



Public Board Minutes

MEDCO BOARD MEETING
TIME:

TUESDAY 14 MAY 2019
11:00 – 16:43

MEETING PLACE:

Suite 218
2nd Floor
New London House
6 London St
London
EC3 7AD

ATTENDEES:

Martin Heskins (MH) – Executive Chair
David Bott (DB) – Association of Personal Injury Lawyers
Susan Brown (SB) – Motor Accident Solicitors Society
Stuart Fielding (SF) – Association of British Insurers
Simon Margolis (SM) – Association of Medical Reporting Organisation
Joanne Locke (JL) – Management Accountant MIB
Jackie Proctor (JP) – Motor Insurers Bureau
Ben Fletcher (BF) – Chief Customer Officer MIB
Leigh Evans (LE) – Head of Operations (MedCo)
Mark Waughman(LJ) – MIB
Karleena Smith (KS) - MIB

OBSERVERS ATTENDING THE BOARD:

Janet Tilley (JT) - MASS and Law Society.

SECRETARIAT – MINUTE TAKER:

Jean Gillett (JG) – Motor Insurers Bureau

APOLOGIES:

Surendra Kumar (SK) – British Medical Association (BMA)
Nigel Teasdale (NT) - Forum of Insurance Lawyers (FOIL)
Scott Tubbritt (ST) – Ministry of Justice

DIRECTOR TRAINING BY DAC Beachcroft

DIRECTORS RESPONSIBILITIES 11.15-12.30

1.0 WELCOME

1.1 Declarations of interests/Gifts etc.

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

1.2. Notification of A.O.B

Demonstration of the new website.

1.3. Minutes of April Board Meeting

The minutes for the above meetings were approved.

1.4. Public Minutes of April Board Meeting

The minutes from April were amended as instructed by the Education and Training Committee and then agreed.

1.5. Review of Actions of the last meeting

The action list was updated

2.0. UPDATES

2.1 MOJ

The MOJ did not attend or provide any update.

2.2 Audit

The Committee are continuing to review reports and communicate decisions in relation to the remaining first cycle of MRO audits. The committee are considering the approach and focus of the second cycle of MRO audits. The committee are continuing to review data available in relation to Authorised Users search and selection activity and take appropriate action

2.3 Operations

The Committee have recently been made aware of a few experts with GMC Conditions, where the expert has not notified MedCo of the action by the regulator. The Committee are investigating these issues and deciding the appropriate course of action.

2.4 EAPR

The EAPR and Audit Committees are collaborating on Audit Programme which will be put in place for Medical Experts. A survey is also being put together to go to all Medical experts and MROs in regard to examinations and how these are conducted. In addition, The EAPR are looking to proactively look at the use of Practising Addresses by DMEs across the system.

2.5 IT

There was 100% availability.

2.6 Education and Training

Preparations continue for 01 June of Continuous Professional Development (CPD) launch. Full communications have been prepared to update experts on the transfer over to CPD and what they need to do. FAQs have been revised to support the CPD launch.

2.7 Statistics

The report was noted as read

2.8 Risk Register

The Board will be updated at the June Board Meeting.

3. RESPONSE TO MOJ

Version 5 of the response to the MOJ was read through and amended accordingly.

4. MANAGEMENT ACCOUNTS

The Management accounts were explained in detail to the Board

5. COMMUNICATIONS

The Draft COMM's Strategy was presented to the Board

The next steps were outlined, and recommendations as follows: -

A communications planner for 2019 will be developed

A Chair's Summary to go to all contacts at key points in the year which highlights developments and successes such as an update on whiplash, key initiatives and where action has been taken

Use of data available from e-shots and google analytics from the new web site to provide targeted information to users and other stakeholders

6. AOB

6.1 New Website Demonstration

The Board was given a demonstration of the new website

Actions

Adding photos and bios of the team and directors to be considered for the website at a later date.

The Meeting ended at 4.43pm