



# ExCo Minutes (FINAL)

ExCo/21/009

<b>Title of meeting</b>	Executive Committee meeting
<b>Date</b>	11 <sup>th</sup> January 2021
<b>Time</b>	14.30 – 16.00
<b>Venue</b>	MS Teams meeting
<b>Chair</b>	June Raine
<b>Attendees</b>	ExCo
<b>Apologies</b>	Christian Schneider

## Full meeting attendees

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

## Attendees for part of the meeting

Rachel Arrundale for item 6: Business Plan and Budget Process

Boryana Stambolova for items 6: Business Plan and Budget Process and [REDACTED]

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

1.1 Dr Raine welcomed all attendees to the meeting. Apologies were received from Christian Schneider.

### **2. Draft Minutes of the 15th December 2020 ExCo meeting (ExCo/21/001)**

2.1 The ExCo reviewed the draft minutes of the 15<sup>th</sup> December 2020 ExCo meeting and provided comments.

### **3. Final minutes of the 1st December 2020 ExCo meeting (ExCo/21/002)**

3.1 The ExCo noted the final minutes of the 1<sup>st</sup> December 2020 ExCo meeting.

### **4. Actions Log (ExCo/21/003)**

4.1 The ExCo reviewed the actions log and provided comments.

## **FOR DECISION – DYNAMIC ORGANISATION**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

## **6. Business Plan (and budget) process (ExCo/21/005)**

6.1 Jon Fundrey, Rachel Arrundale and Boryana Stambolova presented an update on the Business Plan and budget process. The ExCo noted the business plan needs to be affordable, with clear links across the Agency. This should enable the development of a focus on outcomes, linked to the balanced scorecard. The Business Plan will be set out underneath the four strategic priorities. There will be consideration of corporate requirements such as workforce implications from strategic objectives, and how corporate divisions would be impacted by activity levels. The process will be done by division rather than portfolio to start with.

6.2 The ExCo noted the budget discussions will begin from the year-end position. The Agency fee model will help with the budget planning process. ExCo noted resource concern in areas where statutory obligations are not being met. The ExCo agreed that clear ownership of each of the elements of the business plan will be essential. Deputies will also need to be nominated. The Business Plan templates, and guidance will be issued shortly. The Future Operating Model will have an impact on the business plan and the budget.

## **PATIENT SAFETY/MARKET ACCESS**

### **7. IMMDSR (ExCo/21/006)**

7.1 The ExCo noted the IMMDSR update which will be presented to the Agency Board at the January meeting. ExCo noted the Ministerial statement has now been published.

## **FINANCIAL SUSTAINABILITY**

■ [REDACTED]

■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

■ [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**PAPERS FOR INFORMATION**

**9. AOB**

9.1 No items of AOB were raised.