

Management in Confidence

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

<b>Date:</b>	15 March 2023	
<b>Time:</b>	12.30pm – 1.50pm	
<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
	Penelope Gregory (PG)	PA to Deputy Chief Executive (minutes)
	Will Griffiths-Stent (WGS)	Engagement Manager
	Deanna Herron (DH)	Staff Voices
	Claire Sanderson (CS)	Community Insight Group
	Stephen Tebbutt (ST)	Company Secretary
	Naho Yamazaki (NY)	Interim Deputy Director Policy & Partnerships
<b>Observers:</b>	Kat Evans	Ellen Swainston
	Richard Convey	Joanne Richardson
	Peter Hart	Rebecca Rowland
	Mark Holden	
<b>Apologies:</b>	Jonathan Fennelly-Barnwell	Deputy Director Approvals Service
	Katherine Guerin	Deputy Director Organisational Development
<b>Venue:</b>	F2F Manchester & 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 18 January 2023 as a true and accurate record of events.</p>	
4	<p><b>Review of actions from previous meeting / matters arising</b></p> <p>The Board effectiveness report has been received and will be reviewed at the May meeting.</p>	
5	<p><b>Update from the Chair</b></p> <p>TS provided a verbal update which included feedback from this morning's Board Seminar with Professor Adam Tickell and a recent meeting with Dr Mary De Silva.</p>	
6	<p><b>Update from the Chief Executive</b></p> <p>MW provided a verbal update.</p> <p><u>Shared Commitment on Public Involvement</u> Celebrated the one-year anniversary of the launch of the Shared Commitment which is co-hosted by National Institute for Health and Care Research (NIHR) and the HRA. The Shared Commitment aims to improve the quality of public involvement across the health and social care research sector and has grown to include 17 leading organisations, including NHS England.</p> <p><u>Statement on expediting commercial contract research</u> The Department of Health and Social Care (DHSC) has issued an open letter calling for research sites to expedite the set-up and delivery of commercial contract studies.</p> <p><u>Multi Agency Advisory Service</u> The Multi Agency Advisory Service (MAAS) which is a collaboration between National Institute for Health and Care Excellence (NICE), Care Quality Commission (CQC), Medicines and Healthcare products Regulatory Agency (MHRA) and the HRA, has transitioned into a live service which will assist in the facilitation of innovation.</p>	
7	<p><b>Performance Report</b> (including Finance Report and Risk Register)</p> <p>The Board received and noted the Strategic Performance Report Quarter 3, summarised by KW, which details the performance of the HRA in delivering the organisational strategy, focussing on four key areas.</p> <p><u>Our People</u> Staff capacity has decreased over the year and is being closely monitored.</p> <p><u>Customers and Stakeholders</u></p>	

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	<p>The Board was pleased to note customer satisfaction continues to outperform our target of 75% and achieved a significant improvement in November (89%) and December (93%).</p> <p><u>Our Services</u> The Board learned work continues to be undertaken in respect of Research Ethics Committee (REC) member recruitment. Funding for the fast track REC has not been continued therefore this work has been absorbed into our regular services. The Board discussed the current pressures on the REC system, noting the number of new applications is reducing by approximately 6% per annum. JM explained that during certain times of the year, there is a reduction in the availability of REC members so it is hoped the establishment of seasonal RECs will mitigate against this and create extra capacity. The Board noted the number of studies being reviewed at meetings has decreased and discussed whether the move to virtual meetings may have affected the productivity of RECs but acknowledged this was a complex issue with many factors to be considered.</p> <p><u>Strategy Delivery</u> The Board noted the results from the recent survey which asked for people's experiences of research and their views on the hallmarks of people-centred clinical research (developed by the People-Centred Clinical Research steering group), are in the process of being analysed and will be shared at a future board meeting.</p> <p>Make it Public week commences on Monday 20 March and will be the UK's first dedicated week to research transparency. All workshops are fully booked, and events will be recorded for those unable to attend.</p> <p><u>Finance report</u> The Board received and approved the Finance report – 10 months to 31 January 2023, summarised by MB.</p> <p><u>Risk Register</u> The Board received and noted the Strategic Risk Register Quarter 3 2022-23 (Part 1 - Public) which details the strategic risks facing the HRA, summarised by ST. Since the production of the risk register for quarter 3, and in relation to risk HRA1, the timeline for the Department of Health &amp; Social Care Investment Committee review has been delayed with the meeting to take place on 13 March 2023.</p>	
8	<p><b>Portfolio dashboard (Quarter 3 22/23)</b></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>The Board was pleased to learn a detailed piece of work is currently being undertaken to track the continuous improvement work and wider change activity which is going on in the organisation, such as centrally managed</p>	

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	<p>programmes, projects delivered in teams, big continuous improvement initiatives and individual decisions.</p> <p>The Board discussed the importance of having a clear expectation of what we want to achieve, together with an appropriate mechanism in place to track progress and was assured to learn details on how this will be delivered will be submitted to a future Board.</p>	
9	<p><b>Strategic engagement update</b></p> <p>TS welcomed WGS to the meeting.</p> <p>The Board received and noted the Strategic Engagement Update: who we are talking to, about what, and why – March 2023 which provides an overview of the HRA’s strategic engagement activity from early January to early March 2023 to support our strategic objectives.</p> <p>The Board acknowledged the paper predominantly focuses on external activity and was encouraged to hear how the HRA strategy is utilised in decision making regarding how to distribute time effectively between proactive and reactive engagement.</p>	
10	<p><b>Audit &amp; Risk Committee meeting summary</b></p> <p>The Board received and noted the summary which provides details of matters discussed at the last of the HRA Audit &amp; Risk Committee meeting.</p> <p>The Board noted a new independent member has been recruited. RC (HRA ARC Chair) confirmed he had worked with the new independent member previously but had withdrawn from the recruitment process once he had been made aware of the application.</p>	
11	<p><b>Staff Voices update</b></p> <p>The Board welcomed DH to the meeting.</p> <p>DH fed back on the recent activities of staff voices to include the following:</p> <ul style="list-style-type: none"> <li>- Staff Forum has been relaunched as staff voices with a new remit of well being and innovation.</li> <li>- One vacancy remains at the Newcastle office.</li> <li>- A coffee and cake morning was held by the new staff voices reps at the Nottingham office.</li> <li>- Exploring ways to increase social engagement within the organisation and how to disseminate information following meetings.</li> <li>- The online training and resources package for staff voices reps is in the process of being produced.</li> </ul> <p>The Board thanked DH for the update and the work being undertaken by staff voices.</p>	

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12	<p><b>Community Insight Group update</b></p> <p>The Board welcomed CS to the meeting.</p> <p>CS fed back on the recent activities of the Community Insight Group to include the following:</p> <ul style="list-style-type: none"> <li>- Final meeting of the Community Insight Group has taken place and there is much enthusiasm for moving forward and the Community Committee.</li> <li>- The main focus of the meeting was on transition plans to the Community Committee.</li> <li>- Also discussed at the meeting was the annual report and business planning process.</li> </ul> <p>The Board thanked CS for the update and expressed thanks for all the work which has been undertaken by the Community Insight Group.</p>	
13	<p><b>Out of session items / items for Board interest to note.</b></p> <p>None to note.</p>	
14	<p><b>Any other business</b></p> <p>None to note.</p>	
15	<p><b>Questions from members of the public</b></p> <p>Are you able to shape where you receive research applications from as there is a desperate need for more primary care research?</p> <p>We are unable to direct where research applications are received from, but we can invest our resources to make it easier to get research going.</p>	
16	<p><b>Date of next meeting:</b></p> <p>17 May 2023, venue – London.</p>	