update</u> JT confirmed a written summary of differences between Fast Track Pilot and Ethics Review model had been provided to TS after the November meeting, which will also be circulated to all Board members.</p> <p><u>Stakeholder engagement</u> Information to be provided regarding engagement tools used to gain insight into users' views and suggestions. JT confirmed this action remains outstanding.</p>	
5	<p>Update from Chair</p> <p>None to note.</p>	
6	<p>Update from the Chief Executive</p> <p>The Board received and noted the update from TA.</p> <p><u>Research Cross Systems working and the HRA Business Planning Priorities</u> TA highlighted the research cross systems working and the HRA business planning priorities work currently being undertaken. The Board noted the HRA has been involved in a number of pieces of work, together with other organisations, supporting the Research, Resilience and Growth agenda and the Find, Recruit and Follow up service with JM being the HRA organisational lead.</p> <p style="text-align: right;">Action: JM to share slide sets regarding cross systems work after the meeting.</p> <p>The Board enquired whether the work being undertaken within these two groups was being mapped with systems within the NHS, for example Integrated Care Systems (ICS). JM confirmed NHS England and Improvement are a key</p>	JM

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	<p>part of the cross systems working and agreed the importance of maintaining an awareness in this area.</p> <p><u>End of Transition period</u> The Board requested an update regarding any recent actions undertaken by the HRA in relation to exit from the European Union. TA provided a brief update which included information regarding internal work undertaken in relation to staff and external support provided by way of information contained on the HRA website and sign posting to guidance of other relevant organisations e.g. Medicines and Healthcare Regulatory Authority (MHRA).</p> <p><u>Chief Executive Handover</u> TA expressed thanks to all, stating it had been a privilege to work for the HRA. CH conveyed thanks to TA on behalf of the Department of Health and Social Care (DHSC).</p>	
7	<p>Performance Report – 2020/21</p> <p><u>Performance Report</u> The Board received and noted the Strategic performance report: April-November 2020.</p> <p>Approval of CTIMPs – The Board noted the middle bar (currently unlabelled) relates to ‘Fast Track CTIMP’.</p> <p>REC membership vacancies – The Board requested information regarding the recruitment target and whether any inequalities relating to membership category (expert, lay, lay plus) or geographical areas be included in the report. KW confirmed more detail in relation to this area will be provided in future.</p> <p>Median approval timeline for CAG research studies – The Board requested further information is provided regarding any studies which may be hidden, or any significant timelines masked, by the median figure.</p> <p>Customer Satisfaction – the Board noted the high customer satisfaction score and questioned whether the reason for the increase was known. JM stated the previous decrease in performance had been due to the restructure and changes in process. The Board noted the increase in satisfaction was not just related to work undertaken regarding Covid but also due to increased capacity.</p> <p><u>Finance Report</u> The Board received and noted the Finance report - for the 8 months ended 30 November 2020.</p> <p>The Board noted the report indicates a high likelihood of an underspend against the business plan for 2020/21 but was pleased to learn that monies have been redirected to other areas such as the research review programme and staff personal development. KW confirmed initiatives in relation to staff wellbeing will be discussed at the next Workforce Board.</p>	

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8	<p>Financial Plan – outline assumptions 2021/22</p> <p>The Board received and noted the Finance Plan – outline assumptions 2021/22 which sets out the financial assumptions Senior Leadership Team (SLT) has agreed to inform the HRA business financial planning process for this year.</p> <p>The Board reviewed and approved the assumptions as detailed in the report as a basis for planning for 2021/22</p>	
9	<p>Transformation Programme</p> <p><u>Transformation Portfolio</u> The Board received and noted the report, Transformation portfolio which provides an update in progress on the Transformation Portfolio for 2020/21 and on the continuing work in identifying and agreeing the portfolio for 2021/22.</p> <p>IC introduced the report, explaining future reporting of the Transformation Portfolio would follow a dashboard approach.</p> <p>The Board considered the report to be helpful and informative and expressed a request for further information regarding timescales to be included, for example, the inclusion of a roadmap of deliverables would be beneficial to aid an understanding of programme timescales. The Board agreed it would be helpful to understand how overlaps are being managed at the March Board meeting.</p> <p>The Board agreed a development session to consider the different approaches to transformation and programme management to reach a shared understanding would be useful.</p> <p style="text-align: center;">Action: ST to investigate potential for future development session.</p> <p><u>Research Review programme update</u> The Board received and noted the report which provides an update on the Research Review Programme and outlines the next steps.</p> <p>JT provided an update to the Board and summarised the report, explaining the Fast Track Pilot had commenced and running alongside the pilot is a discovery phase for the development of a revised research ethics review model.</p> <p>The Board was pleased to note the Fast Track Pilot had started and enquired whether an appropriate process was in place to ensure requests for ethical review via the pilot were being managed in a timely manner. JT advised the Fast Track Pilot was for Phase1 and global clinical trials and all requests were being managed on a ‘first come, first service basis’, adding that the normal ethics review service remained available.</p> <p>The Board discussed the potential scaling up of the Fast Track Pilot and highlighted the need to consider the future impact on staff and how any changes would be implemented at staff level. The Board noted the pilot had been funded by underspend but any future roll out would be dependent on</p>	ST

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	<p>additional funding. JM advised the Board there were a number of wider questions and options to explore regarding any expansion of the programme.</p> <p>The Board was satisfied with the level of detail contained within the report and the programme's progress.</p> <p><u>Estates Strategy update</u> The Board received and noted the report which provides an update on progress made on delivering the HRA estates strategy 2020 – 2025 and details the revisions to the proposed office move for Nottingham.</p> <p>The Board confirmed approval of the recommendation to share office space with NHS Supply Chain in Nottingham and to progress the project accordingly.</p>	
10	<p>Out of session items</p> <p>The Board was pleased to note the positive outcome of the DHSC Investment Committee regarding the Research System Business.</p> <p>The Board welcomed the announcement regarding the appointment of Neelam Patel as Non-Executive Director from 1 April 2021.</p>	
11	<p>Feedback from Staff Forum</p> <p>The Board welcomed Staff Forum member, Katie McBride to the meeting.</p> <p>KM reported staff really appreciate the flexible working arrangements available during this lock down period however noted for some staff the situation was challenging, particularly parents. KM advised there were issues with cover for some staff due to sickness and the closure of schools. KM enquired whether unlimited special leave will apply during this third lockdown period.</p> <p>The Board noted the issues raised by KM will be discussed at the HRA Workforce Board scheduled to take place on Wednesday 27 January.</p> <p>KM advised the 'social element' of recent All Staff Video Conferences had received positive feedback from staff.</p>	
12	<p>Any other business / agenda items for next meeting</p> <p>GC expressed thanks on behalf of the Board to TA and acknowledged the impressive changes which have been made during her period as Chief Executive and wished her well for the future.</p>	
13	<p>Questions from members of the public</p> <p>None to note.</p>	

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14	Date of next meeting: 24 March 2021	