

**HEALTH RESEARCH AUTHORITY  
BOARD MEETING**

**Minutes of the Health Research Authority (HRA) Board meeting, held on 16 June 2014 from 12.30pm – 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>
Shaun Griffin	Executive Director of Communications, Engagement and Partnerships	<b>SG</b>
Allison Jeynes-Ellis	Non-Executive Director	<b>AJE</b>
Jonathan Montgomery	Chair	<b>JM</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>		
Sylvia Hazard	Deputy Director of Finance	<b>SH</b>
Stephen Tebbutt	Board Secretary and Chief Executive Business Manager	<b>ST</b>
<b>Item</b>	<b>Item details</b>	<b>Action</b>
<b>1.</b>	<b>Apologies</b>  Debbie Corrigan, Director of Finance Hugh Davies, HRA Ethics Advisor Julie Stone, Non-Executive Director	
<b>2.</b>	<b>Conflicts of Interest</b>  None to note	
<b>3.</b>	<b>Minutes of the last meeting</b>  <b><u>The Board agreed the minutes were a true and accurate record of the matters discussed with the following amendment:</u></b>  - <i>Care Bill 2014 (Page 2) – updated as below</i> <i>The Board noted the House of Lord’s comment period regarding the</i>	

	<p><i>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.</i></p>	
4.	<p><b>Matters arising</b></p> <p><u>Annual report and accounts</u> SC advised the Audit Committee had reviewed the annual report and accounts this morning following Board review on 30<sup>th</sup> May. The Audit Committee noted there were no significant issues and was happy to approve the annual report and accounts, including the governance statement, subject to a couple of minor issues being clarified. The Board noted its thanks to the finance team.</p> <p><u>Sciencewise</u> JW advised the business case had been approved by Sciencewise, subject to a small number of minor revisions, at the end of last week.</p> <p><u>HARP go live</u> The Board noted the HARP go live had successfully gone ahead as scheduled on 19<sup>th</sup> May.</p>	
5.	<p><b>Update from Chair</b></p> <p><u>British Medical Association Conference Of Medical Academic Representatives</u> JM advised he had recently presented at this event and had received good feedback regarding the HRA and HRA Approval.</p> <p><u>2014 Annual R &amp; D Management Forum in association with HRA</u> JM advised positive feedback had been received from those who had attended this event.</p> <p><u>Regulating experimental medicine during a pandemic University College London conference</u> JM advised he had attended this conference recently. The Board noted HD had fed back at the event the good work the National Research Ethics Service (NRES) had made during the H1N1 influenza pandemic in 2009 when relevant studies were approved by Research Ethics Committees in only a week. The Board noted over a 100 REC members had made themselves available and been willing to help out. The Board also noted a number of potential studies have already been approved relating to potential future cases. The Board agreed it would be useful to have an update on what studies have been approved and the HRA should continue to challenge itself to ensure it is ready to cope in the event of a future incident.</p>	
6.	<p><b>Update from Chief Executive</b></p> <p><u>DH accountability meeting</u> JW advised the HRA had received positive feedback at its quarter 4 accountability meeting with the sponsor.</p> <p><u>Annual review</u></p>	

	<p>The Board noted the annual review has been delayed but should be ready in the next few weeks.</p> <p><u>HRA Approval</u> The Board noted recruitment to a number of posts was well underway. The Board noted there was considerable burden on senior management undertaking the interviews. JW advised Marc Taylor had accepted to join the Programme Board as a critical friend. The Board noted it would receive the Programme Initiation Document (PID) at its July Board meeting.</p> <p><u>Interdependencies Board</u> JW advised the Interdependencies Board, led by DH, had recently met with the main discussion held regarding risk.</p> <p><u>HRA structure paper</u> The Board noted the paper had been developed and shared with staff. The consultation period for affected staff was currently taking place.</p> <p><u>All staff meetings</u> JW advised the meetings were working well with more feedback being received from staff, either at the meeting or afterwards.</p> <p><u>2014 Annual R &amp; D Management Forum in association with HRA</u> JW agreed this had been a success with the possibility of the HRA supporting the event again next year.</p> <p><u>Transparency consultation</u> The Board noted the transparency consultation will be extended until end of July 2014 in an attempt to obtain more feedback.</p> <p><u>Appraisals</u> JW advised the appraisals for EMT had been scheduled.</p>	
7.	<p><b>Update on HRA Approval</b></p> <p>JMe advised the first phase of recruitment and interviews had finished with all positions recruited to, including a number of key roles. The next phase of recruitment is due to begin with adverts posted on NHS jobs today. The advertised positions mainly related to technical positions and change managers. The interviews for these positions will take place at the mid to end of July. JMe expressed her thanks to those who had been involved in the recruitment thus far.</p> <p>JMe advised the PID, and associated documents including the risk register, would be brought to the next Board meeting in July.</p> <p>The Board noted good progress was being made with regarding to the radiation work stream. JMe flagged that discussions had advanced regarding the idea of having a dual certification for research and diagnostic purposes i.e. there would be no need to apply for a nuclear medicine certificate for research purposes as it would be covered by the diagnostic certificate.</p>	

8.	<p><b>Risk Register</b></p> <p>The Board reviewed and approved the risk register. JW advised a number of new risks had been added to the register since the last time the Board had reviewed it. These related to the HRA Approval programme of work. SC flagged the Audit Committee had received the risk register this morning and it had been assured that although there are a number of new risks on the register, the remaining risks and business as usual had not been lost sight of.</p> <p>JW clarified at present the risk register only highlighted the key themes of risks related to HRA Approval which would be converted into full risks in the near future. These related to HR / roles / TUPE, business continuity, metrics, reputation / buy in and UK compatibility. The Board agreed the HRA will need to carefully consider how it communicates to key stakeholders the progress and achievements of HRA Approval over the coming year.</p>	
9.	<p><b>Freedom of Information Register 2013/14</b></p> <p>The Board noted the freedom of information (FOI) register for 2013/14. The Board noted there had been an increase in FOI requests received by the HRA over the last year.</p>	
10.	<p><b>Payments over £100K</b></p> <p>The Board noted received a record of the payments made over 100K for the last quarter. The Board noted the Audit Committee had received the single tender action (STA) register at its meeting this morning. Two STAs were noted for the current year.</p>	
11.	<p><b>Complaints register 2013/14</b></p> <p>The Board noted the complaints register for 2013/14.</p>	
12.	<p><b>Appointing authority update</b></p> <p>The Board noted the report. The Board raised a query regarding succession planning for REC Chairs and Vice-Chairs. JK clarified there was no continuity risk with new officers being appointed for those Chairs and Vice-Chairs who had left the service.</p> <p>The Board noted the excellent performance by a number of RECs in achieving the stretched targets. The Board was pleased to note the Manchester centre had recently become the first centre to achieve both stretched targets whilst Bristol had achieved the amendment stretched target. The Board agreed it would be good to compare the success of many RECs in reviewing studies within the stretched target of 40 days against the European target of 70 days for clinical trials.</p>	
13.	<p><b>Future meeting location</b></p>	

	<p>The Board noted the meeting location had changed for the following Board meetings, which would run from 12.00pm to 4.00pm:</p> <ul style="list-style-type: none"> <li>- 07 July 2014 – Bristol</li> <li>- 24 September 2014 – Jarrow</li> <li>- 26 November 2014 – Nottingham</li> <li>- 18 February 2015 – Manchester</li> </ul> <p>The Board agreed it would be useful to meet the teams from each centre to recognise the positive work being conducted and understand any challenges being faced. This could take the form of a working lunch from 12.00pm. The Board agreed a similar session should be held in London at a future meeting.</p>	
<b>14.</b>	<p><b>Out of session item to note</b></p> <ul style="list-style-type: none"> <li>- The Board was supportive of the Business Case for a Sciencewise Grant to the Health Research Authority for public understanding of the use of patient data, identification and consent in health research.</li> <li>- The Board agreed the HRA response to the Health Education England’s Research and Innovation Strategy which will be published on the HRA website.</li> </ul>	
<b>15.</b>	<p><b>Any other Business</b></p> <p><u>Cancer registries</u></p> <p>The Board noted the HRA has been made aware by a number of parties, including Public Health England and Cancer Research UK, of concern regarding the impact on research as a result of delays in data flows to established cancer registries. The HRA shares concerns that these important studies need to progress and that the registries continue to be available for vital new research.</p>	
<b>16.</b>	<p><b>Date of next meeting</b></p> <p>Monday 07 July 2014, 12.00pm - 4.00pm, Bristol HRA Centre</p>	