



# Public Board Minutes

**MEDCO BOARD MEETING  
TIME:**

**WEDNESDAY 15 JANUARY 2020  
14:00 – 16:15  
THURSDAY 16 JANUARY 2020  
10:00 – 13:00**

## Public Minutes

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### **ATTENDEES:**

Martin Heskins (MH) – Executive Chair  
David Bott (DB) – Association of Personal Injury Lawyers  
Jackie Proctor (JP) – Motor Insurers Bureau  
Nigel Teasdale (NT) - Forum of Insurance Lawyers  
Simon Margolis (SM) – Association of Medical Reporting Organisation  
Susan Brown (SB) – Motor Accident Solicitors Society  
Stuart Fielding (SF) – Association of British Insurers  
Surendra Kumar (SK) – British Medical Association (only attended 15/01/20)  
Kate Fox (KF) – The Law Society

### **OBSERVERS ATTENDING THE BOARD:**

Ben Fletcher (BF) – CCO MIB  
Leigh Evans (LE) – Head of Operations MedCo  
Nadine Silverton (NS) – Data Services Officer  
Mark Waughman (MW) – Data Services Officer

### **DIALLED IN**

Scott Tubbritt (ST) – Ministry of Justice  
Darren Allmark (DA) – Management Accountant

### **SECRETARIAT – MINUTE TAKER:**

Jean Gillett (JG) – Motor Insurers Bureau

### **APOLOGIES:**

Richard Hutchinson (RH) - Ministry of Justice

## 1.0 WELCOME

### 1.1 Declarations of Interests/Gifts and Announcements

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

## 2. UPDATES

### MOJ Update

MoJ explained they had been unable to attend any board meetings since the start of purdah, Robert Buckland is still the Minister for Justice but that could be subject to change in the February cabinet reshuffle.

The MOJ are working towards April 2020 deadline and policy decisions are being taken.

MIB have been doing testing on the New Service and that has gone well, the New Service will start registration for Experts week commencing 20<sup>th</sup> January 2020

### 2.1 Audit

The Audit Team and AC are continuing to look at Admin Agencies, the updated guidance and audit guide have been published. More MRO audits and DME audits are being scheduled

### 2.2 Operations

The Committee have addressed feedback on day to day operational issues which include issues in relation to experts refusing instructions, report amendments, financial links and complaints about delay and lack of response.

The Committee continue to monitor the cases where action has been against experts and/or conditions that have been applied by a regulator.

### 2.3 EAPR

ME Audits are now taking place and MAB referrals continue.

### 2.4 IT

The Board were informed that the volunteers would be needed for the testing of the user journey on the New Service.

## **2.5 Education and Training**

The Committee are continuing to monitor progress of experts through the current CPD programme. Work to maintain the CPD programme for the 2020/2021 academic year is in progress.

## **2.6 Statistics**

The report was noted as read. LE advised the Board that the MoJ had requested updated data on MROs.

## **2.7 Communications**

The Board was updated about the changes taking place in the Comms department at MIB as part of the Organisation Design Programme. A new Head of Comms has been recruited and as this has been planned since last year there is no anticipated impact on MedCo.

## **2.8 Risk Register**

The Risk Register Report was noted as read and updated as appropriate.

## **3. COMMITTEE STRUCTURE REVIEW**

It was agreed by the Board that both EAPR and Audit Committee would have the same Chair, due to the cross over now that ME are to be audited.

## **4. 2020 BUDGET AND BUSINESS PLAN**

### **Management Accounts**

The Report was noted as read.

### **Business Plan**

The Business Plan was discussed and agreed in principal.