

Medicines & Healthcare products Regulatory Agency

ExCo/21/020

ExCo Minutes (Approved)

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

Meting attendees

June Raine Jon Fundrey Samantha Atkinson John Quinn Christian Schneider Carly McGurry

Rachel Bosworth Vanessa Birchall-Scott Chief Executive Officer (Chair) Chief Operating Officer Chief Quality and Access Officer Chief Technology Officer Chief Scientific Officer Change Strategy Lead Head of Directorate Deputy Head of Directorate Director of Communications Director of HR

Other in attendance for part of the meeting

Boryana Stambolova and Risk Register?

for item 9: How should we reshape the Corporate

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.

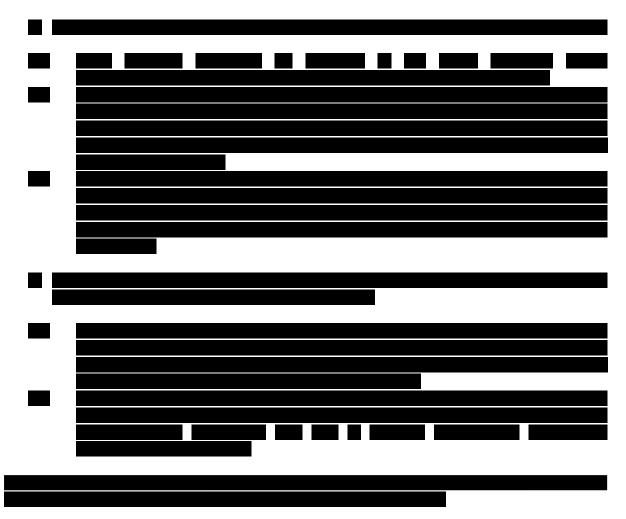
3. Final minutes of the 11 January 2021 ExCo meeting (ExCo/21/009)

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.

FOR DECISION – DYNAMIC ORGANISATION



- 7. Is ExCo content with approach taken with the business delivery plan? (ExCo/21/017)
- 7.1 Jon Fundrey presented an update on roles, responsibilities, key considerations and timings for the business delivery plan. The ExCo agreed to conduct a review in February and early March 2021 to distil content and utilise SMART objectives.

PATIENT SAFETY/MARKET ACCESS



FINANCIAL SUSTAINABILITY

- 9. How should we reshape the Corporate Risk Register? (ExCo/21/014)
- 9.1 Boryana Stambolova and **Example 1** outlined the plans for the future for the Corporate Risk Register including the risk and assurance governance, risk reporting and timelines.

- 9.2 Carly McGurry asked if the timelines could be compressed and requested alignment with the governance structure.
- 9.3 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.



- 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.