



Public Minutes

**MEDCO BOARD MEETING
TIME:**

**21 June 2018
12:00 – 15:00**

MEETING PLACE

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

ATTENDEES:

Martin Heskins (MH) – Executive Chair
Simon Margolis (SM) – Association of Medical Reporting Organisation
Susan Brown (SB) – Motor Accident Solicitors Society
Stuart Fielding (SF) – Association of British Insurers (arrived at 12.30)
Surendra Kumar (SK) – British Medical Association
David Bott (DB) – Association of Personal Injury Lawyers
Jackie Proctor (JP) – Motor Insurers Bureau
Jo Folan (JF) – DAC Beachcroft (arrived at 12:58 and left at 13:50)
Leigh Evans (LE) – Head of Operations MedCo
Nadine Silverton (NS) – DSO MIB
Mohammed Hemani (MH) – SFO MIB (arrived 13:50 and left at 14:07)

OBSERVERS ATTENDING THE BOARD

Richard Harrison (RH) Ministry of Justice

SECRETARIAT – MINUTE TAKER:

Jean Gillett – Motor Insurers Bureau

APOLOGIES:

Robert Khan (RK) – Law Society
Nigel Teasdale (NT) - Forum of Insurance Lawyers



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1. WELCOME

1.1 Declarations of interests/Gifts etc.

There is no change to the existing Register of Interests that the Chairman holds. There are no gifts to declare.

1.2 Notification of A.O.B

Litigant in Person

EAPR Committee Membership.

Articles of Association

1.3 Minutes of May Board Meeting

Approved

1.4 Public Minutes of May Board Meeting

Approved

1.5 Minutes of Board Telephone Conference 6/06/18

Provisionally agreed, and subject to NT approval.

2. UPDATES

2.1 MoJ

The board members around the table introduced themselves to RH.

The Civil Liabilities Bill has passed through report stage in The House of Lords last week, Lord Woolf's amendment to stop the Ministry of Justice (MoJ) increasing the small claims limit to £5,000 for road traffic injuries and £2,000 for all other personal injuries was defeated. The Bill will now go into the third reading, there seems to be no amendments at the moment. The Bill will be introduced to The House of Commons on 28 June before summer recess for debate, it is unlikely that it will be in committee stage before summer recess. The Bill should be back in The Lords in October and will have Royal Assent by Oct/Nov.

The Whiplash reform is moving forward, and the MOJ are looking at the timetable for the portal and putting advice to Ministers. LIP are part of the main focus shaping the programme to ensure it is fit for purpose for LIPs

The bill went to the justice select committee on 15th May a response should be received by the 15 July and then a draft will be sent to the Minister in the near future.

Part 2 of the Bill - there is no date yet, but the IT project delivery is being managed by MIB, the Chair made the MOJ representative aware that there is no MedCo representation on steering groups, and that MedCo is keen to develop its role within the new legislation.



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2.2 Audit

The confidential report was noted as read.

2.3 Operations

The Board considered whether a LIP could use MedCo directly, the Chair reminded the Board that MedCo were advised from inception that they were not set up to help LIP. The Chair asked the MoJ to take into account that MedCo is not set up for LIPs when considering further reforms.

Decision

The Board agreed the best way forward with the LIP was to send a letter explaining that MedCo would be unable to provide a list of Medical Experts.

2.4 EAPR

The Board discussed the need to have guidance and criteria for DMEs, to ensure quality medical reports are being prepared.

The board approved assignment payments for the MAB. The Board discussed and agreed that the EAPR and MAB are becoming more important as MedCo continues to improve medical reports.

MoJ would like to do some work on medical reports so they have standard fields that can be recognised and help calculate the value of the claim. MoJ was advised 80% of reports are written in software packages and templates exist of what should be in a report.

2.5 IT

To align the principle of pre-registration User Agreement to MEs a similar approach has been identified as a requirement and named Pre-Accreditation. The pre-accreditation user agreement approach also enables MedCo to satisfy Article 5.1(e) of the GDPR.

However to implement this change a system change is required and will require more funding. This change will also be useful when MedCo expands as it will facilitate a one entry point system. The Board approved the funding for this project as it will enhance the user journey for accreditation.

2.6 Education and Training

The report was noted as read.

2.7 Statistics

The report was noted as read.

2.8 Accreditation

The report was noted as read.



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3. RISK REGISTER

This item was deferred until July meeting.

4. COMMUNICATION STRATEGY

The Communication paper was presented to the board, the recommendation is that the website is improved to improve communications.

This will require the review and redevelopment of the content and architecture, the design of clear and intuitive user journeys and the creation of content for different user types. It will be essential to:

- develop and agree the tone, position and persona of the organization
- rewrite content ensuring agreed messaging is incorporated
- consider the needs and experiences of each user group (now and future)
- consider how the website can also be used to support media relations and stakeholder priorities.

The Board approved the Comms recommendation to create an outline budget and timetable incorporating key milestones for the redevelopment of the MedCo website.

5. TERMS OF REFERENCE FOR SUB COMMITTEES

Terms of Reference documents were drafted for each of the five Committees. Each Committee has reviewed and amended their respective Terms of Reference to accurately reflect their roles. Business as usual updates have been included as things have changed over the course of the past year. For example, the requirement to produce a Risk Register for each Committee has been included in the deliverables to reflect the recent work in this area. All Committees have agreed and signed off their Terms of Reference.

The Board unanimously approved the Terms of Reference for Sub-Committees.

Resources

The Chair will contact the BMA again to ask for suitable medical candidate for the sub-committees and will make it clear that that joining meetings by telephone conference is acceptable.

The Chair has also requested a replacement CSP representative if the CSP take longer than 3 months to nominate a replacement they can be removed from the board. Physiotherapists make up 10-15% of DMEs and around 2% of all MEs

6. MANAGEMENT ACCOUNTS

The annual accounts were presented to the Board, the accounts must be filed by the end of September at Companies House.



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The Board unanimously agreed the annual accounts, The Management accounts for May were approved

7. DATA PROTECTION GDPR UPDATE

The Board was informed that MedCo is fully compliant with the new GDPR legislation which required a lot of work, with MIB, DAC Beachcroft and CGI.

The Chair thanked MIB staff for all their work achieving this milestone

8. CHARGING POLICY

This item was deferred until the August Board Meeting.

9. AOB

Board Meetings Start Time

Decision - Future Board Meetings will start at 11am.

SFTP

This item has been deferred until August Meeting.

Articles of Association.

The Board instructed DAC Beachcroft to review the Articles of Association.

Meeting Ended at 3pm