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| **Agenda item:** | **7** |
| **Attachment:** | **C** |

**HRA BOARD COVER SHEET**

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| **Date of Meeting:** | 21 January 2015 |

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| **Title of Paper:** | Executive Appointments |
| **Purpose of Paper:** | To confirm Executive appointments to the HRA Board |
| **Reason for Submission:** | Formal requirement to appoint Janet Wisely as Chief Executive to the HRA Non Departmental Public Body Board and endorse appointments of Executive Directors. |
| **Details:** | **Chief Executive appointment to the HRA Board**  The HRA was established as a NDPB on 1st January 2015. Janet Wisely transfers as with all other staff to the new organisation on current terms and conditions as the Chief Executive of the Health Research Authority. The Chief Executive is on the Very Senior Managers pay scale as agreed by the Department of Health. There is a formal requirement for the Board to appoint Janet as Chief Executive to the HRA NDPB Board. Janet was an Executive on the Board of the Special Health Authority.  **Executive Appointments to the HRA Board**  The HRA Chief Executive is responsible for the appointment of Executive Directors and Directors of the Health Research Authority, appointments to the substantive posts are made according to the HRA recruitment policies and all Directors are on Agenda for Change pay scales and NHS terms and conditions. The HRA Board is asked to endorse the appointment of the Executive Directors and Directors of the HRA, as formal Executive Directors of the HRA and Directors who are required to attend the HRA Board as part of their job description. Directors are not part of the Corporate decision making if there was a requirement for a vote, as only Executive Directors have a vote on the Board. The HRA operates to include these Directors in a consensus approach to the decision making of the Board. Similarly, the Board may determine to exclude non-voting members from part 2 business but operates to minimize the need for part 2 private business unless there is a robust reason of public interest, and also to include all Directors in part 2 discussions unless there is a robust reason to limit part 2 business to the voting Board members.  The HRA Board is asked to endorse the appointment of the following Executive Directors:  Debbie Corrigan Director of Finance  Ian Cook Director of Corporate Service  It should be noted that Debbie was an Executive Director of the HRA as a Special Health Authority. Ian Cook was a Director of the HRA as a Special Health Authority identified through a process agreed by the previous HRA Board as the 3rd Executive for the NDPB.  The HRA Board is asked to endorse the appointment of the following Directors as required to attend the HRA Board:  Joan Kirkbride Director of Operations and Approval  Janet Messer Director of Systems and Development / Programme Director – HRA Approval  Tom Smith Director of Quality, Standards and Information  Stephen Robinson as Corporate Secretariat does not routinely attend the Board; however he is required to be in attendance when there are matters of relevance to this key role on the HRA Board agenda. Stephen is the Senior Information Risk Owner for the HRA.  **Caldicott Guardian**  Hugh Davies is currently the HRA appointed Caldicott Guardian (CG). Hugh retires from his role as ethics advisor at the end of April 2015. The HRA Board is asked to note that when Hugh retires it is proposed that Ian Cook is nominated as CG. Recognising that this needs to be a Board level appointment but that preference is also given to a clinician appointment to the role, the HRA has identified that Sheila Oliver (Head of NRES and a nurse clinician) also take within her role a formal responsibility for leading on or advising on correspondence with patients and for providing support to the CG as required. The HRA is well represented by the Non Executives clinically. It should also be noted that the HRA is not responsible for direct patient services, although it does from time to time need to respond to correspondence from patients most usually as a result of participation in health research. |
| **Suitable for wider circulation?** | Yes |
| **Time required for item:** | **5 minutes** |

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| **Recommendation / Proposed Actions:** | **To Approve** | | **Y** |
| **To Note** | |  |
| **For Discussion** | |  |
| **Comments** |  | |

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| **Name:** | Janet Wisely |
| **Job Title:** | Chief Executive |
| **Date:** | 05/01/2015 |