

Management in Confidence

HRA Board meeting minutes (Part 1 – Public Session)

Date:	15 July 2020	
Time:	12.30pm – 14.45pm	
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
	Professor Andrew George (AG)	Non-Executive Director
	Dr Nicole Mather (NM)	Non-Executive Director
	Dr Janet Messer (JM)	Director of Approvals Service
	Juliet Tizzard (JT)	Director of Policy
	Professor Sir Terence Stephenson (TS)	Chair
	Karen Williams (KW)	Deputy Chief Executive & Director of Finance
In attendance:	Mary Cubitt (MC)	Research Systems Programme Director
	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:	Eve Hart (EH)	HRA
	Christine Holmes (CH)	Department of Health and Social Care
	Catherine McCarthy	HRA
	Naho Yamazaki (NY)	HRA
Apologies:	None to note	
Venue:	Zoom	

No.	Record of discussion	Action owner
1	<p>Welcome, introduction and apologies</p> <p>TS welcomed everyone to the meeting. No apologies were noted.</p>	
2	<p>Conflicts of interest</p> <p>AG advised he had been appointed as a Non Executive Director at Surrey and Borders NHS Foundation Trust.</p> <p>GC advised he had been appointed to the Vaccine Taskforce, a subcommittee of SAGE.</p>	

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	The Board noted the declarations however agreed there were no conflicts preventing both individuals from participating fully in the discussion.	
3	<p>Review of minutes from meeting held on 20 May 2020</p> <p>The Board reviewed and accepted the minutes of the previous meeting as a true and accurate record of events without amendment.</p>	
4	<p>Review of actions from previous meeting / matters arising</p> <p><u>Monthly NED meetings with members of SLT</u> The Board was pleased to note the additional monthly NED meetings with individual members of SLT had commenced and appeared to be working well.</p> <p><u>All Staff VCs.</u> The Chair confirmed the NEDs are happy to join the All Staff VC on an individual basis with advanced warning.</p>	
5	<p>Update from Chair</p> <p>The Board noted the HRA Business Plan for 2020/21 will be published once sign off from DHSC has been received.</p>	
6	<p>Chief Executive update</p> <p>The Board received and noted the update from TA.</p> <p>TA advised more detailed information and analysis regarding Covid-19 is available, should this be required.</p> <p>TA reported much work is being undertaken regarding inclusivity. TA stated the HRA had recently celebrated PRIDE. TA advised much thought is being given on how the organisation can support our BAME staff. TA advised conversations had taken place with BAME staff who may, after some initial orientation has taken place, be interested in being part of the HRA Board. The Board agreed the importance of BAME representation on the HRA Board. Some anxieties were raised about using the right language and the Board agreed this can at times be difficult however it was important to have the conversation and there are many organisations who can help and provide advice if needed. KG stated the Equality and Diversity steering group will be heartened to hear this discussion has taken place at the Board. The Board also discussed the volunteer membership and acknowledged this was probably not reflective of society but noted the systems were not yet in place to monitor this effectively.</p> <p>JT confirmed the research transparency work which was paused due to Covid-19 has restarted.</p> <p>The Board was pleased to note 'The Make it Public Strategy' is due to be published on the 29 July 2020.</p>	

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7	<p>Performance report – 2020/21 including May 2020 Finance Report</p> <p>The Board received and noted the performance report.</p> <p>KW introduced the new performance report, advising the revised report seeks to simplify reporting to the Board, focussing on five key areas:</p> <ul style="list-style-type: none"> • Our People • Our customers and stakeholders • Approvals service • Finance • Programme delivery <p>The Board discussed the revised format and agreed the dashboard was clear and trend data useful however it was important to review the spread of data in the context we are operating in. In addition, the Board considered the report may benefit from the inclusion of qualitative data.</p> <p>CH expressed thanks for making clear the journey from submission to approval within the report. CH requested the information regarding the statutory requirement for CTIMPs to receive approval within 60 days be included within the report. The Board agreed any information which is being monitored and/or reviewed by the Sponsor should be included in the report.</p> <p>The Board agreed the revised performance report was an excellent ‘first cut’ and look forward to reviewing an updated version at the next Board meeting, incorporating the above suggestions.</p> <p><i>Action: Revised performance report to be submitted to September Board meeting</i></p> <p><u>Finance Report</u></p> <p>The Board reviewed and approved the finance report for the 2 months ended 31 May 2020.</p> <p>The Board was pleased to note funding has been confirmed for core activities and for the Research Systems outline business case.</p> <p>KW confirmed underspends in certain areas due to Covid-19 but advised some costs are being reinvested.</p> <p>The Board enquired whether any surveys re the impact of Covid-19 on presence in relation to staff caring responsibilities had taken place. KW confirmed the special leave policy had been revised until the end of July 2020 with an unlimited cap but this will revert back to normal special leave policy from the 01 August 2020. KW stated the temporary change to special leave during the pandemic had been appreciated and well received by staff. IC reported that sickness and absence figures were 50% down in comparison to the same period last year.</p>	KW

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8	<p>HRA transformation and future research review model</p> <p>The Board received and noted the latest update to the transformation programme contained within the accompanying slide deck.</p> <p><u>HRA Transformation</u></p> <p>The Board received the presentation and noted the programme of work will be delivered in line with HRA capacity, capability and financial constraints, potentially over a time period of three years. After discussion, the Board stated the importance of being clear as to when programmes of work are transformation, rather than projects or part of ongoing work. The Board agreed it was critical that benefits are identified and quantified and also, that staff engagement continues. The Board agreed a Gantt chart would be a helpful addition to illustrate the various elements of HRA transformation and programmes of work.</p> <p style="text-align: right;">Action: IC to produce Gantt chart.</p> <p><u>User input and development of 'New IRAS'</u></p> <p>The Board received and noted the presentation. After discussion, the Board agreed there can on occasions be confusion for research applicants as to whether their study constitutes research or service evaluation and requested assurance robust pre-engagement information and guidance will be provided to address this. The Board discussed the importance of a user-friendly model particularly in relation to applicants who might be naïve to the research applications and approval process and was pleased to hear the new system is designed with specific modules and researchers will only view the elements relevant to their particular application. The Board discussed and emphasised the importance of 'stress testing' throughout system development.</p> <p><u>A research review model for the next decade</u></p> <p>The Board received and noted the paper 'A research review model for the next decade' by Juliet Tizzard. The Board reviewed the scope of the project and planned timetable and was supportive of the request to commission external assistance to aide completion. The Board considered this to be a wide ranging, ambitious programme to a long timescale and agreed critical success factors will be governance, project management and prioritisation. The Board considered a review of Confidential Advisory Group (CAG) should also be included within the scope but was advised by JT this was being addressed via the NHSX work which will be run in parallel to this project.</p> <p>The Board confirmed approval for the project but agreed the document should be updated to cross reference and include the NHSX work in relation to CAG.</p> <p style="text-align: right;">Action: JT to update documentation to include reference to CAG and NHSX work.</p>	<p>IC</p> <p>JT</p>

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9	<p>Summary of Audit & Risk Committee meeting</p> <p>The Board received and noted the summary from the Audit & Risk Committee meeting held on 04 June 2020.</p> <p>The Board acknowledged a qualified opinion on the HRAs accounts has been issued in respect of regularity due to a payment which was made to an individual in relation to an employment dispute. TS stated he had been informed at every stage of the process regarding the payment. CH also confirmed the sponsors were informed and had been supportive of the payment being made.</p>	
10	<p>Research system programme update for information</p> <p>The Board received and noted the summary from the Research System Programme report – July 2020. The Board was pleased to note that subsequent to the writing of the report, approval from NHSX has been confirmed.</p>	
11	<p>Out of session items</p> <p>The Board received and noted the article ‘To CAG or not to CAG? Difficulties in determining submission to the Confidentiality Advisory Group: a commentary’, shared for information.</p>	
12	<p>Any other business / agenda items for next meeting</p> <p>None to note.</p>	
13	<p>Questions from members of the public</p> <p>None to note.</p>	
14	<p>Date of next meeting:</p> <p>16 September 2020</p>	