

Management in Confidence

HRA Board meeting minutes (Part 1 – Public Session)

Date:	21 September 2022	
Time:	1.00pm – 3.00pm	
Present:	Richard Cooper (RC)	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 (item 12 only)
	Neelam Patel (NP)	Non-Executive Director
	Becky Purvis (BP)	Interim Director Policy & Partnerships
	Professor Sir Terence Stephenson (TS)	Chair
	Julie Waters (JW)	Interim Chief Digital Transformation Officer
	Professor Matt Westmore (MW)	Chief Executive
	Karen Williams (KW)	Deputy Chief Executive & Director of Finance
Staff Forum Representative:	Deanna Herron	Approvals Specialist
Community Insight Group representative:	None	N/A
	Katherine Guerin (KG)	Deputy Director Organisational Development
	Will Griffiths-Stent (WGS)	Engagement Manager
	Eve Hart (EH)	Head of Communications
	Katie Mariner (KM)	Deputy Director Finance
	Stephen Tebbutt (ST)	Company Secretary
	Hilary Tulloch (HT)	PA to Chair & Chief Executive (minutes)
	Paul Mills (PM)	Confidentiality Advice Service Manager
	Jonathan Fennelly-Barnwell (JFB)	Deputy Director Approvals Service
Observers:	Kat Evans	Louise Vale
	Nicola Burgess	Mark Holden
	Sarah Hamerton	Barbara Molony-Oates
	Peter Hart	Lou Silver
	Ben Solly	
Apologies:		
Venue:	MS Teams	

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No.	Record of discussion	Action owner
1	<p>Welcome, housekeeping and apologies</p> <p>TS welcomed everyone to the meeting. No apologies to note.</p>	
2	<p>Conflicts of interest</p> <p>None to note.</p>	
3	<p>Review of minutes from previous meeting</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>Explanatory paragraph be included to the Approvals graph regarding the median and mean elapsed timeline.</u> The Board noted this action had been completed.</p> <p><u>JM to meet with NM re Research Resilience & Growth milestones out of meeting.</u> The Board noted JM and Kate Greenwood had met with NM and NP out of session and the item could be closed.</p> <p><u>TS / MW to discuss innovation champion role</u> The Board was pleased to note RC had been appointed as HRA Innovation Champion.</p> <p><u>Proposal for Community Insight Group to be incorporated into HRA Governance structure to be submitted to September Board</u> The Board noted the proposal was due to be shared for wider consultation with the HRA's community with an update to follow at the November or January Board depending on timing of the consultation. ST agreed to share the proposal with the Non-Executive Directors (NEDs) for information. Action: ST to share Community Committee proposal with NEDs</p>	ST
5	<p>Update from the Chair</p> <p>TS noted an informative and interesting seminar had been held this morning with Professor Sir John Bell.</p>	
6	<p>Update from the Chief Executive</p> <p>The Board received and noted the update provided by MW.</p> <p>On behalf of the HRA, MW expressed his condolences to the Royal Family and offered best wishes to His Majesty King Charles III. MW passed on his thanks to colleagues who had reacted so quickly with broader messages to the public and also internally following the Queen.</p>	

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7	<p>Strategic Performance Report (including Finance Report and Risk Register)</p> <p>KW provided an update on the strategic performance report April – July 22 focussing on four key areas.</p> <p><u>Our People</u> Staff capacity is over capacity for the first time in a few years however since this report has been issued it has decreased in the last couple of months. This is being closely monitored by HR to analyse any potential trends.</p> <p><u>Customers and Stakeholders</u> The Board noted the user satisfaction had fallen below the target key performance indicator for June however July and August had rebounded to above the target. The dip in performance had been analysed however no specific reason had been identified.</p> <p><u>Our Services</u> The board noted REC membership had fallen once more. The Board noted work was ongoing to resolve this issue. The Board noted exit questionnaires were in place for leavers which was a useful source of information to help explain why members may be leaving.</p> <p><u>Finance report</u> The Board received and approved the Finance report – 4 months to 31 July 2022 summarised by KM.</p> <p>KW also advised that Katie Marriner would be leaving the HRA on Friday. The Board thanked KM for her work during her time with the HRA.</p> <p><u>Risk Register</u> ST highlighted two risks of note for the Board’s attention. HRA 2, relating to the difficulty in delivering business plan objectives due to insufficient capacity, had been closed following successful procurement. A new risk, HRA 7, had been escalated which related to the possible impact the Public Body Reform and Efficiency piece of work could have on the HRA and the delivery of its mission. Whilst it was relatively low risk that the HRA would be affected ST advised it was appropriate to bring this to the Board’s attention.</p> <p>The Board noted the remaining risks on the register.</p>	
8	<p>Portfolio Dashboard and Plan</p> <p>The Board received and noted the Portfolio Dashboard and Plan which details the progress being made on the major programmes of change within the HRA’s portfolio.</p> <p><u>Research Systems Programme (RSP) update</u> The Board noted the risk rating, which had previously been on the boundary between amber and red, had now been raised to red following the risks captured in the report.</p>	

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	<p><u>Research, Recovery, Growth</u> The Board requested further granularity be provided in terms of deliverables and milestones. Action: Further granularity to provided on RRG in future Portfolio dashboard updates including clarity on milestones</p> <p><u>Think Ethics</u> The Board noted the timelines had been reviewed following JFB taking over as SRO for the programme.</p> <p>The Board discussion lessons learnt for all of the programmes within the Portfolio, noting the same lessons were frequently being uncovered on different programmes. MW highlighted work to look at lessons across programmes was underway to resolve some of the more common issues.</p>	MW
9	<p>Doing things differently to deliver our include ambitions</p> <p>The Board was pleased to see the progress made on how the HRA can operate differently to deliver our 'include' ambitions. A discussion was held regarding what 'good' would look like. The Board noted this was a journey with improvements made along the way. The Board noted key indicators could not be clarified as yet but this might possible in the future. The Board approved the recommendations, notably to:</p> <ul style="list-style-type: none"> • Be visible • Prioritise – work with partners and learn • Diversity – take the time to work with people in ways that work for them <p>BP thank the Public Involvement Network members observing the meeting and for their input into this piece of work.</p>	
10	<p>Communications Engagement and Involvement Update and Key messages</p> <p>TS welcomed WGS and EH to the meeting.</p> <p>The Board received and noted the Communications, Engagement and Involvement update which provides an overview of HRA communications, engagement and involvement activity from mid-May to mid-July 2022.</p> <p>The Board was pleased to note the format of the updated report however requested further clarity in terms of proactive vs reactive engagement and activity with commercial stakeholders. Action: WGS to add further clarity on engagement activity</p> <p>The Board noted the Key messages document which would be updated on a monthly basis.</p>	
11	<p>Confidentiality Advisory Group Annual Report 2021/22</p> <p>TS welcomed PM to the meeting.</p>	

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	<p>The Board reviewed the Confidentiality Advisory Group (CAG) Annual report 2021/22 noting the previous 12 months had been busy for members of CAG and the administrative team CAT. PM advised the Board that the COPI notice continued throughout 20/21 but recently ended on 30 June 2022. This had provided a legal basis to share confidential patient information without consent. The Board agreed it was important for CAG to be seen as an enabler of research and support increasing the attractiveness of the UK as a place to conduct research.</p> <p>The Board thanked Paul and the team for this report.</p>	
12	<p>Summary of 11 August 2022 Audit & Risk Committee for information</p> <p>The Board received and noted the summary of the 11 August 2022 Audit and Risk Committee ..</p>	
13	<p>Update from Staff Forum</p> <p>The Board welcomed DH to the meeting.</p> <p>DH fed back on the recent activities of the staff forum to include the following:</p> <ul style="list-style-type: none"> - vacancies – 5 vacancies currently with 1 leaver in December. Will run recruitment campaign before December. - appointed – 1 homeworker rep - revised terms of reference agreed - staff reps to co-chair a long side Michele Ekins, Head of People - staff forum to be given a new name being shared with staff - considering changing to shorter, more frequent meetings. - over the next 9 months to relaunch staff forum through all staff VC having a clearer remit to encourage colleagues to engage with current reps - training programme involves sessions on presentation skills and difficult conversations - as part of the work the staff action plan the staff forum was asked to promote staff benefits this was published in the August edition of HRA news <p>The Board thanked DH for the update.</p>	
14	<p>Update from Community Insight Group</p> <p>No update at this meeting.</p>	
15	<p>Out of session items / items for Board interest to note</p> <ul style="list-style-type: none"> - Email circulated on 8 September regarding the HRA’s corporate response following the death of Her Majesty Queen Elizabeth II 	

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16	Any other business None to note.	
17	Questions from members of the public None to note.	
18	Date of next meeting: 16 November 2022	