

**HEALTH RESEARCH AUTHORITY  
BOARD MEETING**

**Minutes of the Health Research Authority (HRA) Board meeting, held on 12 May 2014 from 10.00am – 2.00pm in HRA meeting room 1, Skipton House, 80 London Road, London, SE1 6LH**

**Part 1 – Public Session**

<b>Present</b>		<b>Initials</b>
<i>HRA Non-Executive and Executive Directors</i>		
Sally Cheshire	Non-Executive Director	<b>SC</b>
Debbie Corrigan	Director of Finance	<b>DC</b>
Shaun Griffin	Executive Director of Communications, Engagement and Partnerships	<b>SG</b>
Allison Jaynes-Ellis	Non-Executive Director	<b>AJE</b>
Jonathan Montgomery	Chair	<b>JM</b>
Julie Stone	Non-Executive Director	<b>JS</b>
Janet Wisely	Chief Executive	<b>JW</b>
<i>HRA Directors who attend the Board</i>		
Ian Cook	Director Business Support	<b>IC</b>
Joan Kirkbride	Director of Operations	<b>JK</b>
Janet Messer	Programme Director – HRA Approval	<b>JMe</b>
Tom Smith	Director of Quality, Standards and Information	<b>TS</b>
<b>In Attendance</b>		
Sue Nunn	Associate Director of Organisational Development	<b>SN</b>
Stephen Tebbutt	Board Secretary and Chief Executive Business Manager	<b>ST</b>
<b>Observers</b>		
Simone Bayes	Deputy Director – Head of Research Standards and Support, DH	<b>SB</b>
<b>Item</b>	<b>Item details</b>	<b>Action</b>
<b>1.</b>	<b>Apologies</b>  Hugh Davies, HRA Ethics Advisor	
<b>2.</b>	<b>Conflicts of Interest</b>  JS advised she had recently been appointed as a Public Member of the DH Policy Research Programme Commissioning Panel. The Board agreed there was no conflict of interest however agreed it should be added to JS' register of interests.	

	The Board noted SC had been substantively appointed as the Human Fertilisation and Embryology Authority Chair.	
<b>3.</b>	<p><b>Minutes of the last meeting</b></p> <p><b><u>The Board agreed the minutes were a true and accurate record of the matters discussed without amendment.</u></b></p>	
<b>4.</b>	<p><b>Matters arising</b></p> <p><u>GMC list of designated bodies</u> The Board noted the HRA had now been removed from the GMC list of designated bodies.</p>	
<b>5.</b>	<p><b>Update from Chair</b></p> <p><u>HRA Assessment and Approval Business Plan</u> The Board noted the HRA Business Plan for Assessment and Approval had been approved.</p> <p><u>Stakeholder Forum</u> The Board noted the event had been successful and agreed it is an important event in the HRA's calendar.</p> <p><u>Care Bill 2014</u> The Board noted the House of Lord's comment period regarding the amendments had now finished and the 'Ping-Pong' to resolve the remaining outstanding issues was hoped to be completed this week with Royal Assent to follow.</p> <p><u>2014 Annual R &amp; D Management Forum in association with the HRA</u> JM advised this will take place on 09 &amp; 10 June in Birmingham. The Board agreed this will be an important opportunity to gauge understanding and perceive any concerns regarding HRA approval.</p> <p><u>Annual ALB NED event</u> The Board noted this is due to take place on 24 June 2014.</p>	
<b>6.</b>	<p><b>Update from Chief Executive</b></p> <p><u>HRA Assessment and Approval</u> The Board noted that considerable progress has been made since the funding announcement was given. This was presented in detail at the Board seminar this morning. Recruitment to the programme has begun with the Programme Initiation Document to be presented at the 07 July Board (after the Gateway review has taken place). JW advised the Programme structure has been agreed with existing meeting structures and opportunities primarily used such as 4 nations, UKRDG and the Collaboration and Development stakeholder group. EMT, plus an external critical colleague, will fulfil the role of the Programme Board. Marc Taylor, independent advisor on the management, governance and regulation of research in health and social care, has been invited to join the</p>	

	<p>Programme Board.</p> <p><u>HRA structures</u> The Board noted formal review of the executive director and director function alignment would take place at the pay and remuneration committee on 30<sup>th</sup> May with announcements and next steps to follow shortly afterwards. The Board recognised the need to maintain a proportionate approach and ensure the director portfolios reflect the expanded functions and priorities of the HRA. An initial presentation was made to the Board during the seminar this morning.</p> <p><u>Business planning and annual report</u> JW advised these are on target with the accounts to be considered by the Board in Part 2.</p> <p><u>Systems</u> The HARP go live date is scheduled for 19<sup>th</sup> May as planned. The intranet has also been successfully launched.</p> <p><u>Transparency</u> JW advised the next step consultation paper has been issued with the consultation period to close at the end of June.</p> <p><u>Policy framework</u> The Board noted this programme of work was on schedule. The comment period for the first project, reviewing how the NHS supports educational research, has now closed with the response summary to be considered at the next steering group meeting. This report will be considered by the Board at a future meeting. The comment period for the next two projects will begin shortly.</p> <p><u>Sciencewise and public engagement</u> JW advised the business case is almost ready to be submitted to Sciencewise. The title is <i>'To explore public understanding of use of patient data, identification of potential participants and consent in health research'</i>. JW advised this therefore specifically relates to CAG and data policy, the research framework and issues such as the use of research nurses to identify patients for studies, plus the work regarding proportionate consent for simple trials. The Board was mindful of the care.data issues with meetings with DH scheduled to help support how the HRA handles any sensitivity. JW advised one condition of the business case would be to have a steering group overseeing the work.</p> <p>The Board noted the business objective is <i>'to gain a greater understanding of public / patient views on the identification and recruitment (including the consent process) of suitable patients in health research, including public attitudes on who should be able to access to their medical records for research purposes and how their data might be used by researchers'</i>. JW agreed to circulate the business case to the Board for its comments out of session.</p> <p style="text-align: right;"><b>Action: JW to circulate business case to Board</b></p>	<b>JW</b>
<b>7.</b>	<b>Finance Report</b>	

	<p>The Board noted and approved the finance report. The Board noted the HRA has met the better payment performance duty to pay 95% of invoices in 30 days achieving 97%, with 90% of all invoices paid within 20 days. DC advised in June the HRA will be in a position to have conversations with the sponsor and internally regarding the management of the cash position.</p> <p>DC flagged she would be on jury service for 2 weeks from 16<sup>th</sup> June 2014.</p> <p>The Board gave formal thanks to DC and the finance team for the work put in during year end.</p>	
<b>8.</b>	<p><b>Out of session item to note</b></p> <p>The Board noted the HRA response to ‘Legislation to encourage medical innovation: a consultation’ is now available on the HRA website (<a href="http://www.hra.nhs.uk/news/2014/05/01/hra-response-legislation-encourage-medical-innovation-consultation/">http://www.hra.nhs.uk/news/2014/05/01/hra-response-legislation-encourage-medical-innovation-consultation/</a>).</p>	
<b>9.</b>	<p><b>Any other Business</b></p> <p><u>Key Performance Indicators</u> The Board agreed the format had improved since the last version. JM advised the front sheet could still be improved to give a direction of travel using arrows or a traffic light system for indicating how business critical each element is.</p> <p>The Board noted EMT’s explanation for the long term sickness rates in two of the offices.</p> <p>The Board agreed the staff turnover rate should be considered further in any future improvement to the KPI document.</p> <p><u>Future Board meeting locations</u> The Board noted the proposed change of location for certain Board meetings in the future. ST agreed to revisit the location and start times as some of the locations could prove difficult for members to attend by 10.00am.</p> <p style="text-align: right;"><b>Action: ST to reconsider future times and locations</b></p>	<b>ST</b>
<b>10.</b>	<p><b>Any other business</b></p> <p>None to note</p>	
<b>11.</b>	<p><b>Date of next meeting</b></p> <p>30 May 2014, 4.00pm – 5.00pm</p>	