

Board Meeting Agenda

10:00 – 15.15, 5 December 2024, Thames 35/36, 2 Redman Place, London E20 1JQ

Time	Item	Subject	Paper	Lead
1. OPENING ADMINISTRATION				
10:00	1.1	Welcome and apologies for absence	[oral]	Chair
	1.2	Declaration of interests	[oral]	Chair
	1.3	Minutes of the previous meeting	HTA 25-24	Chair
	1.4	Actions Log	HTA 26-24	Chair
2. ASSURANCE / REPORTING ITEMS				
10:10	2.1	Chair's report	[oral]	Chair
10:20	2.2	DHSC Sponsor Team Report	[oral]	DHSC representative
10:30	2.3	Chief Executive's Report	HTA 27-24	CEO
10:40	2.4	HTA Performance Report	HTA 28-24	CEO
3. DECISION ITEMS				
10:55	3.1	Budget and fees	HTA 29-24	Director of Finance and Resources
4. INFORMATION ITEMS				
11:15	4.1	Code review	HTA 30-24	Director of Regulation / Director of Data, Tech & development
11:35	4.2	People Strategy	HTA 31-24	Director of Finance and resources
5. GOVERNANCE ITEMS				
11.45	5.1	Remuneration Committee (RemCo) Chair's Report	[oral]	RemCo Chair
	5.2	Audit & Risk Assurance Committee (ARAC) Chair's report	HTA 32-24	ARAC Chair
6. CLOSING ADMINISTRATION				
12:00	6.1	Board Forward Plan for 2024	HTA 33-24	Chair
	6.2	Any Other Business	[oral]	Chair
	6.3	Board Reflections	[oral]	Board
12:15	Formal meeting closes			

Invitees

Board

Lynne Berry (chair)

Mhairi Anderson

Tom Chakraborti

Gary Crowe

Helen Dodds

Ellen Donovan

Andy Greenfield

Dave Lewis

David Lock

Jessica Watts

SMT

Colin Sullivan, CEO

Louise Dineley, Director of Data, Technology and Development

Nicolette Harrison, Director of Regulation

John McDermott, Deputy Director, Performance and Corporate Governance

Tom Skrinar, Director of Resources

Other staff

Sarah Ali (*for afternoon Business Plan training*)

Chris Birkett Head of Regulation (*for afternoon Regulation Sector training*)

Katrina Leighton-Hearne, Director of Resources (*observing*)

Richard Mabbitt, Private Office Lead (*minutes*)

Debra Morgan, Executive Assistant (*facilitation*)

Sandra Schroeter, Data Analyst (*for afternoon RIMI presentation*)

Laura Stupple, Project Manager (*observing meeting and joining afternoon RIMI presentation*)

DHSC observers

Jacky Cooper, Policy Lead - Human Tissue Policy and Ethics of Consent

Helena Youmans, Policy Advisor - Human Tissue Policy and Ethics of Consent