

**HEALTH RESEARCH AUTHORITY
BOARD MEETING
PART 1**

**Minutes of the Health Research Authority (HRA) Board meeting, held on 20th
May 2015 from 1.30pm – 4.00pm in HRA 1, Skipton House**

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 Jaynes-Ellis	Non-Executive Director	AJE
Deirdre Kelly	Non-Executive Director	DK
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 & Development Programme Director – HRA Approval	JMe
Tom Smith	Director of Quality, Standards and Information	TS
In attendance		
Stephen Tebbutt	Board Secretary and CE Business Manager	ST
Observers		
Richard Carter	Department of Health	
Carla Denny	HRA	
Katherine Guerin	HRA	
Item	Item details	Action
1.	Apologies None to note	
2.	Conflicts of interest None to note	
3.	Minutes of last meeting The minutes of the previous meeting were accepted as a true and accurate	

	<p>record of the matters discussed with the following amendments:</p> <p><u>Item 9, HRA Financial Plan 2015/16</u></p> <ul style="list-style-type: none"> - <u>Third bullet point updated as follows:</u> Necessity to progress the HRA Estates Strategy in year with a view to realising savings for 2016/17. - <u>Final paragraph updated as follows:</u> The Board noted the forecast nonpay expenditure for March 2016 was considerable and the potential impact of any changes to these spend plans given the proximity to the end of the financial year. Careful management will be required. <p><u>Item 13, Research Ethics Committee Membership Report</u></p> <ul style="list-style-type: none"> - <u>Second paragraph amended as follows:</u> The Board discussed the appropriateness of the 10 year maximum length of service on one REC. The Board discussed the importance of keeping competent members versus the possibility of Committees becoming stale without the influx of new membership. The Board noted the terms of service are set out in the <i>Governance Arrangement for Research Ethics Committee: a harmonised edition</i> and any changes would require consultation in the UK. 	
<p>4.</p>	<p>Matters arising</p> <p><u>Publication of previously approved documents following end of purdah</u> The Board noted purdah has now ended meaning the restrictions on what can and cannot be published have reduced. There are still restrictions for the first 100 days of the new government on key business items which require Ministerial sign off or for items which Ministers may expect to have some input (e.g. formal consultations).</p> <p>The following items which were approved by the Board at its previous meetings but not published due to purdah restrictions will be added to the website shortly:</p> <ul style="list-style-type: none"> - Business plan 2015/16 - Framework Agreement with DH <p><u>Research Ethics Committee Membership Report</u> JK confirmed a short information sheet regarding how REC member recruitment takes place will be circulated to Board members in due course.</p> <p><u>Programme for NEDs to attend REC meetings / training</u> The Board noted ST had circulated dates of upcoming NREAP hosted Chairs' meetings, REC meetings and REC member training events. The NEDs agreed to coordinate with each other and ST to ensure NED attendance was spread across the events.</p>	
<p>5.</p>	<p>Update from Chair</p>	

	<p><u>International Clinical Trials Day</u> The Board noted it is International Clinical Trials Day today.</p> <p><u>Ministerial appointments</u> The Board noted the ministerial appointments of the Rt Hon Jeremy Hunt as Secretary of State for Health and George Freeman MP as Parliamentary Under Secretary of State for Life Sciences.</p>	
6.	<p>Update from Chief Executive</p> <p><u>HRA Approval – Cohort 1</u> JW advised the phased roll out of HRA Approval for Cohort 1 had gone ahead as planned. The main studies included in the first cohort are Health services research studies restricted to recruiting NHS staff which does not require review by a NHS Research Ethics Committee. A review of Cohort 1 will take place at the next Programme Board in June where a decision will be made on the roll out date for the next cohort.</p> <p>The Board discussed having HRA Approval as a standing item on the formal Board agenda. The Board noted the role of the HRA Approval Programme Board and agreed it did not want to duplicate governance measures for the programme. JW advised an update on HRA Approval is provided as part of the <i>Update from Chief Executive</i> item and this would continue to give the opportunity for any discussions at Board level to take place with exception reports to be provided as and when required. The Board agreed a paper would be needed at a future Board meeting to discuss issues and progress ahead of the go-live for cohort 3.</p>	
7.	<p>Items to note</p> <p><u>Nuffield Council on Bioethics report</u> The Board noted the launch of the Nuffield Council on Bioethics report on Children and clinical research: ethical issues. JMo advised this had been discussed previously by the National Research Ethics Advisors Panel and others within the HRA.</p> <p><u>Information for participants at the end of a study guidance</u> The Board noted the HRA guidance for researchers, sponsors and chief investigators on information for participants at the end of a study had now been published on the HRA website.</p>	
8.	<p>Key Performance Indicators Quarter 4</p> <p>The Board agreed the new dashboard was a useful tool to see key areas on one page. The Board was pleased to see improvements across the organisation and the success of the HRA in achieving and exceeding the target performance in many areas as highlighted in the trend analysis.</p> <p>The Board queried if the sickness absence graph should be split into short and long term sick levels. IC agreed to consider presenting differently. The Board</p>	

	<p>agreed it could be possible to identify individuals on sick leave due to the size of the organisation and agreed individuals should be protected from identification.</p> <p>TS flagged the reporting for A2c and A2d would be shared in due course.</p> <p>The Board agreed future consideration of how the KPIs are used with the risk register would be helpful.</p>	
9.	<p>Corporate Risk Register Quarter 4</p> <p>The Board reviewed the risk register and welcomed the ongoing work to improve presentation. The Board noted a dashboard to display key areas to flag to the Board, such as changes in risk scores, was in the process of being developed and would be reviewed by the Audit and Risk Committee in June with the revised document to be brought to the September Board meeting.</p> <p>The Board noted some of the target residual risk scores were the same as the current risk score and queried whether this was suitable. The Board agreed a discussion regarding its appetite for risks is required in the future to include consideration of what level of residual risk should be accepted. The Board noted some risks are out of the HRA's control hence the same risk and residual risk scores. In these instances however the risk register should make clear regarding relevant external factors. The Board agreed the risk register should make clearer which risks were external and not within the direct control of the HRA. It was also noted that not all risks had mitigation plans recorded within the register and that not all columns were relevant to every risk. It was agreed that the presentation would be reviewed in the light of these observations.</p> <p>The Board noted only one risk had moved and this had increased. The Board however noted the risk related to IT service provision had been removed from the corporate risk register altogether which was a positive step. This type of movement will be captured in the new dashboard coversheet.</p> <p>The Board noted the risk relating to staff recruitment and queried if there were any key areas where there was difficulty in recruitment. The Board noted the large recruitment phase being undertaken at the moment however vacancies in Operations, following appointments of REC staff to HRA Approval related roles, was a risk at present.</p>	
10.	<p>Finance report March 2015</p> <p>The Board noted the final under spend of £3.09m for 2014/15 with the main reasons for the underspend, as previously reported to the Board and DH Sponsor / DH finance team, is the time it has taken to recruit successful candidates to HRA Approval posts.</p> <p>DC advised the budgets had been agreed with budget managers for 2015/16. The first report on the financial position will be produced for May. The Board advised it would be helpful to have some way of representing whether we are on target with both the original financial plan budget profile as well as any revised profiled budget.</p>	

	<p>Action: DC agreed to enhance the current forecast graph to allow comparison of actual expenditure against both the original financial plan profile as well as any re-profiled planned spend in year.</p> <p>The Board queried why the travel costs were higher than normal in January. DC advised it was likely due to the lower than normal costs for December and the festive period with staff possibly submitting claims later than usual. DC agreed to double check.</p> <p>Action: DC to confirm reason for high travel costs for January</p> <p>The Board approved the report.</p>	DC
11.	<p>NED portfolios</p> <p>The Board noted the following portfolios for NEDs had been agreed following the discussion at the last meeting:</p> <p><i>Estates:</i> Graham Clarke (Executive Director (ED) lead Debbie Corrigan)</p> <p><i>Consistency of Ethical Review:</i> Nalin Thakkar (ED lead Joan Kirkbride)</p> <p><i>Transparency:</i> Allison Jaynes-Ellis (ED lead Tom Smith)</p> <p><i>ISO9001:</i> Jonathan Montgomery (ED lead Tom Smith)</p> <p><i>Programme Management Office:</i> Deirdre Kelly (ED lead Ian Cook)</p> <p><i>Public and Patient Involvement:</i> Deirdre Kelly (ED lead Ian Cook)</p> <p><i>Advice and Guidance:</i> Nalin Thakkar (ED lead Janet Messer)</p> <p>The Board noted an updated list of portfolios, taking into account the stakeholder management discussions from the seminar today, would be finalised and published following the July or September Board meeting.</p>	
12.	<p>Appointing Authority Update Quarter 4</p> <p>The Board noted the latest update which included confirmation that member, Chair and Vice Chair appointments had been made for the Social Care REC.</p>	
13.	<p>Audit and Risk Committee minutes February 2015</p> <p>The Board noted the Audit and Risk Committee minutes for February. The April minutes will be published at the July Board meeting following sign off at the June Audit and Risk Committee meeting.</p>	
14.	<p>Any other business</p> <p>None to note</p>	
15.	<p>Questions from the public</p>	

	None to note	
16.	Date of next meeting 22 July 2015	