

ExCo Minutes (FINAL)

Title of meeting	Executive Committee meeting
Date	30 March 2021
Time	09:00 - 12:00
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]
 [REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED] for item 7: What are the priorities, accountabilities and key measures for the MHRA Delivery Plan 2021-2023?
 [REDACTED]
 [REDACTED]

1. Apologies and Announcements

1.1 June Raine welcomed all attendees to the meeting.

2. Is the ExCo content with dissemination of the non-confidential papers and minutes from 2 March 2021 meeting? Are any redactions required? (ExCo/21/038)

2.1 The ExCo reviewed the draft minutes of the 2 March 2021 meeting. An updated version of the minutes had created. Updates included a separate section for the Transformation Programme update and addition of key elements of the discussion from items 11.1 and 12.1.

2.2 The ExCo agreed that following the redaction of confidential items, the minutes could be disseminated.

3. Actions Log (ExCo/21/039)

3.1 The ExCo reviewed the actions log and provided comments.

3.2 A discussion proceeded regarding the action *Combined Ways of Working (CWoW) project re-start (ExCo/20/016)* and SRO ownership. It was agreed that John Quinn, Sam Atkinson, Christian Schneider and Martin O’Kane would draft a

short note for ExCo specifying scope of work, ownership, support required, and integration of CWoW and Innovative Licensing & Access Pathway (ILAP).

Action: John Quinn, Sam Atkinson, Christian Schneider and Martin O’Kane to draft a short note regarding CWoW SRO ownership for ExCo discussion at the next meeting in April.

FOR DECISION – DYNAMIC ORGANISATION

■ [Redacted]

■ [Redacted]

■ [Redacted]

■ [Redacted]

■ [Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

■ [Redacted]

■ [Redacted]

■ [Redacted]

■ [Redacted]

■ [REDACTED]

[REDACTED]

■ [REDACTED]

■ [REDACTED]

■ [REDACTED]

■ [REDACTED]

■ [REDACTED]

[REDACTED]

FINANCIAL SUSTAINABILITY

7. What are the priorities, accountabilities and key measures for the MHRA Delivery Plan 2021-2023? (No paper)

- 7.1 Jon Fundrey and [REDACTED] displayed a summary slide with key owners for the delivery plan objectives.
- 7.2 The ExCo provided comments and agreed that for cross cutting objectives, multiple responsible persons could be allocated. It was agreed that the Chief Safety Office role would be specified for relevant items and interim leads highlighted. [REDACTED] John Quinn asked for surnames to be added to key owners. Davinder Viridi requested for the terminology of item 8 to be made more concise (*inc Delivery Plan and improving DDaT services*).

Action: Jon Fundrey and [REDACTED] to update the responsible and accountable persons on the MHRA Delivery Plan slide.

SCIENTIFIC INNOVATION

■ [REDACTED]

■ [REDACTED]

■ [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

DYNAMIC ORGANISATION

[REDACTED]

[REDACTED]

[REDACTED]

PAPERS FOR INFORMATION

11. A.O.B.
11.1 No items were raised.