

1 June 2017

Authority Meeting Report

1 Declarations of Interest

There were no interests declared.

2 Health and Safety

There were no issues to report.

3 Risk Management

There were no issues to report.

4 HPRA Updates (such as changes to legislation, competencies and terms of reference)

There were no updates tabled at this meeting.

5 Chief Executive's Report

The Chief Executive provided an update on the recent interruption of manufacturing at Baxter Healthcare, which had temporarily impacted supply of chemotherapy products.

6 Audit and Risk Committee – 31 May 2017

The Chair of the Committee provided a verbal update on the most recent Audit and Risk Committee meeting, including details of the internal audit presentation by BDO. The internal auditor was satisfied the procedures and processes in place. An additional accountant has been appointed to the HPRA which will address a number of the minor observations raised. The HPRA pension scheme was discussed and it was agreed that the HPRA should write to the Department of Health on the matter.

7 Scientific Affairs Strategy 2016 to 2020

The Quality, Scientific Affairs and Communications Director presented the strategy that was established to facilitate the implementation of a number of key strategic goals and objectives for the organisation in the area of innovation and scientific affairs. Her presentation highlighted challenges and opportunities presented by changes in the external environment and internally within the HPRA. The plan and areas of focus were agreed by the Authority.

8 HPRA Key Objectives and Priorities for 2018

This document, which was circulated in advance as part of the Authority papers, summarises the key issues, as known at this point in 2017, which will face the HPRA in 2018. It outlines the proposed actions to respond to these issues and the detailed internal planning process. The matters highlighted arise from changes to legislation and regulation, work to date in delivering

strategic goals and objectives, and major projects or initiatives that are additional to routine and ongoing regulatory work. Seven key areas were identified and covered at a high level representing the input of the management team and supported by implementation plans.

9 Finance

The Deputy Chief Executive, as Director with responsibility for financial matters, provided an update and overview as follows:

9.1 Year End Financial Statements

The Financial Statements for the year ended 31 December 2016 were reviewed by the Authority and following a discussion were approved by the Authority. The Authority members congratulated the Finance team on their work.

9.2 Reconciliation Dec 2016 Accounts and Financial Statements

The reconciliation of the Financial Statements to the December management accounts was reviewed and approved by the Authority.

9.3 Management Accounts April 2017

The most recent management accounts were presented to the Authority.

10 Licensing Activities

The tables of licences approved by the Management Committee during the period 10/03/17 to 24/04/17 were noted by the Authority.

11 Authority Meeting Dates 2017

The next meetings of the Authority are scheduled for Wednesday 20 September and Thursday 7 December 2017.

12 AOB

Prior to the meeting, the Chief Executive had a performance review meeting with the Performance Review Committee. The feedback was very positive.