

Management in Confidence

## HRA Board meeting minutes (Part 1 – Public Session)

<b>Date:</b>	18 January 2023	
<b>Time:</b>	1.00pm – 2.25pm	
<b>Present:</b>	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 Approvals Service
	Neelam Patel (NP)	Non-Executive Director
	Becky Purvis (BP)	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
<b>In attendance:</b>	Matt Balding (MB)	Deputy Director Finance & Estates
	Jonathan Fennelly-Barnwell (JFB)	Deputy Director Approvals Service
	Penelope Gregory (PG)	PA to Deputy Chief Executive (minutes)
	Katherine Guerin (KG)	Deputy Director Organisational Development
	Zoher Kapacee (ZK)	Head of Data & AI Programmes
	Will Griffiths-Stent (WGS)	Engagement Manager
	Eve Hart (EH)	Head of Communications
	Stephen Tebbutt (ST)	Company Secretary
	Naho Yamazaki (NY)	Interim Deputy Director Policy & Partnerships
<b>Observers:</b>	Kat Evans	Mark Holden
	Andrew Freeman	Christine Holmes
	Peter Hart	Alix Shepherd
<b>Apologies:</b>		
<b>Venue:</b>	MS Teams	

No.	Record of discussion	Action owner
1	<b>Welcome, housekeeping and apologies.</b>  TS welcomed everyone to the meeting.	
2	<b>Conflicts of interest.</b>  None to note.	

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3	<p><b>Review of minutes from previous meeting</b></p> <p>The Board reviewed and accepted the minutes of the previous meeting dated 16 November 2022 as a true and accurate record of events.</p>	
4	<p><b>Review of actions from previous meeting / matters arising</b></p> <p>None to note</p>	
5	<p><b>Update from the Chair</b></p> <p>None to note.</p>	
6	<p><b>Update from the Chief Executive</b></p> <p>MW provided a verbal update.</p> <p><u>People-Centred Clinical Research project</u> We are working on a project to improve the way clinical research happens and to make it better for all people to take part. The public consultation is now live and communications with links to the survey have been issued. The closing date for completion of the survey is Friday 17 February 2023. The Board was pleased to note invitations to complete the survey have been expanded to reach a wider audience and a community approach has been adopted.</p> <p><u>Think Ethics</u> The public consultation regarding methods of review was well responded to and we are now thinking about next steps. Areas of work to be considered will include whether more applications could be reviewed by suitably trained, experienced Research Ethics Committee (REC) staff and also, under certain circumstances, reviews could be delegated to institutions.</p> <p><u>Update review on clinical research.</u> MW met with Lord O’Shaughnessy and Emily Hirsz (Office for Life Sciences) to continue discussions regarding review of clinical research with a focus on commercial clinical trials.</p>	
7	<p><b>Supporting new ways to do research.</b></p> <p>The Board received and noted the paper ‘Supporting new ways to do research’ which outlines a proposal for a new HRA innovation service, building on our learnings to date in data and AI and support of broader innovative activity.</p> <p>The Board discussed the paper suggesting further consideration of the research landscape to include working with other agencies, would be welcomed.</p>	
8	<p><b>Community Committee proposal.</b></p>	

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	<p>The Board received and noted the paper Establishing an HRA Community Committee, submitted for approval.</p> <p>The Community Committee will be an advisory sub-committee of the HRA Board with responsibility for supporting the HRA's strategy of making it easy to do research that people can trust. The Committee will be made up of at least half of people who do not have a professional expertise in clinical research or health or social care. The Board discussed how the Committee would fit into the Board reporting cycle on a quarterly basis and was pleased learn an agile and pragmatic approach to feedback will be taken.</p> <p>The Board approved the establishment of an advisory HRA Community Committee but requested the Terms of Reference are brought back to the Board for approval, after discussion by the committee once constituted.</p>	
9	<p><b>Strategic engagement update</b></p> <p>TS welcomed WGS and EH to the meeting.</p> <p>The Board received and noted the Strategic Engagement Update: who we are talking to, about what, and why – January 2023 which provides an overview of the HRA's strategic engagement activity from late October to late December 2022 to support our strategic objectives.</p>	
10	<p><b>Finance update November 2022</b></p> <p>The Board received and noted the Finance report submitted to enable an informed understanding of our financial performance for the 8 months to 30 November of 2022/23 financial year in line with the HRA's standing financial instructions and scheme of delegation.</p> <p>The Board agreed the importance of ensuring the report is written in lay language and suggested terms such as 'amortisation' are explained the first time they appear in the report. The Board requested an alternative term to 'winddown' be used in relation to fast track.</p> <p>The Board confirmed approval for the finance report – 8 months to 30 November 2022.</p>	
11	<p><b>Out of session items / items for Board interest to note.</b></p> <p>None to note.</p>	
12	<p><b>Any other business</b></p> <p>None to note.</p>	
13	<p><b>Questions from members of the public</b></p> <p>Is there any reluctance from Research Ethics Committees to speed up the review process?</p>	

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	MW advised there are mixed views but agreed this is to be expected as potential significant changes are being considered.	
14	<b>Date of next meeting:</b> 15 March 2023, venue – Manchester.	