



# PUBLIC MINUTES

**MEDCO BOARD MEETING  
TIME:**

**TUESDAY 07 AUGUST 2018  
11:00- 16:00**

**MEETING PLACE:**

**Suite 205  
New London House  
6 London Street  
London  
EC3R 7AD**

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**ATTENDEES:**

Martin Heskins (MH) – Executive Chair  
Nigel Teasdale (NT) - Forum of Insurance Lawyers  
Surendra Kumar (SK) – British Medical Association (BMA)  
Susan Brown (SB) – Motor Accident Solicitors Society  
Simon Margolis (SM) – Association of Medical Reporting Organisation  
David Bott (DB) – Association of Personal Injury Lawyers  
Jackie Proctor (JP) – Motor Insurers Bureau - Dialed in  
Leigh Evans (LE) – Head of Operations (MedCo)  
Mark Waughman (MW) – DSO MIB  
Vijay Kotecha (VK) – Management Accountant MIB  
Joyce Mapesa (JM) – Management Accountant MIB  
Helen Jebson (HJ) Communication Consultant MIB

**SECRETARIAT – MINUTE TAKER:**

Jean Gillett – Motor Insurers Bureau

**APOLOGIES:**

Robert Khan (RK) – Law Society  
Stuart Fielding (SF) – Association of British Insurers  
Scott Tubbritt (ST) – Ministry of Justice



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## MEDCO BOARD MEETING MINUTES

### 1. WELCOME

#### 1.1 Declarations of interests/Gifts etc.

There is no change to the existing register of Interests that is held by MedCo. There are no gifts to declare.

#### 1.2 Notification of A.O.B

No AOB

#### 1.3 Minutes of July Board Meeting

Approved once the typo errors are corrected

#### 1.4 Public Minutes of June Board Meeting

Approved

### 2. UPDATES

#### 2.1 MoJ

Gov. Ministers are away until September, the second reading of the Civil Liability Bill is scheduled for 4<sup>th</sup> September and Committee stage should commence on 3<sup>rd</sup> October.

#### 2.2 Audit Committee –

##### Independent Consultant.

The board approved a self-employed consultant, working initially for 4 days per month. It is anticipated that the consultant would work closely with the AC and MIBMSL team to deliver the agreed requirements and priorities of the committee.

##### Committee Update Report

The board unanimously approved the Audit Committee's provisional decisions taken on the 24<sup>th</sup> July.

### 3. 2019 BUDGET

The Budget for 2019 was worked out with the T1 and T2 fees remaining the same as 2018.



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## 4. CHARGING POLICY

The Board discussed the charging policy bearing the following 3 points in mind.

1. To implement a charging policy which is fair
2. To ensure that MedCo has sufficient funds to remain operational for the foreseeable future
3. To consider the impact of the Government's reforms on MedCo

The board considered how to charge DMEs as there are a small percentage of DMEs doing a lot of work and the registration fee is only £250 per year. The board considered charging DME's for accreditation.

The board decided that authorised users would not be charged.

It was decided to keep the renewal fee system the same for April 2019 but to continue to work on an alternative charging structure for the future.

The Board will reconsider the 2019 charging policy at the next meeting and calculate any abatement structure.

## 5. COMMUNICATIONS PLAN

The long term communications objectives for MedCo are:

- To build a better understanding of MedCo and its purpose.
- To enhance MedCo's reputation among users and stakeholders.
- To support MedCo in achieving its organisational objectives.

## 6. SFTP and DEMO

The SFTP was demonstrated and the board was informed that this secure system would be used in the future for the distribution of papers.

## 7. REFORMS UPDATE

The MoJ held a 3 day workshop, where all the stake holders were invited. MoJ is preparing an update on the discussions held.

It is expected that the process for LIPs will be an online platform.