



ExCo Minutes (Approved)

Title of meeting	Executive Committee meeting
Date	9 February 2021
Time	15:00 - 17:00
Venue	Microsoft Teams meeting
Chair	June Raine
Attendees	ExCo
Apologies	[REDACTED]

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
Davinder Viridi	Director of Transformation
[REDACTED]	Deputy Head of Directorate

Other in attendance for part of the meeting

[REDACTED] for item 6: What is the current financial position and overall performance of the MHRA against its 2020/21 Business Plan?

[REDACTED] Sarah Branch for item 8: How will we ensure the success of a Yellow Card Biobank scientific stakeholder consultation in order to provide valuable input on our scoping activities?

1. Apologies and Announcements

1.1 Dr Raine welcomed all attendees to the meeting.

2. Is the ExCo content with dissemination of the non-confidential papers and minutes from 11 January 2021 meeting? Are any redactions required? (ExCo/21/019)

- 2.1 The ExCo reviewed the draft minutes of the 11 January 2021 meeting and agreed that an additional action regarding the spending review mandate would be added to the actions log.
- 2.2 The ExCo agreed that following the redaction of confidential items, the minutes could be disseminated.

3. Is the ExCo content with dissemination of the non-confidential papers and minutes from 26 January 2021 ExCo meeting? Are any redactions required? (ExCo/21/020)

- 3.1 The ExCo reviewed the draft minutes of the 26 January 2021 ExCo meeting. A post meeting note was to be added regarding the Accumulus discussion which had taken place and that MHRA membership had been endorsed.
- 3.2 The ExCo agreed that following the redaction of confidential items, the minutes could be disseminated.

4. Actions Log (ExCo/21/021)

- 4.1 The ExCo reviewed the actions log and provided comments.
- 4.2 Christian Schneider stated that the NIBSC health and safety risk would be discussed at the People and Culture Committee and requested that the ExCo terms of reference (ToR) were updated to reflect this.

Action: Carly McGurry to ensure ExCo terms of reference (ToR) were updated to reflect health and safety.

FOR DECISION – DYNAMIC ORGANISATION

5. How can we ensure maximum transparency of ExCo papers and minutes? (ExCo/21/022)

- 5.1 ██████████ presented the recommendations for ensuring maximum transparency of ExCo papers and minutes, including the availability, content for redaction, route of dissemination and distribution list.
- 5.2 The ExCo agreed to the following actions to ensure maximum transparency of ExCo minutes and papers:
 - 5.2.1 Non-confidential information would be made accessible to Directors via a SharePoint folder, two days after the ExCo meeting and half a day ahead of Agency staff
 - 5.2.2 Non-confidential information would be made accessible to all Agency staff via a SharePoint folder
 - 5.2.3 The ExCo coversheet template would be updated to request that authors specify confidential information for redaction
 - 5.2.4 Minutes from the ExCo meeting would be redacted according to the coversheet and where required, and following approval of ExCo at the subsequent meeting, uploaded to the SharePoint folder
 - 5.2.5 The ExCo meeting agendas would be shared in advance with Directors for discussion and engagement on key papers
- 5.3 The ExCo agreed with the recommendation to hold quarterly meetings with Directors and for meetings to have a precise focus and allow for discussion.
- 5.4 ██████████ confirmed that ExCo meeting agendas were being aligned with Board agendas and requested that ExCo input to the forward plan. ExCo members were asked to adhere to the submission timelines for ExCo papers and ensure papers were of appropriate length.

Action: ██████████ and Carly McGurry to (1) create a timetable for circulation of ExCo papers and minutes, (2) update coversheet template, (3) develop a proposed schedule and agenda for ExCo meetings with Directors.

Decisions: 5.2 sub items to be captured in the decision log.

6. What is the current financial position and overall performance of the MHRA against its 2020/21 Business Plan? (ExCo/21/025)

- 6.1 Jon Fundrey gave an overview of the first of two papers for this item. Paper 1 addressed Q2 and housed a commentary on financial performance. Jon Fundrey confirmed that Paper 1 would be discussed at the Board meeting on 16 March and informed that [REDACTED] was progressing work on socialisation of the communications plan.
- 6.2 The ExCo had no comments on Paper 1.
- 6.3 The new delivery plan, Paper 2, was presented by [REDACTED].
- 6.4 The ExCo agreed that the four key Agency themes should be retained, and business priorities orientated to these themes by portfolio. Further work was needed to align with portfolios, ensure that all elements of the business plan were aligned to the change programme, and assign leads to ensure accountability.
- 6.5 Jon Fundrey confirmed that a series of challenge workshops would take place before end-February with the ExCo, in preparation for the Board meeting on 16 March.

Action: Jon Fundrey to schedule Chief Officer meetings to review the business plan - align with portfolios, align to the change programme, assign leads.

PATIENT SAFETY/MARKET ACCESS

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

8. How will we ensure the success of a Yellow Card Biobank scientific stakeholder consultation in order to provide valuable input on our scoping activities? (ExCo/21/024)

- 8.1 [REDACTED] and Sarah Branch presented an outline high-level plan for a Yellow Card Biobank scientific stakeholder consultation meeting.
- 8.2 The ExCo endorsed the proposal for a scientific stakeholder consultation meeting and agreed that a business model for sustainability for the Yellow Card Biobank was needed going forward.
- 8.3 June Raine requested that the submission to orientate Minister on the plan was updated to include ongoing work and financial sustainability.

Action: [REDACTED] to update Yellow Card Biobank submission to include ongoing work and financial sustainability.

[REDACTED]

[REDACTED]

FINANCIAL SUSTAINABILITY

[REDACTED]

11. What assurance on risk management can be provided by the Audit & Risk Assurance Committee?

11.1 Jon Fundrey gave an overview of the headlines from Michael Whitehouse’s summary of the last ARAC meeting and noted that the internal audit of devices had a finding of limited assurance. Jon Fundrey agreed to circulate the ARAC meeting report to ExCo.

Action: Jon Fundrey to circulate Michael Whitehouse’s summary on ARAC to ExCo.

PAPERS FOR INFORMATION

12. A.O.B.

12.1 No items were raised.