

<b>Agenda item:</b>	8
<b>Attachment:</b>	A

## HRA Board Cover sheet

20 March 2024

<b>Title of paper:</b>	HRA Community Committee note of meeting and advice to HRA Board
<b>Submitted by:</b>	Becky Purvis on behalf of the Community Committee
<b>Summary of paper:</b>	This paper provides an overview of the HRA Community Committee activities and advice for HRA Board from 01 March 2024 Meeting
<b>Reason for submission:</b>	For information and to provide advice to inform HRA Board
<b>Further information:</b>	<p>Main points to note:</p> <ul style="list-style-type: none"><li>• The Community Committee had its second official meeting on 1 March 2024. The meeting included:<ul style="list-style-type: none"><li>▪ Agreeing processes to shape the Committee's ways of working and interaction with HRA Board – the Terms of Reference are due to be agreed at the Committee's next meeting in May 2024.</li><li>▪ A presentation on the history and objectives of the HRA's Research Systems Programme</li><li>▪ Discussion of how the HRA plans to develop its next strategy.</li><li>▪ Discussion of the HRA's community engagement work.</li><li>▪ Noting two issues raised by members for future discussion.</li></ul></li></ul> <p>Key decisions and advice include:</p> <ul style="list-style-type: none"><li>• Going forward, the Community Committee will submit a formal paper to the quarterly public HRA Board meeting, containing its advice to HRA Board. This will contain a note of the Community Committee meeting that takes place just ahead of the HRA Board. This will include the Community Committee meeting's agenda, key decisions and a summary of advice provided in the</li></ul>

	<p>meeting, including any comments on the HRA’s quarterly strategic reports. This paper is the first of these reports.</p> <ul style="list-style-type: none"> <li>• One Co-Chair of the Committee is a non-executive member of the HRA Board. An additional member of the Community Committee will attend the HRA Board meeting virtually or in-person (if appropriate) to speak to the paper.</li> <li>• The Committee members will appoint a co-chair from its membership – a process to do so is currently being agreed.</li> <li>• The Committee will confirm how they wish to be kept updated on the progress of the HRA’s research systems programme.</li> <li>• The Committee Members noted that identifying clear metrics to measure impact and success should be a key part of the development of the HRA’s next strategy.</li> <li>• The Committee Members were supportive of the HRA’s Community Engagement activity but advised that the HRA team be realistic about the effort required, the purpose linked to the HRA’s strategic objectives and limitations on what the HRA can achieve.</li> <li>• Two agenda items were proposed by Community Committee members for discussion at future meetings: <ul style="list-style-type: none"> <li>▪ REC members using Artificial Intelligence to review applications.</li> <li>▪ public involvement in research ethics committees.</li> </ul> </li> <li>• Also proposed for discussion at the next meeting are: <ul style="list-style-type: none"> <li>▪ How we enforce standards to earn people’s trust in research</li> <li>▪ Agreeing Community Committee Terms of Reference</li> <li>▪ HRA Annual report</li> </ul> </li> </ul>
<b>Budget / Cost</b>	N/A
<b>Dissemination:</b>	Agenda & Notes published on HRA Website
<b>Time required:</b>	5 minutes

# 1 March 2024 HRA Community Committee Meeting: Agenda items, advice & actions

Item	Community Committee discussion & advice summary
1	<p><b>How we talk about the Committee in a way that everyone can access and understand:</b></p> <ul style="list-style-type: none"> <li>○ Agree approach to publishing agenda and minutes.</li> <li>○ Agree approach to observers.</li> </ul> <p>Members agreed that any minutes/notes/blog must reflect the impact of the decisions that we make, and the impact Community Committee is having on HRA work, and not just be process driven. This impact element is currently missing, and members want to avoid just publishing <i>a list of actions and things to do</i>.</p> <p>Members discussed the need to establish themselves as a committee, and to get to know each other before inviting observers to the meetings.</p> <p>To help establish the committee to a point where members may feel more comfortable being observed, members asked if a face-to-face meeting will be possible in the future.</p> <p>A consensus on observer attendance was not reached in the discussion. It was agreed a poll should be held via email to agree the way forward, with three options:</p> <ol style="list-style-type: none"> <li>1) No external observers to attend future Community Committee meetings.</li> <li>2) No external observers to attend future Community Committee meetings but we will record the meeting and make the recording available to observers.</li> <li>3) Yes, allow observers to attend Community Committee meetings.</li> </ol> <p>Poll will close on Monday 11 March 2024.</p>
2	<p><b>How we report to the HRA Board:</b></p> <p>The Community Committee will submit a formal paper to the HRA Board with its advice. This will contain the Community Committee's agenda, key decisions and a summary of advice provided in the meeting, including any comments on the HRA's quarterly strategic reports for speed because the HRA Board closely follows the Community Committee meetings, this will be reviewed by the Co-Chair.</p> <p>One Co-Chair of the Committee will be a non-executive member of the HRA Board. An additional member of the Community Committee will attend the HRA Board meeting virtually or in-person (if appropriate) to speak to the paper.</p>

<p><b>3</b></p>	<p><b>Agreeing how we will appoint a Co-Chair:</b></p> <p>A consensus on how we appoint a Co-Chair was not reached in the discussion. It was agreed a poll should be held via email to agree the way forward, with three options:</p> <ol style="list-style-type: none"> <li>1) Fully randomised selection process.</li> <li>2) We will ask for expressions of interest from Committee members and then conduct a randomised selection process from this pool.</li> <li>3) We will ask Committee members to make an expression of interest listing their skills and experience against a number of criteria. We will score these and appoint the highest scorer.</li> </ol> <p>Poll will close on Monday 11 March 2024.</p>
<p><b>4</b></p>	<p><b>Strategic performance reporting: session to complete training:</b></p> <p><b>Guest:</b> Will Griffiths-Stent, HRA Senior Engagement Manager</p> <p>In future the Community Committee will receive drafts of the HRA's quarterly strategic reports ahead of HRA Board, giving members the opportunity to highlight and advise the Board on issues as they review them. This presentation concluded the December 2023 training session.</p>
<p><b>5</b></p>	<p><b>HRA Research Systems Programme (RSP):</b></p> <p><b>Guests:</b> Janet Messer, (JM) HRA Director of Approvals Service &amp; Oliver Excell, PA Consulting delivered a presentation on the background and future development of RSP.</p> <p>The session was recorded and made available for members to watch at a time of their choosing on the HRA private YouTube page. Members were invited to comment on the content discussed in writing if they wish. JM hosted a Q&amp;A session after the presentation:</p> <p>Members commented that the process of renaming IRAS (Integrated Research Approval System) from '<i>system</i>' to '<i>services</i>' sounds complicated – why not use '<i>service</i>' to reflect that all services will be provided in one place. Members noted that it would be useful for the HRA to demonstrate what work we have done to date, not just highlighting HRA aspiration.</p> <p>Members advised that the HRA include prompts to '<i>complete and share</i>' research and its findings in the system.</p> <p>Members also advised that the HRA address 'how we are going to earn public trust' within the RSP work.</p> <p>Members highlighted that the statement '<i>The UK is a great place to do research</i>' is a hollow phrase and requires expansion and explanation as to how.</p> <p>— <b>Action</b> – HRA team to produce a short paper on why and how the UK is a great place to do research.</p>

	<p>Members noted that social care is not yet visible within the RSP work and advised that social care is added to ensure the HRA enables research in different settings.</p> <p>— <b>Action</b> – We will report to the Community Committee on RSP progress and what it has done going forward, informed by preferences of Committee members for how this is done.</p>
<p><b>6</b></p>	<p><b>Developing the HRA Strategy:</b></p> <p>Committee members were asked to review and advise on our proposed approach to develop our next HRA strategy:</p> <p>Members asked if the HRA intends to help shape the strategy with the community – ‘<i>doing</i>’ as opposed to be seen to be doing – they asked whether the community really has the freedom to help develop a strategy.</p> <p>It was clarified that the Community informing the strategy is not at odds with delivering the statutory responsibilities of the HRA – the Care Act 2014 lays out the functions of the HRA but the HRA as a public body must develop a strategy setting out how it will achieve those functions.</p> <p>Members noted that there need to be clear metrics to demonstrate the impact of a strategy, asking how the HRA intends to measure impact and success of a strategy in the future.</p> <p>Members agreed that it would be beneficial to understand, as a starting point, lessons learned from the current strategy, what was achieved, what was not achieved, what the HRA did and did not do, what if any work needs to be carried over and what if any gaps need to be bridged.</p> <p>It was clarified that this work would form part of the discovery phase of the strategy development.</p> <p>Members suggested that as part of the discovery phase, HRA staff should contact and work with community leaders in community groups to reach as much of the public as possible.</p> <p>Members asked if it is possible to include social care within the Health Research Authority organisation title. It was clarified that the name of the HRA is stipulated within the Care Act 2014, however members acknowledged that other bodies have changed their names to reflect social care and social care research and queried if there is scope for the HRA to explore this.</p> <p>Members noted that one of the most essential elements of developing a strategy is identifying who should be involved and how as soon as possible. The HRA must be as inclusive as possible from the outset. Inclusion and diversity are crucial. The HRA needs to do things differently – whilst it is possible to rely on established ways of communicating and engaging, the HRA must be radical in the way that it engages to involve different people.</p> <p>Members highlighted the importance of involving Research Ethics Committee members as part of the HRA Community throughout the strategy development and</p>

	<p>that the new strategy must support the ongoing development of the RECs as a central function of the HRA.</p>
<p>7</p>	<p><b>HRA Community Engagement:</b></p> <p>We shared an overview of the objectives and our proposed approach to this work, informed by our findings to date for review and advice.</p> <p><b>Guest:</b> Nicola Gilzeane, HRA Engagement Manager</p> <p>Members acknowledged the importance of this work within the include pillar of the strategy and the HRA’s commitment to public involvement, made as part of the shared commitment which the HRA leads jointly with NIHR.</p> <p>Members were supportive of the need to do the work but advised that the HRA team be realistic about the amount of effort the engagement work will require and the need for the team be flexible with the timescale and the number of groups that we will be able to engage with.</p> <p>Members advised that the HRA team must consider the cost of the potential need for interpreters in the budget. The HRA team must also ensure that any documents and materials circulated for review can be made available in multiple different languages when required.</p> <p>Members asked that the use of the term ‘barriers’ is considered when talking about this engagement work, and that the HRA team should utilise more positive language, for example: <i>‘what would help make engagement easier for you,’ ‘which parts of the system do you trust.’</i></p> <p>Members agreed that the HRA team must be mindful and realistic with this work: this level of engagement will not be easy. A year is a short amount of time to achieve all the objectives and outcomes, and this may not be possible. Members advised that the HRA should reduce the number of groups that they intend to reach out to (original target of 10). This will ensure that the work remains manageable and successful.</p> <p>Members advised that the HRA contact umbrella groups and be flexible with schedules, for example: groups will often meet outside of the standard 9am – 5pm working day and may only be available to engage in the evenings and at weekends. The HRA must consider the logistics of engaging with groups to ensure the work is accessible and beneficial for all.</p> <p>Members advised that the HRA team consider reaching out to groups for young people, people with disability/long term conditions and the Devolved Nations if possible. The mediums used when you contact such groups need to be considered – i.e. accessible documents, potential use of apps/games.</p> <p>Members advised that when talking about strategy and its strategic objectives, which guide this work, the HRA makes a clear link back to the purpose of the HRA as set out in the Care Act 2014.</p> <p>Members highlighted that the primary objective for this work should be more inclusive membership of groups like REC and CAG and it would be helpful if this were made clearer.</p>

	<p>Members agreed that from experience, making it clear that the engagement is about long term and genuine commitment, and interest is key to earning trust. Often, many communities and groups can feel used if there is no follow up or conclusion to the engagement.</p> <p>Members noted that the paper references ‘community groups’ and advised that we be aware of the limitations of engaging only with Community Groups given that approximately 80% of people in the country are not a member of any group.</p>
<p><b>8</b></p>	<p><b>Agenda items proposed by Community Committee members:</b></p> <p><b>a) REC members using Artificial Intelligence to review applications:</b></p> <p>REC members review a large quantity of information. AI tools are now freely available that can rapidly synthesise large quantities of information and REC members may consider using these to support them in their review. This raises questions over whether this is appropriate – including accuracy, security of information etc.</p> <p>— <b>Action</b> – HRA staff to prepare an overview of current HRA approach to the use of AI to review applications and work in progress to inform a paper for review and advice.</p> <p><b>b) Public involvement in Research Ethics Committees:</b></p> <p>The HRA is working to increase public involvement in research, including leading with NIHR the shared commitment to public involvement, which requires all signatories to make commitments to increase public involvement. We have received questions from members of the public about public involvement in Research Ethics Committees, including:</p> <ul style="list-style-type: none"> <li>▪ members of the public joining Research Ethics Committees</li> <li>▪ Research Ethics Committees’ scrutiny of public involvement in the applications that they receive.</li> </ul> <p>— <b>Action</b> – HRA staff to prepare an overview of the current approach to inform a paper for the Community Committee to review and provide advice.</p>
<p><b>9</b></p>	<p>Next meeting: Friday 03 May 2024 10:00 – 13:00 (3 hours)</p> <p>At our next meeting we will be discussing:</p> <ul style="list-style-type: none"> <li>▪ <b>How we enforce standards to earn people’s trust in research</b></li> <li>▪ <b>Agreeing Community Committee Terms of Reference</b></li> </ul>