

**HEALTH RESEARCH AUTHORITY
BOARD MEETING**

Minutes of the Health Research Authority (HRA) Board meeting, held on 22 January 2014 from 1.00pm in HRA meeting room 1, Skipton House, 80 London Road, London, SE1 6LH

Part 1 – Public Session

Present		Initials
<i>HRA Non-Executive and Executive Directors</i>		
Shaun Griffin	Executive Director of Communications, Engagement and Partnerships	SG
Allison Jaynes-Ellis	Non-Executive Director	AJE
Jonathan Montgomery	Chair	JM
Julie Stone	Non-Executive Director	JS
Janet Wisely	Chief Executive	JW
<i>HRA Directors who attend the Board</i>		
Ian Cook	Director Business Support	IC
Debbie Corrigan	Director of Finance	DC
Joan Kirkbride	Director of Operations, NRES	JK
Tom Smith	Director of Quality, Standards and Information	TS
In Attendance		
Hugh Davies	HRA Ethics Advisor	HD
Stephen Robinson	Corporate Secretary	SR
Stephen Tebbutt	Board Secretary and Chief Executive Business Manager	ST
Observers		
Christine Holmes (CH)		
Item	Item details	Action
1.	Apologies Sally Cheshire (SC), Non-Executive Director	
2.	Conflicts of Interest The Board noted SC was chairing the Human Fertilisation and Embryology Authority (HFEA) today, hence the reason for her apology.	
3.	Minutes of the last meeting <u>The Board agreed the minutes were a true and accurate description of the</u>	

	<p><u>matters discussed with the following amendment:</u></p> <ul style="list-style-type: none"> Conflicts of interest - SC advised she had been appointed the interim Chair of the Human Fertilisation and Embryology Authority (HFEA) <i>from 17 January 2014 to 31 March 2013 or until a permanent chair has been appointed.</i> 	
4.	<p>Matters arising</p> <p><u>Research Governance Framework</u> The Board noted the first meeting of the Research Governance Framework (RGF) Steering Group was held last week. The HRA will be responsible for the framework upon becoming a Non Departmental Public Body and a programme of work has begun to look at creating a high level replacement. The Board noted the Devolved Administrations had agreed to the ambition to have a UK wide framework wherever possible. The Board noted the timeline for the programme would be agreed in the coming weeks and will be made available via the HRA website.</p> <p><u>HRA Assessment and Approval Business Case</u> The Board noted a decision has not been made on the business case as yet. The Board noted detailed questions had been received from DH finance colleagues with detailed answers provided by the HRA finance team.</p>	
5.	<p>Update from Chair</p> <p><u>Audit Committee membership</u> The Board was please to ratify the extension of Shelley Dolan’s term on the HRA Audit and Risk Committee as an independent external member for a further two years.</p> <p><u>Industry and Parliamentary Trust dinner</u> JM advised he had recently attended an Industry and Parliamentary Trust dinner which Earl Howe had spoken at. JM advised a number of positive comments had been made regarding the work the HRA is conducting.</p>	
6.	<p>Possible HRA collaboration with Testing Treatments TTI for review</p> <p>The Board noted the Executive Management Team’s (EMT) comments and suggestions and agreed they covered the main issues regarding the proposal. <u>The Board approved the collaboration in the development of the Testing Treatments interactive website.</u></p>	
7.	<p>Business planning update for information</p> <p>The Board noted the business plan was on track to meet the DH timeline and was pleased how the overarching objectives were clearly detailed. The Board made some suggestions regarding the strengthening of certain objectives. The Board agreed to email any detailed comments on the business plan to SR.</p> <p><i>Action: Detailed comments of the business plan to be sent to SR</i></p>	ALL

<p>8.</p>	<p>Update from Chief Executive</p> <p><u>Regenerative medicine expert group</u> The Board noted the first meeting had been held and Sir Michael Rawlins was Chair of the group. A wide range of issues will be covered by the group with the intention to consider issues on a UK wide basis. Positive comments had been received regarding the improvements the HRA had made to GTAC. The Board noted JK and Sue Bourne would join the working group with a report due back to DH by December 2014.</p> <p><u>Research Governance Framework</u> The Board noted the ambition for a UK wide document where possible. The Board agreed a future Board seminar to consider the operational and policy issues across the four nations and any risks associated would be useful. Action: ST to arrange seminar regarding UK wide working</p> <p><u>Director profiles</u> JW flagged a piece of work was being undertaken to detail the areas of work being led by each Director. This will be used to help the Devolved Administration leads and other relevant stakeholders to identify who to contact for particular items.</p> <p><u>Confidentiality Advisory Group</u> The Board noted RS secondment had now formally ended.</p> <p><u>Trial registration</u> JW advised nine requests had been received requesting a deferral of registration, with eight of them due to commercial sensitivities. The Board noted a report would be reviewed at a Board meeting after three months to allow time for any patterns to be identified.</p> <p><u>Ethics Officer pilot</u> The Board noted the reduction in provisional opinions brought about by this pilot was not statistically significant. The feedback received however from researchers regarding the support given to them by the ethics officers was extremely positive and this aspect of the pilot will form a large part of the next stage of the work.</p>	<p>ST</p>
<p>9.</p>	<p>Update on EU Clinical Trials Regulation for information</p> <p>The Board expressed its thanks to Sue Bourne for the document. The Board agreed it is extremely detailed and useful. The Board agreed it should be re-packaged and made available on the HRA website.</p>	
<p>10.</p>	<p>Out of session item</p> <p>The Board noted the following item had been conducted out of session:</p> <p>a) Plan for call for examples on research participant recruitment circulated for information only</p>	
<p>11.</p>	<p>Questions from the public</p>	

	None to note	
12.	Any other business None to note	
13.	Date of next meeting 26 February 2014, 10am – 4pm	