



**MEDCO BOARD MEETING  
TIME:**

**20 February 2018  
12:00 – 15:30**

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

**ATTENDEES:**

Martin Heskins (MH) – Executive Chair  
Stuart Fielding (SF) – Association of British Insurers  
Nigel Teasdale (NT) - Forum of Insurance Lawyers  
Simon Margolis (SM) – Association of Medical Reporting Organisation  
Surendra Kumar (SK) – British Medical Association (BMA)  
Susan Brown (SB) – Motor Accident Solicitors Society  
Brian Simpson (BS) – Chartered Society of Physiotherapy  
Leigh Evans (LE) – Head of Operations MedCo  
Mark Waughman (MW) – DSO MIB  
Helen Jebson MIB Communication Consultant

**DIALLED IN**

David Bott (DB) – Association of Personal Injury Lawyers  
Natalie Larder (NL) – ABI

**OBSERVERS ATTENDING THE BOARD:**

Scott Tubbritt (ST) – Ministry of Justice  
Lizzie Cheatley (LC) Ministry of Justice

**SECRETARIAT – MINUTE TAKER:**

Jean Gillett – Motor Insurers Bureau

**APOLOGIES:**

Jackie Proctor (JP) – Motor Insurers Bureau  
Robert Khan (RK) – Law Society

## **1. WELCOME**

Anna Fleming Chief Operation Officer MIB came to the Board Meeting to introduce herself to the MedCo Board.

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

Register of Interests will be kept up to date, please notify Martin Heskins of any changes.

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

No AOB

### **1.3 Minutes of January Board Meeting**

Board Mins Agreed subject to changes to anonymise

### **1.4 Public Minutes January Board Meeting**

Approved

### **1.5 Actions from January's Board Meeting.**

Action list updated

## **2. UPDATES**

### **2.1 MOJ**

The MOJ gave a confidential update pertinent to the MedCo Board

### **2.2 Audit**

The confidential report was noted as read

### **2.3 Operations**

The confidential report was noted as read

### **2.4 EAPR and Strategy**

The formation of the MAB is progressing, suitable candidates for the panel have been found and will be contacted.

The EAPR committee has taken the decision to match the suspension of all regulatory bodies and require medical experts to take the accreditation course before re-registration with MedCo.

A discussion took place regarding the expected quality of reports and it was agreed that this would be dealt with by the Education and Training Committee.

### **2.5 Education and Training**

The contract for the accreditation project has been reviewed and amended and is being finalised with DACB and Bond Solon

MIBMSL are working with Bond Solon to create a full project plan and meetings will be scheduled with the Communications team to start planning the communication strategy. Bond Solon are planning the Training Needs Analysis and meetings have been scheduled with CGI to look at the changes required to the IT system to support the refreshed accreditation approach.

Education and Training Committee have received a query regarding how often medical experts have to provide a reference if they do not have a licence to practise. There are currently 25 medical experts registered with MedCo who are in this position. After a discussion the board was asked to vote if a reference was needed every year or just when the accreditation was renewed.

#### **Decision**

The board voted unanimously that a reference would be needed every three years when accreditation was renewed.

#### **Action**

The ETC will review this issue in the future and how to link the renewal reference with accreditation.

## **2.6 IT**

All current changes on target and work with IM and CGI March is release date for user journey changes and IM improvements

## **2.7 Statistics**

The report noted as read

## **2.8 Comms**

The report noted as read

## **2.9 Accreditation**

The report noted as read

## **3. USER AGREEMENTS**

DACB representative joined the Board Meeting to go through the changes to the agreements

Over the last 12 months the user agreements have been reviewed. The key provisions are commencement and duration and also the GDPR responsibility will now be the obligation of the user

The following agreements are being reviewed

**Pre-Registration Agreement**

**MRO Agreement**

**Authorised User Agreement**

**DME Agreement**

**IME Agreement**

## **4. MANAGEMENT ACCOUNTS & BUDGET PAPERS 2018**

The confidential report was noted as read

**5. DATA RETENTION PAPER**

The Data Retention paper was discussed and agreed in principal but the Board will review the Data Retention Policy and make any changes necessary by April 2019

**6. CONFEDERATION OF MEDICAL AGENCIES**

The board agreed to a meeting between the Chair and the CMA