

Medicines & Healthcare products Regulatory Agency

ExCo Minutes (FINAL) ExCo/21/001

 Date
 15 December 2020

 Time
 14.00 – 16.00

 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

Samantha Atkinson Chief Quality and Access Officer

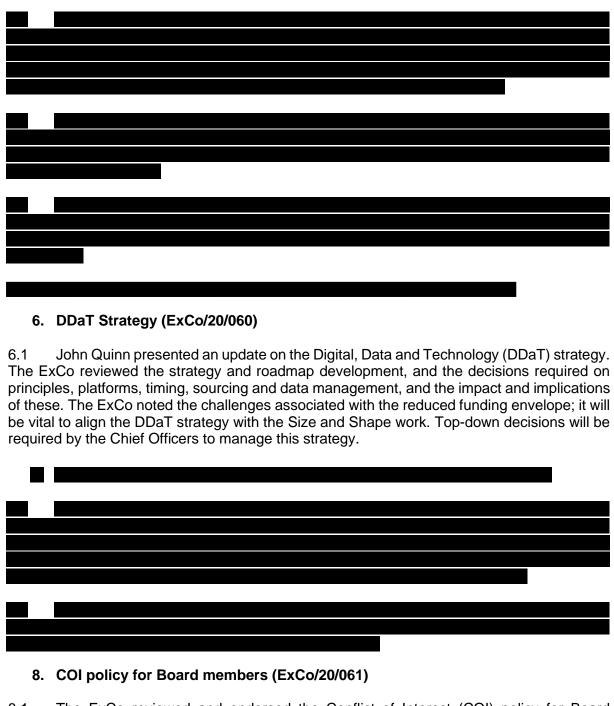
Christian Schneider
John Quinn
Carly McGurry
Carly McGurry
Chief Scientific Officer
Chief Technology Officer
Change Strategy Lead
Deputy Head of Directorate

Attendees for part of the meeting

Boryana Stambolova and for item 11: Corporate Risk Register

- 1. Apologies and Announcements
- 1.1 Dr Raine welcomed all attendees to the meeting.
 - 2. Draft Minutes of the 1st December 2020 ExCo meeting (ExCo/20/056)
- 2.1 The ExCo reviewed the draft minutes of the 1st December 2020 ExCo meeting and provided comments.
 - 3. Final minutes of the 17th November 2020 ExCo meeting (ExCo/20/057)
- 3.1 The ExCo noted the final minutes of the 17th November 2020 ExCo meeting.
 - 4. Actions Log (ExCo/20/058)
- 4.1 The ExCo reviewed the actions log and provided comments.

FOR DECISION - DYNAMIC ORGANISATION



8.1 The ExCo reviewed and endorsed the Conflict of Interest (COI) policy for Board members and noted this will be taken to the next ARAC meeting.



PATIENT SAFETY/MARKET ACCESS

FINIANCIAL SUSTAINABILITY

11. Corporate Risk Register (ExCo/20/065)

11.1 Boryana Stambolova and presented the updated Corporate Risk Register (CRR) following feedback from the Audit and Risk Committee. the new Governance and Risk Assurance Manager, joined for the discussion. The ExCo noted the risks have now been aligned with the strategic priorities and have been consolidated. The ExCo reviewed the risks and provided comments, and endorsed the closed actions. The ExCo agreed to liaise with divisional leads to consider how to sharpen the actions and ensure all interdependencies are considered. An action was taken to add the risk related to the inspection position to the CRR. The updated CRR will be presented to the ARAC.

Action: ExCo to liaise with divisional leads to sharpen the actions within their portfolios. Add inspection position risk to CRR. ARAC to consider updated CRR.

PAPERS FOR INFORMATION

12. AOB

12.1 No items of AOB were raised.