

FOUR NATIONS' MEETING MINUTES

**Minutes of the Four Nations' Meeting, held on Tuesday 09th July from 11.30am
– 1.30pm in HRA 2, Skipton House, 80 London Road, London, SE1 6LH**

Present		Initials
Janice Bailie, Health and Social Care Research & Development Bill Davidson, Department of Health Alex Newberry, National Institute for Social Care and Health Research Julie Stone, Non-Executive Director <i>(Observer)</i> Stephen Tebbutt, Health Research Authority <i>(Secretariat)</i> Janet Wisely, Chief Executive <i>(Chair)</i>		JB BD AN JS JW ST
Item	Item details	Action
1.	Apologies Mike Stevens, Chief Scientist Office Craig Gilbert, Chief Scientist Office	
2.	Minutes of the previous meeting The group agreed the minutes of the previous meeting were an accurate representation of the matters discussed without amendment.	
3.	Matters arising <u>Decision tools</u> The group noted that Sue Bourne had spoken with Michael Neely and JB at the NHS R & D forum conference regarding the statement for social care and JB confirmed there had been a misunderstanding and the tool did not require any changes. The group noted this has been fed back to Rachel at the MRC. <u>'UK' HRA</u> The group noted again this name was incorrect and advised a lawyer had mistakenly used the name by accident.	
4.	UKECA business <u>Workload review</u> UKECA agreed to conduct a review of workload at the next meeting. UKECA noted the figures for May had been relatively low and it would be difficult to maintain expertise on committees if these levels continued. UKECA noted the following May average applications per region (excluding proportionate review); England - 4.9, Scotland - 3.7, Wales - 3.1, Northern Ireland - 2.7. UKECA noted the following average for 2013; England - range between 4.4 and 6.9,	

	<p>Scotland - 5.3, Wales - 4, Northern Ireland - 3.1. ST agreed to circulate the management information to UKECA along with the meeting minutes.</p> <p>Action: ST to circulate latest management information</p> <p>UKECA agreed to ask the operational leads for each country to present their data at the next meeting.</p> <p>Action: Leads for each country to ask their operational leads to attend the following UKECA meeting and prepare a presentation on the management information for their country</p> <p>UKECA noted Wales was planning to close one REC in South East Wales in the near future due to insufficient workload.</p>	ST ALL
5.	<p>HRA C & D programme update</p> <p>The group noted the Collaboration and Development Steering group was due to meet this afternoon. A communication would be released on 22nd July regarding an update on the different projects and their status alongside the next steps for the HRA Assessment.</p> <p>JW advised she had met with the DH SMT and they had agreed for a business case to be developed with regard to the HRA Assessment project. An option appraisal including costings will be developed by the end of September at which point a further decision on whether to proceed will be made.</p>	
6.	<p>HRA update</p> <p><u>HRA branding</u></p> <p>JW advised EMT had agreed it was inappropriate and confusing to have both the HRA and NRES brands. JW advised in England the NRES brand would no longer be used, with the HRA brand and 'RECs' used instead. JW advised this would be a gradual change with the possibility of the 'switch off' of NRES branding once NDPB status is reached. JW sought agreement from the DAs for this to take place across the four nations and Wales and Northern Ireland confirmed they were happy with this proposal. ST agreed to discuss this intention with Scotland.</p> <p>Action: ST to discuss branding proposals with Scotland</p> <p>The group noted that NRES is not mentioned anywhere in the legislation therefore this should not be an issue.</p> <p><u>Research Governance Framework</u></p> <p>The group discussed having one harmonised document across the four nations. Wales and Northern Ireland advised they would likely be happy to have a single document however it will depend on how radical the changes to the framework are.</p> <p><u>Amendments implementation</u></p> <p>JW advised the HRA was seeking to sign up individual trusts to agree to the proposed approach. Once a sufficient number have agreed an announcement will be released on the website detailing those that are on board. This may encourage those which have not agreed to sign up to do so. The group noted it</p>	ST

	<p>was hoped a big enough list would be available in time for the R & D Champion meeting in October. The group agreed it would be useful to collect some baseline data to see how the length of time to handle amendments and volume of amendments varies for those trusts taking part. The group agreed the UK Compatibility group should lead the work to consider a UK wide approach.</p> <p><u>HRA transparency agenda</u></p> <p>JW advised a high level transparency plan has been developed. All of the intentions detailed in the initial proposal will be initiated however the HRA may not lead on all of them. Additionally, consideration of when protocols should be published and also what to do with previously approved studies will be undertaken.</p> <p>Registration, for a number of defined categories on IRAS, will be a condition of a favourable opinion from the end of September. A window of approximately six weeks after the first participant is recruited will likely be put in place to avoid unnecessary breaches. BD advised the Department had agreed a 12 week window for devices which the HRA may wish to consider.</p> <p>For studies which have previously been approved and not registered it would not be acceptable to demand that they are registered however the HRA would strongly urge them be registered. The group agreed the declaration page on IRAS could be altered to ask the chief investigator to confirm that their previous studies have been registered or to explain any reasons for not registering.</p> <p>JW confirmed that registration was only for CTIMPs at present however the next step will be to consider what other studies should be registered.</p> <p><u>Website</u></p> <p>JW advised internal user testing would likely begin from 24th July for approximately two weeks. The group noted the extranet would be unavailable at this time and there could be a potential issue regarding the access of documents for the DAs. The group noted that Gordon Harrison has agreed to pick up with the DAs via UKRDG.</p>	
7.	<p>Decision tools</p> <p>The group noted there were two papers on the use of decision tools.</p> <p>The first paper related to the proposed change to the Chair's role in responding to 'is it research' queries. ST advised in England the proposal is for Chair's to direct researchers to the queries line and decision tool if they receive any such queries. The group noted Chairs could continue to give advice however a formal response can only be given through the queries line / decision tool route. Wales and Northern Ireland were happy to follow this proposal.</p> <p>The second paper related to a change in how decisions are made by the queries line and the piloting of a panel. The group agreed the use of a panel was an appropriate method for determining difficult queries. Wales and Northern Ireland advised they were both interested and supportive of the pilot. ST asked the devolved administrations to consider if anyone from their teams would be</p>	

	<p>suitable to join the panel. AN advised Corinne might be interested in joining the panel.</p> <p>Action: DAs to consider nominating someone to join the pilot and contact Sue Bourne</p> <p>The group agreed more communication was required, especially with publishers, to ensure the decision tool statement is accepted.</p>	ALL
8.	<p>DH update</p> <p><u>NDPB legislation</u> BD advised the legislation to establish the HRA as an NDPB was progressing well and was currently on track to take place in this parliament. The legislation had been through second reading and several amendments had been tabled. These fell into three groups; transparency, nursing and research governance.</p> <p><u>Independence</u> BD flagged the potential future matter of Scotland becoming independent and how the HRA and the other devolved nations would operate with Scotland if this occurred.</p> <p><u>Plan for growth life sciences agenda</u> BD advised greater transparency and accountability was likely to extend across research in the NHS though the introduction of benchmarks into contracts for funding, which will be reportable to the public.</p>	
9.	<p>Northern Ireland update</p> <p><u>Care Bill</u> JB advised the Legislative Consent Motion regarding the Care Bill was discussed and agreed on 24th June. The Bill was welcomed by the Northern Ireland Assembly and JB thanked DH and HRA colleagues for their help.</p> <p><u>Michael Neely</u> JB advised Michael had now retired.</p> <p><u>Siobhan McGrath</u> JB advised Siobhan's secondment had now finished and she is back in post at OREC.</p> <p><u>Section 251</u> JB advised CAG could provide NI with advice and she was meeting with the Northern Ireland advisory committee to discuss further and would liaise with Rebecca Stanbrook at the HRA.</p>	
10.	<p>Scotland update</p> <p>None to note</p>	
11.	<p>Wales update</p>	

	<p><u>Care Bill</u></p> <p>AN advised the Legislative Consent Motion regarding the Care Bill was due to be discussed by the National Assembly for Wales today. AN advised however that the Bill will no longer be discussed however it is hoped the motion will be discussed before summer recess.</p> <p><u>Section 251</u></p> <p>AN advised there was an issue regarding accessing information with a feeling that people would like greater control regarding the access to data. BD advised the legislation is clear that Secretary of State approval is required in England and Wales and asked AN to direct any colleagues to him if they are unclear.</p>	
12.	<p>R & D compatibility group update</p> <p>AN advised there had been a lengthy but positive discussion regarding the proposed content changes to IRAS. A meeting, chaired by Janet Messer, will be held in August to work through the detail.</p>	
13.	<p>Out of session item to note</p> <p>UKECA noted the following out of sessions business had been conducted:</p> <ul style="list-style-type: none"> • Approval of MoD REC Type 1 and Type 3 recognition 	
14.	<p>Any other business</p> <p><u>Terms of reference</u></p> <p>ST agreed to draft terms of reference for the UKECA / 4 Nations' meeting group to be discussed and agreed at the next meeting.</p> <p>Action: ST to draft terms of reference</p>	ST
15.	<p>Date and venue of next meeting</p> <p>BD and JB advised they were unavailable for the next meeting on 10th September 2013. ST agreed to identify another date.</p> <p>Action: ST to confirm date of next meeting</p>	ST