



Medicines & Healthcare products  
Regulatory Agency

# ExCo Minutes (final)

ExCo/20/037

<b>Title of meeting</b>	Executive Committee meeting
<b>Date</b>	19 October 2020
<b>Time</b>	09.00 – 11.00
<b>Venue</b>	MS Teams meeting
<b>Chair</b>	June Raine
<b>Attendees</b>	ExCo
<b>Apologies</b>	Jon Fundrey, John Quinn

## Full meeting attendees

June Raine	Chief Executive Officer (Chair)
Sam Atkinson	Chief Quality and Access Officer
Carly McGurry	Change Strategy Lead
Christian Schneider	Chief Scientific Officer
[REDACTED]	Deputy Head of Directorate

## Attendees for part of the meeting

Rachel Bosworth for item 2: Weekend communications update

[REDACTED] for item 5: Future Agency working relationship with Department of Health Northern Ireland

[REDACTED] n and Sarah Branch for item 8: Yellow Card Biobank

[REDACTED] for item 9: Stock-take of projects CET previously committed to

[REDACTED] and Boryana Stambolova for item 10: Corporate Risk Register

[REDACTED] for item 11: Business Plan Q2 Report

### **1. Apologies and Announcements**

1.1 Dr Raine welcomed all attendees to the meeting. Apologies were received from Jon Fundrey and John Quinn. It was agreed that as the ExCo is not quorate, agreement would be sought from Jon Fundrey and John Quinn on the ExCo's decisions after the meeting and for any additional technical input.

### **2. Weekend communications update**

2.1 Rachel Bosworth presented an update of relevant communications issues from over the weekend. The ExCo requested that a sign-off process and points to consider document for drafting press lines and other relevant tasks should be drawn up.

**Action:** Clearance process and points to consider document to be drawn up for press briefings and other relevant documents.

2.2 The ExCo also noted that Agency People Survey responses are currently at 30%; a reminder will be issued to staff. A series of webinars on the topic of EU transition have been

taking place; these have been very successful with 22,000 delegates signed up. Feedback on the webinars will be circulated.

**Action:** Issue reminders to staff to complete People Survey; circulate feedback on EU Exit webinars.

**3. Draft minutes of the 06 October 2020 ExCo meeting (ExCo/20/017)**

3.1 The ExCo reviewed the draft minutes of the 06 October 2020 ExCo meeting and provided comments.

**4. Actions Log (ExCo/20/018)**

4.1 The ExCo reviewed and provided comments on the actions log. It was agreed that each action should be owned by a member of the ExCo, alongside the Agency lead.

**FOR DECISION – DYNAMIC ORGANISATION**

**5. Future Agency working relationship with Department of Health Northern Ireland (ExCo/20/019)**

5.1 [Redacted]

5.2 [Redacted]

[Redacted]

[Redacted]

[Redacted]

**6. Updated Draft Terms of Reference (ToR), and criteria for papers (ExCo/20/020)**

6.1 The ExCo considered the updated draft ToR and criteria for papers, and provided further 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.

6.2 The ExCo noted concerns regarding the lack of monthly reporting during this transition period; it was agreed a review point on progress of implementing the structure will be held to ensure all areas of business are covered.

**Action:** Agree a review point re implementation of new structure to ensure all areas of business are monitored. Finalise ToR and circulate for approval.

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## 8. Yellow Card Biobank (ExCo/20/007)

8.1 [REDACTED]  
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## PATIENT SAFETY/MARKET ACCESS

### 9. Stock-take of projects CET previously committed to (ExCo/20/023)

9.1 [REDACTED] presented a stock-take of projects which the CET had previously committed to. The ExCo reviewed the projects and agreed that this list should be reviewed prioritised by the Strategic Change Committee.

**Action:** Strategic Change Committee to review and prioritise list of projects CET previously committed to.

## FINIANCIAL SUSTAINABILITY

## **10. Corporate Risk Register (ExCo/20/024)**

10.1 [REDACTED] and Boryana Stambolova presented Corporate Risk Register (CRR). The ExCo reviewed the CRR in its new format. It was agreed that a risk owner (a Chief Officer) and a risk manager (Agency lead) should be named against each risk. ExCo commented that the EU Exit risks should be consolidated. A risk regarding covid-19 vaccine batch release should be added. Any further updates from the ExCo should be submitted by Thursday 22<sup>nd</sup> October.

**Action:** Consolidate EU Exit risks. Add a risk owner and risk manager to each risk. Add an Agency-wide covid-19 vaccine batch release risk.

## **11. Business Plan Q2 Report (ExCo/20/025)**

11.1 [REDACTED] presented a report on progress against the 2020/21 Business Plan. The ExCo reviewed the progress report and provided comments. It was noted that there are 6 deliverables which continue to be flagged as Amber in Q2, all relating to the Cumberlege review; ExCo reviewed the associated remedial action plans. The ExCo agreed this report should be taken to the Delivery and Performance Committee ahead of ExCo in future. This report will inform the first discussions at Delivery and Performance Committee on how to measure delivery moving forward.

**Action:** Review this report at the Delivery and Performance Committee.

## **PAPERS FOR INFORMATION**

### **12. Transition the Agency update (ExCo/20/026)**

12.1 The ExCo noted the Transition the Agency update.

### **13. Draft minutes of the 9<sup>th</sup> September 2020 meeting (ExCo/20/027)**

13.1 The ExCo noted the draft minutes of the 9<sup>th</sup> September 2020 CET meeting.

### **14. AOB**

14.1 No items of AOB were raised.