



ExCo Minutes (Approved)

Title of meeting	Executive Committee meeting
Date	26 January 2021
Time	09:00 - 11:00
Venue	MS Teams meeting
Chair	June Raine
Attendees	ExCo
Apologies	None

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
Christian Schneider	Chief Scientific Officer
Carly McGurry	Change Strategy Lead
[REDACTED]	Head of Directorate
[REDACTED]	Deputy Head of Directorate
Rachel Bosworth	Director of Communications
Vanessa Birchall-Scott	Director of HR

Other in attendance for part of the meeting

[REDACTED]
[REDACTED]
Boryana Stambolova and [REDACTED] for item 9: How should we reshape the Corporate Risk Register?

1. Apologies and Announcements

1.1 Dr Raine welcomed all attendees to the meeting.

2. Draft Minutes of the 15 December 2020 ExCo meeting (ExCo/21/008)

2.1 The ExCo reviewed the draft minutes of the 15 December 2020 meeting and confirmed them as final.

3. Final minutes of the 11 January 2021 ExCo meeting (ExCo/21/009)

3.1 The ExCo reviewed the draft minutes of the 11 January 2021 meeting and provided comments. It was agreed that an additional action regarding the spending review mandate would be added.

4. Actions Log (ExCo/21/010)

4.1 The ExCo reviewed the actions log and provided comments.

- 9.2 Carly McGurry asked if the timelines could be compressed and requested alignment with the governance structure.
- 9.3 [REDACTED] confirmed that quantification of risks or proxy measures would be included.

PAPERS FOR INFORMATION

10. How have we performed against the business plan report Q2? (ExCo/21/015)

- 10.1 Jon Fundrey presented an update on the business plan and an overview of content for the Board meeting.
- 10.2 The ExCo agreed that the timelines required adjusting and Jon Fundrey agreed to circulate information for review.

[REDACTED]

- 11.1 [REDACTED]

12. Is the ExCo content with the Annual Report 2020/21 timetable? (ExCo/21/018)

- 12.1 Jon Fundrey highlighted the change in timelines for the Annual Report. Further discussion would continue outside of the meeting.

13. A.O.B.

- 13.1 No items were raised.