



Medicines & Healthcare products Regulatory Agency

ExCo Minutes (final)

ExCo/20/028

Title of meeting	Executive Committee meeting
Date	06 October 2020
Time	10.00 – 13.00
Venue	MS Teams meeting
Chair	June Raine
Attendees	ExCo
Apologies	None

Full meeting attendees

June Raine	Chief Executive Officer (Chair)
Jon Fundrey	Chief Operating Officer
Sam Atkinson	Chief Quality and Access Officer
Carly McGurly	Change Strategy Lead
John Quinn	Chief Technology Officer
Christian Schneider	Chief Scientific Officer
[REDACTED]	Deputy Head of Directorate

Attendees for part of the meeting

Boryana Stambolova – for item 5b: Performance dashboard

Vanessa Birchall-Scott and Kerry McEyeson (HR) for [REDACTED]
[REDACTED] 8: Workforce planning; and 9: Equality Diversity and Inclusion
Annual Report

[REDACTED] for item 8: Workforce planning

[REDACTED] for item 9: Equality Diversity and Inclusion Annual Report

[REDACTED] and [REDACTED] for item 10: Combined Ways of Working project re-start
Rachel Arrundale and Jonathan Mogford for item 11: Next year's business plan

1. Apologies and Announcements

1.1 Dr Raine welcomed all attendees to the meeting. There were no apologies.

FOR DECISION – DYNAMIC ORGANISATION

2. Operation of the ExCo

2.1 The ExCo discussed various matters relating to setting up operation of the new ExCo meetings. Communications will be issued to staff on the ExCo and new management committee structures with clear information on lines of accountability. Financial reporting to ExCo was discussed; an update will be given to ExCo. **Action: Jon Fundrey**

2.2 Chief Officer ownership of the management committees was agreed. It was agreed that estates will remain in the NIBSC director's portfolio. The organogram of management

committees should be drawn up, with Chief Officer ownership and initial membership.
Action: Carly McGurry.

3. Draft Terms of Reference (ToR), ExCo coversheet, and ExCo reporting guidance (ExCo/20/002, 004 and 006)

3.1 The ExCo considered the draft ToR, the coversheet and the reporting guidance, and provided comments. The documents will be updated and circulated to the ExCo for sign off, then the ToR will be presented to the Agency Board for approval. **Action:** [REDACTED]

3.2 The ExCo discussed holding flow time in Chief Officers' diaries to ensure adequate time to consider papers; this will be considered once the ExCo is more established.

4. Performance dashboard (ExCo/20/005)

4.1 Boryana Stambolova joined for a discussion on the performance dashboard. The ExCo noted this is work in progress and discussed initial thoughts on the structure of the dashboard and the metrics it could contain to demonstrate the how the Agency is delivering quality. The ExCo agreed that a workshop should be held to discuss which outcome measures will be meaningful and demonstrative. **Action: Boryana Stambolova**

5. Output of EY strategic priorities workshops – work not in scope of Size and Shape project (ExCo/20/007)

5.1 Carly McGurry presented a paper on outputs of the EY strategic priorities workshops with staff and asked the ExCo whether any additional work should begin on the important actions identified which were not in scope of the Size and Shape project. The ExCo agreed to hold a separate session to discuss this in full; ahead of this a set of quick wins should be identified from the outputs. **Action: Carly McGurry**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

7. Workforce planning (ExCo/20/009)

7.1 [REDACTED] and Vanessa Birchall-Scott presented a paper on workforce planning. The ExCo reviewed the paper and provided comments on the recommendations. The ExCo committed to prioritise workforce planning in 2020/21 in support of the Agency's vision, strategy and business plans as well as the Size and Shape review. Business planning process will align with workforce planning activities. ExCo agreed that framework for workforce planning is an important consideration; a model from the National Institutes of Health was suggested as an example of a clear relevant model for the Agency; other models should be reviewed. Capability or skills gaps should be reviewed; consideration should be given to how to embed flexibility for the future. The ExCo endorsed the recommendations in the paper. **Action: HR**

8. Equality, Diversity and Inclusion Annual Report (ExCo/20/010)

8.1 Kerry McEyeson, Vanessa Birchall-Scott and [REDACTED] presented the Diversity and Inclusion annual update for the year ending 31st August 2020. The ExCo considered and provided comments on progress in meeting equality, diversity and inclusion standards 2019/20; data reflecting current Agency equality, diversity and inclusion; gender pay gap reporting; and future actions for 2020/21. The ExCo agreed that further consideration should be given to some of the recommendations. [REDACTED]

[REDACTED] The ExCo agreed there is a need for a disability network; it was noted that the launch of an Agency wide woman's staff network is now in the early stages of development. Undertake an exercise of gender pay reporting and BAME pay reporting.

Action: HR

9. Combined Ways of Working project re-start (ExCo/20/016)

9.1 [REDACTED] and [REDACTED] presented a paper seeking ExCo approval to re-start the MHRA Combined Ways of Working (CWoW) project, previously known as the Clinical Trials Regulation Compliance and Brexit project, and re-engage with the Health Research Authority (HRA) to deliver the full systems required to support the CWoW process. The ExCo endorsed the proposal, with the assurance that there will be sufficient flexibilities to ensure this will now progress; it will be important this work links in closely with the wider governmental ambition for clinical trials. [REDACTED]

10. Next year's business plan (ExCo/20/011)

10.1 Rachel Arrundale and Jonathan Mogford presented initial points for discussion on business planning for 2021/22. The ExCo considered and provided comments on the points for discussion. It was agreed the business plan should be considered in the context of the wider corporate plan for the organisation. The ExCo agreed that now is the right time for a new Corporate Plan, setting out the significant change the Agency wants to make over 2-3 years and what the future looks like following that. A business plan will be developed which details the first year of this process. The ExCo agreed that the corporate plan should lead on from the Agency's Spending Review submission. **Action: Rachel Arrundale / Jonathan Mogford**

PAPERS FOR INFORMATION

11. Final minutes of the 4th August 2020 CET meeting (ExCo/20/013)

11.1 The ExCo noted the final minutes of the 4th August 2020 CET meeting.

12. Minutes of the 24 August 2020 Board meeting (ExCo/20/014)

12.1 The ExCo noted the minutes of the 24 August 2020 Board meeting.

13. AOB

13.1 No items of AOB were raised.

Actions Log

Meeting date	Action	Owner
06/10/2020	Expedite finance update to the ExCo	Jon Fundrey
06/10/2020	Draw up organogram of management committees	Carly McGurry
06/10/2020	Update ExCo ToR, coversheet and reporting guidance; present ToR to Board	
06/10/2020	Hold a workshop to discuss development of the performance dashboard	Boryana Stambolova
06/10/2020	Hold a session to discuss additional work on actions identified from EY strategic priorities workshops. Draw up list of quick wins.	Carly McGurry
06/10/2020		
06/10/2020	Review workforce planning models from similar agencies to feed into workforce planning work. Review capability or skills gaps in the Agency; consider how to embed flexibility.	HR
06/10/2020	Seek information from Cabinet Office to feed into the Agency's Equality, Diversity and Inclusion work. Further consideration to be given to a number of recommendations. Consider establishment of a disability network. Undertake an exercise of gender pay reporting and BAME pay reporting.	HR
06/10/2020	Proceed with the re-start the MHRA Combined Ways of Working (CWOW) project	
06/10/2020	Further develop the Business Plan based on ExCo's comments	Rachel Arrundale / Jonathan Mogford