



# September 2018 Public Minutes

**MEDCO BOARD MEETING  
TIME:**

**TUESDAY 04 SEPTEMBER 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  
Susan Brown (SB) – Motor Accident Solicitors Society (left the meeting at 15.25 -15.50)  
Simon Margolis (SM) – Association of Medical Reporting Organisation (left the meeting 12:19-12:39)  
David Bott (DB) – Association of Personal Injury Lawyers  
Stuart Fielding (SF) – Association of British Insurers  
Jackie Proctor (JP) – Motor Insurers Bureau (joined the meeting at 11.40)  
Robert Khan (RK) – Law Society Dialled in until 13.08  
Leigh Evans (LE) – Head of Operations (MedCo)  
Nadine Silverton (NS) – DSO MIB  
Vijay Kotecha (VK) – Management Accountant MIB (joined the meeting at 13.00 until 14.36)  
Helen Jebson (HJ) Communication Consultant MIB (joined the meeting at 14:50-15:15)  
Sam DiPane (SDP) MIB Dialled In 14.30 until 14.57  
Gemma West (GW) MIB Dialled In 14.30 until 14.57

**SECRETARIAT – MINUTE TAKER:**

Jean Gillett – Motor Insurers Bureau

**APOLOGIES:**

Surendra Kumar (SK) – British Medical Association (BMA)  
Scott Tubbritt (ST) – Ministry of Justice



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## 1. WELCOME

### 1.1. Declaration 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 AOB

None

### 1.3. Minutes of August Board Meeting

The minutes were approved once amendments are completed.

### 1.4. Public Minutes of July Board Meeting

The minutes were approved.

### 1.5. Public Minutes of August Board Meeting

Once the amendments are made the minutes to be circulated to MH and SM for review.

### 1.6. Review of Actions of the last meeting

Please see the updated Action List attached.

## 2. UPDATES

### 2.1. MoJ

The MOJ were not present to give an update.

### 2.2. Audit

There are no new issues since the last Board meeting in August, but the AC wished to bring to the Board's attention that it is taking longer than anticipated to audit Tier 2 MROs and therefore delaying the audit cycle timetable.

The Board voiced concerns that that there is no contingency within the staffing levels of the Audit Team, especially as the length of time it takes to train and recruit an auditor is several months.

To ensure that staffing levels do not adversely affect the audit cycle timetable it was agreed that a further full time auditor is appointed as soon as possible.

### 2.3. Operations

The report was noted as read.

### 2.4. EAPR

The IFB Data Sharing Agreement is in place and we will be sharing our data with IFB this week.

An Eshot reminder about uploading case data has been send out.

## 2.5. IT

There are currently user journey improvements taking place. The budget for next year includes IT changes.

## 2.6. Education and Training

The report was noted as read.

## 2.7. Statistics

The report was noted as read

## 2.8. Accreditation

This report will become obsolete when the accreditation is rolled out.

## 3. 2019 Budget

The new budget paper was present with the revised income stream, using the proposed fees for 2019/2020 with 10 Tier 1 and 68 Tier 2, it was explained that this scenario would create a £1.3 deficit this year.

### Decision

The proposed budget for 2019/2020 was approved unanimously by the Board

## 4. Management Accounts

The report was noted as read.

## 5. Charging Policy

The Board agreed to review the Charging Policy when more details are known about the reforms which are to be introduced in 2020.

The Board agreed that Tier 1 MRO's are presented more often than Tier 2 MRO's therefore the rebate amount for Tier 1 and Tier 2 should be and are different.

MedCo will look at ways that high volumes DME's are charged. To change from an annually renewable fee for DME's to charging per report would require MOJ approval.

## 6. Risk Register

The updates have been made to the risk register following this meeting and MIB will update the Abriska Tool with the updates. The updated register will be presented at the next Board meeting.

## 7. Communications – Brand Refresh

The Board were asked to consider which branding colour they would choose and to take the following points into consideration.



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1. The red scheme could be introduced more gradually as opposed to the radical change of blue.
2. There are lots of benefits of a radical change, but it will require a complete rollout and this should be considered.
3. The trademark will needed to be registered

### **Action/Decision**

The Board decided to choose the Blue option

The process of rebranding the logo and website to be started

### **8. Directors Remunerations**

The CSP has declined to propose a member to the MedCo Board.

The Board agreed that Directors would not be paid to attend Board Meetings

After discussion the Board agreed not to make any changes to the composition of the Board until after the reforms have been announced.

### **9. AOB**

#### **ARTICLES OF ASSOCIATIONS UPDATE**

Legal advisers have provided advice and it is with their specialist team to update the Articles for review at a subsequent meeting.

**Meeting ended at 4pm**