



Public Board Minutes

**MEDCO BOARD MEETING
TIME:**

**TUESDAY 11 FEBRUARY 2020
14:00 – 16:30**

MEETING PLACE:

**Suite 218
New London House
London Street
London
EC3R 7AD**

ATTENDEES:

Martin Heskins (MH) – Executive Chair
David Bott (DB) – Association of Personal Injury Lawyers
Jackie Proctor (JP) – Motor Insurers Bureau
Kate Fox (KF) – The Law Society
Simon Margolis (SM) – Association of Medical Reporting Organisation
Susan Brown (SB) – Motor Accident Solicitors Society
Stuart Fielding (SF) – Association of British Insurers (absent between 12.45 – 2.10pm)
Surendra Kumar (SK) – British Medical Association

OBSERVERS ATTENDING THE BOARD:

Ben Fletcher (BF) – CC0 MIB
Leigh Evans (LE) – Head of Operations MedCo
Nadine Silvertown (NS) – Data Services Officer
Mark Waughman (MW) – Data Services Officer
Scott Tubbritt (ST) – Ministry of Justice (left meeting at 11.50am)
Lynn Usher (LU) – MIB (left meeting at 1.45pm)
Adam Ballard (AB) – DACB (arrived 2.50pm)

SECRETARIAT – MINUTE TAKER:

Nadine Silvertown (NS) – Data Services Officers

APOLOGIES:

Richard Hutchinson (RH) - Ministry of Justice
Jean Gillet (JG) – Secretariat
Nigel Teasdale (NT) – Forum of Insurance Lawyers

1.0 Welcome

1.1 Declarations of Interests/Gifts

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

1.2 Announcements

None

1.3 Minutes from January 2020 Meeting.

Minutes were approved

1.4 Public Minutes from January Meeting

Minutes were approved

2. MoJ Update

MoJ updated the Board on progress of the reforms stating that no final decisions have been taken on a change to the April implementation date. Dates that have been published in trade press are rumours. The date is still April 2020 and the MoJ are continuing to push ahead for this deadline.

3. Charging Policy

The Board has previously considered the pros and cons of several charging policy options.

The Board reviewed the charging policy survey results.

4. Management Accounts

The report was noted as read

5. OIC / MedCo Contract

The Board reviewed the contract issued and advice from DAC Beachcroft.

6. Comms / Event Planning

There is a reluctance to re-schedule the cancelled events, until further information regarding the reforms is known. The Board was advised that there may be some value in going ahead as there are large knowledge gaps,

particularly among medical experts, regarding the basics of the reforms. It was agreed that short videos could be explored to give a brief overview of the changes planned to prepare experts and/or others until the full events take place. The Board will provide the content for the videos including using some existing material already prepared by ETC.

The Board agreed that the locations of an future events will be in line with the volumes of experts and/MROs in particular areas. Aside from those previously highlighted, events will be considered for the Yorkshire area.

7. New draft User Agreements

The Board was advised that the UA has been under review for a while, and subject to information regarding financial links and the QC/Rules for DMEs are ready for sign off.

The Board noted the comments by legal advisors and agreed the User Agreements.

The finalise UA documents will be circulated to MedCo.

8. Audit Planning

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 continue to monitor use of the system, taking appropriate actions where misuse is identified.

The Committee are currently planning the next cycle of audits and have recently published updated versions of the Guidance on the MoJ Qualifying Criteria, Audit Guide and technical Data Aid.

The Committee are continuing to work with the MedCo Board to prepare for changes needed for the PI reforms that take effect in April 2020.

9. ETC Report

The Committee are preparing for the 2020/2021 CPD programme and starting to plan for a review of the 2019/2020 period. Monitoring of experts through CPD continues and preparation is underway for training modules to support the reforms.

10. CGI contract

The CGI contract was agreed in principle on the basis of the 5-year contract at the last meeting. Procurement have reviewed the contract and there are no concerns.

11. Operations Report

The Committee continue to address feedback on day to day operational issues. Some of the issues recently reviewed by the Committee include suitability of examination venues, second searches and queries from experts and MROs regarding amendments to reports.

12. AOB

The Board considered the decision to re-instate the Chartered Society of Physiotherapy (CSP) as founder member, with Brian Simpson as their representative and a MedCo director. All directors present agreed and signed the resolution.