



Public Board Minutes

**MEDCO BOARD MEETING
TIME:**

**TUESDAY 16 JULY 2019
11:00 – 16:15**

MEETING PLACE:

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

ATTENDEES:

Martin Heskins (MH) –	Executive Chair
Susan Brown (SB) –	Motor Accident Solicitors Society
Jackie Proctor (JP) –	Motor Insurers Bureau
Stuart Fielding (SF) –	Association of British Insurers
David Bott (DB) –	Association of Personal Injury Lawyers
Nigel Teasdale (NT) -	Forum of Insurance Lawyers
Ben Fletcher (BF) –	MIB
Joanne Locke (JL) –	Management Accountant MIB
Leigh Evans (LE) –	Head of Operations (MedCo)
Lynn User (LU) –	Project Manager (MIB)
Laura Joslin (LJ) –	Data Services Officer

OBSERVERS ATTENDING THE BOARD:

Richard Hutchinson (RH) -	Ministry of Justice
Scott Tubbritt (ST) –	Ministry of Justice
Chris Appleton (CA) -	Nexia Smith & Williamson

SECRETARIAT – MINUTE TAKER:

Jean Gillett (JG) –	Motor Insurers Bureau
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APOLOGIES:

Simon Margolis (SM) –	Association of Medical Reporting Organisation
Surendra Kumar (SK) –	British Medical Association

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

1.3. Minutes of June Board Meeting

The minutes for the above meeting were approved.

1.4. Public Minutes from the May and June Board Meetings

The May Public minutes need to be redrafted and approved by the Board

The June Public minutes were approved

1.5. Review of Actions of the last meeting

The action list was updated

2. ANNUAL ACCOUNTS

A representative from Nexia Smith & Williamson attended and explained the audited accounts to the Board and highlighted to the Board the notes relating to Corporate Criminal offence; the Board agreed the annual audited accounts, and these were signed by the Executive Chair.

3. UPDATES

3.1 MOJ

There is a Stakeholders Advisory meeting on Wednesday 17 July.

The consultation response is out for clearance and it is hoped that it will be published shortly.

3.2 Audit

The Audit Team are continuing to undertake audits requested by new and existing Users as well as fact finding visits of various Administration Agencies. The audit committee are reviewing these reports and communicating decisions in relation to these. The Committee are currently considering the next cycle of audits and reviewing the Guidance and Audit Guide documents.

3.3 Operations

The committee have reviewed feedback on operational issues which have included issues in relation to lack of response and delays by experts and MROs.

The Committee are continuing to monitor the cases where action has been taken against experts who have failed to notify MedCo regarding conditions that have been applied by a regulator and/or changes as the result of Interim hearings. MoJ were asked their view and whether they would need to set out rules to say doctors with conditions are excluded from MedCo work. MoJ indicated they would be comfortable with MedCo setting their own policy.

Action

The Board would like the Ops Committee to look into GMC imposed restriction on Medical Experts and whether the Medical Experts with restriction should be allowed to continue doing Medico Legal work.

3.4 EAPR Update

The survey in relation to examination guidelines had a notably good uptake of 423 responses of which the Board were pleased to hear. The Survey was sent out to all DME and MROs. The results are currently being collated and examination guidelines will be drawn up from the survey, these will then be presented to the Board for approval. MoJ were interested to see the results and review the comments.

The EAPR continue to focus on the use of Practising Addresses on the MedCo system.

3.5 IT

100% availability in June, the latest penetration test of the MedCo system was completed and the report was awaited. See also agenda items 7 and 8.

3.6 Education and Training

Following the launch of the Continuous Professional Development (CPD) programme for medical experts on 01 June 2019 the Committee are now focusing on planning for the ongoing maintenance of the programme and content to support the Whiplash reforms.

3.7 Statistics

The case data upload section is now showing a rolling 12 month of data. The case data upload is continuing to be monitored and warning letters are issued when necessary.

3.8 Risk Register

The Risk Register was explained and updated.

4. MANAGEMENT ACCOUNTS

The Management accounts were explained to the Board.

5. COMMUNICATIONS

The Board was informed that a high-level media engagement strategy will be presented at the August board to assist with positioning MedCo in a proactive manner as well as ensuring reactive messages are agreed in key areas such as whiplash reforms and the revised guidance to the qualifying criteria.

6. EXAMINATION GUIDELINES

This item was covered by discussion during the EAPR update. The survey in relation to examination guidelines had a notably good uptake of 423 responses. The Survey was sent out to all DME and MROs. The results are currently being collated and examination guidelines will be drawn up from the survey, these will then be presented to the Board for approval.

7. LEGAL ADVICE ABOUT IT COSTS

MH proposed that the MOJ have a copy of the advice

Decision

The Board unanimously agreed. A copy of the advice was shown to MoJ during the meeting and later returned with an action to forward the advice by email. However, it should be noted that the advice has the status of "legal professional privilege".

Decision

The Board agreed unanimously they had the power/authority to release the funds and voted by a majority decision 5 to 1 to approve the funding of the IT programme of interface with the new web service.

8. MedCo IT Whiplash Project

A PowerPoint Presentation with key milestones and costs for MedCo on the Preparation for whiplash changes was presented to the Board

The Whiplash service, with the MedCo interaction needs to be available for public testing in October 2019, with a go live date of 6 April 2020.

9. AOB

None

The Meeting ended at 16.15