



PUBLIC MINUTES

**MEDCO BOARD MEETING
TIME:**

**10 April 2018
13:00 – 14.30**

MEETING PLACE

**Suite 205
New London House
London Street
London
EC3 7AD**

ATTENDEES:

Martin Heskins (MH) – Executive Chair
Nigel Teasdale (NT) - Forum of Insurance Lawyers
Simon Margolis (SM) – Association of Medical Reporting Organisation
Susan Brown (SB) – Motor Accident Solicitors Society
Brian Simpson (BS) – Chartered Society of Physiotherapy
Robert Khan (RK) – Law Society
Stuart Fielding (SF) – Association of British Insurers
Surendra Kumar (SK) – British Medical Association
Leigh Evans (LE) – Head of Operations MedCo
Nadine Silverton (NS) – DSO MIB
Helen Jebson (HJ) - Communications Consultant MIB

SECRETARIAT – MINUTE TAKER:

Jean Gillett – Motor Insurers Bureau

APOLOGIES:

David Bott (DB) – Association of Personal Injury Lawyers
Jackie Proctor (JP) – Motor Insurers Bureau
Scott Tubbritt (ST) – Ministry of Justice
Lizzie Checkley (LC) Ministry of Justice



PUBLIC MINUTES

1. WELCOME

1.1 Declarations of interests/Gifts etc.

There is no change to the existing register of Interests and no gifts to declare.

1.2 Notification of A.O.B

1.3 Minutes of March Board Meeting

Approved

1.4 Public Minutes March Board Meeting

Approved

2. UPDATES

2.1 MoJ

The MoJ were not present to give an update.

2.2 Audit

The report was noted as read

2.3 Operations

The report was noted as read

2.4 EAPR

The report was noted as read

2.5 Education and Training

The contract has now been agreed between Bond Solon and MedCo.

2.6 IT

Both current projects Power BI and user journey improvements, are on time and budget.

2.7 Statistics

The Board was advised that the monthly report now includes information relation to SLAs for registration of users and notification of outages. Otherwise the report was noted as read.

2.8 Comms

A Communications Consultant has been appointed.

The report was noted as read.



PUBLIC MINUTES

2.9 Accreditation

The report was noted as read.

3. RISK MANAGEMENT

Risk management has now been added to all subcommittee's agendas and MedCo will be holding a half day workshop on 1st May.

4. REVISED QC GUIDANCE &

5. REVISED AUDIT GUIDE

Audit and Legal are reviewing the comments and recommendations of the CMA and AMRO and once complete the guide and guidance will be reviewed by the Audit Sub-committee and then resubmitted to the Board.

Actions

Decision for approval deferred until May Board Meeting.

6. DATA RETENTION POLICY

The Board were presented with two Data Retention Policies to ensure compliance with the new GDPR regulation coming into force in May 2018.

Decision

The Board unanimously agreed the Board Data Retention Policy and that it would be reviewed annually in June.

7. AOB

MH told the board that he had he had very positive constructive meetings with CMA and AMRO. Subsequent comments had also been received from both plus one individual MRO.