

**HEALTH RESEARCH AUTHORITY
BOARD MEETING**

**Minutes of the Health Research Authority (HRA) Board meeting, held on 18th
February 2015 from 1.00pm – 4.00pm at ETC Venues, Avonmouth House, 6
Avonmouth Street, London, SE1 6NX**

Present		Initials
<i>HRA Non-Executive and Executive Directors</i>		
Ian Cook	Director of Corporate Services	IC
Graham Clarke	Non-Executive Director	GC
Debbie Corrigan	Director of Finance	DC
Allison Jeynes-Ellis	Non-Executive Director	AJE
Jonathan Montgomery	Chair	JMo
Nalin Thakker	Non-Executive Director	NT
Janet Wisely	Chief Executive	JW
<i>HRA Directors who attend the Board</i>		
Joan Kirkbride	Director of Operations and Approval	JK
Janet Messer	Director of Systems and Development / Programme Director – HRA Approval	JMe
In attendance		
Katherine Guerin	HRA	KG
Alison Lawrence	Accent	AL
Fiona Mitchell	Accent	FM
Stephen Tebbutt	Board Secretary and CE Business Manager	ST
Observers		
Ruth Aspinall	HRA	
Richard Carter	Department of Health	
Gaynor Collins-Punter	HRA	
Amanda Hunn	HRA	
Sue Nunn	HRA	
Item	Item details	Action
1.	Apologies Deirdre Kelly, Non-Executive Director Tom Smith, Director of Quality, Standards and Information	
2.	Conflicts of interest None to note	

<p>3.</p>	<p>Minutes of last meeting</p> <p>The minutes of the previous meeting were accepted as a true and accurate record of the matters discussed with the following amendment:</p> <ul style="list-style-type: none"> - Correction to initials for Allison Jaynes-Ellis to AJE 	
<p>4.</p>	<p>Matters arising</p> <p>None to note</p>	
<p>5.</p>	<p>Update from Chair</p> <p><u>Medical Innovation Bill</u> The Board noted the second reading of the Bill is due to take place on 27th February.</p> <p><u>Nuffield Council on Bioethics</u> JMo advised the report on <i>The collection, linking and use of data in biomedical research and health care: ethical issues</i> had been published.</p>	
<p>6.</p>	<p>Update from Chief Executive</p> <p><u>NIHR Advisory Board</u> The Board noted JW, as an observer on the NIHR Advisory Board, had been invited to present an update on the HRA across all areas of our work, and including HRA Approval. JW advised the NIHR Advisory Board members were pleased with progress and in particular noted the HRA approach to engagement as positive and effective, as well as the successful link from policy to practical implementation.</p> <p><u>Research Support Champions meeting</u> The research support champions meet as a group established by the Department of Health (DH) and met for the first time under HRA Chair and secretariat on January 23rd. JW advised the change of responsibility was recognised as appropriate for the new functions and status of the HRA as a Non Departmental Public Body (NDPB).</p> <p><u>Transparency</u> JW advised the European Medicines Agency (EMA) public consultation on the database rules to implement the transparency provisions in the new EU regulation had been released. These include a time limited deferral option for phase 1 healthy volunteer studies which the HRA has supported. This was discussed with the Phase 1 Advisory Group who is anxious to see this option adopted; the HRA has agreed to collate evidence on specific reasons for deferral including patent pending and sponsor contracts (especially where the sponsors are not based in the EU).</p> <p><u>DH Sponsor meeting</u> The Board noted the meeting with the DH Sponsor team took place on 28th</p>	

	<p>January. A follow on meeting was subsequently held to discuss handling issues relating to the election. The Board noted the HRA has completed a review of contracts and possible impact of additional constraints and is as well prepared as it can be for the election period.</p> <p><u>Social Care</u> JW advised the HRA listening event is scheduled for next Tuesday in Birmingham. The transfer of the Social Care REC is progressing to plan.</p> <p><u>HRA Guidance review</u> JW advised the policy team are conducting a stocktake of HRA guidance produced when the HRA was a Special Health Authority, or by the predecessor organisations NRES and COREC, given the additional responsibilities of the HRA for policy.</p>	
7.	<p>Establishment of the HRA as a Non Departmental Public Body</p> <p><u>Framework Agreement</u> The Board noted sign off is awaited from Department of Health and the final version of the Framework Agreement would likely be brought to the next HRA Board meeting.</p>	
8.	<p>Perception Audit and Key Opinion Leaders Survey</p> <p>The Board received a presentation from Accent which highlighted the outcomes from the <i>Public and Professional Assessment of the HRA</i> report.</p> <p>The Board agreed the data detailed in the report and presentation was on the whole positive however agreed certain areas required further analysis or understanding to help potential future surveys. The Board was uncertain if the correct questions were always begin asked or whether alternate methods for capturing responses, such as the Likert scale, might be more appropriate in certain areas. Defining terms such as 'effective' would also be of benefit in future.</p> <p>The Board agreed consideration of a suitable benchmark figure for some of these questions would be helpful.</p> <p>The Board agreed further details regarding demography would be helpful in future.</p> <p>The Board noted the responses to the questions to REC Chairs and agreed it may be helpful to contact Chairs and find out again how they would like to be kept informed of HRA business.</p> <p>The Board agreed the survey results showed the organisation is moving in the right direction with confidence in the mission of the HRA.</p> <p><u>Stakeholder strategy</u> KG advised the Board seminar in May would focus on the HRA's stakeholders with the strategy to be considered by the Board in the summer.</p>	

9.	<p>Key Performance Indicators Quarter 3</p> <p>The Board received and accepted the KPI report for Quarter 3. The Board noted and welcomed the positive green indicators across the organisation for December.</p>	
10.	<p>HRA Business Plan 2015/16</p> <p>The Board noted the Business Plan is due to be submitted to DH by the end of the week. The Board agreed it was happy with the Business Plan in its current format and passed its congratulations to Stephen Robinson for his work.</p>	
11.	<p>HRA Risk Policy and Register</p> <p>The Board reviewed and approved the HRA Risk Management and Corporate Assurance Policy and the HRA Risk Management Procedure.</p> <p>The Board noted a discussion had been held at the Audit and Risk Committee regarding risk this morning. The Committee has agreed to review all risks of 12 and over, which EMT uses to develop the Corporate Risk Register, on a yearly basis to provide appropriate assurance to the Board.</p> <p>The Board agreed, where possible, all risks should be discussed in the public part 1 session of the Board.</p> <p>The Board agreed a highlight report for the risk register should be considered e.g. to flag the Board's attention to any risks which have majorly changed in score or require immediate action. To show the direction of travel, any risks which have been reduced and are no longer on the risk register could also be highlighted.</p> <p>Action: GC, ST and JW agreed to discuss further regarding the dashboard presentation</p>	GC/ST/ JW
12.	<p>UK Policy Framework for Health and Social Care Research</p> <p>The Board noted the UK Wide Steering group had signed off the framework for release with the document to be published for comment today. The comment period will run for 10 weeks with a closing date of 1st May.</p>	
13.	<p>Finance report</p> <p>The Board noted and approved the finance report for December 2014 and noted the verbal update from DC for January 2015. The Board noted the underspend of £309,000. The Board noted the overall trend of spend would increase as people are recruited into post.</p>	
14.	<p>HRA Appointing Authority update</p> <p>The Board noted the report. ST advised a revised version of the update would be added to the website to take into account changes to the accreditation</p>	

	status for certain committees.	
15.	Payments over 100K The Board noted there were no payments over 100K to note.	
16.	Any other business None to note	
17.	Questions from the public None to note	
18.	Date of next meeting 15 April 2015	