



Medicines & Healthcare products Regulatory Agency

Minutes

Title of meeting	Corporate Executive Team formal monthly meeting
Date	14 June 2016
Time	09.00 – 13.00
Venue	G3, BPR
Chair	Gerald Heddell
Attendees	CET
Apologies	Ian Hudson, Jonathan Mogford

CET Attendees

Gerald Heddell	Director of Inspection, Enforcement and Standards (meeting chair)
Rachel Bosworth	Director of Communications
Vanessa Birchall-Scott	Director of Human Resources
John Quinn	Director of Information Management
Siu Ping Lam	Director of Licensing
Janet Valentine	Director of the Clinical Practice Research Datalink
John Wilkinson	Director of Devices
[Redacted]	Deputising for the Director of Devices
[Redacted]	Deputising for the Director of Inspection, Enforcement and Standards
June Raine	Director of Vigilance and Risk Management of Medicines
Christian Schneider	Director of National Institute for Biological Standards & Control
Mark Wilson	DH Legal Services
Peter Commins	Chief Operating Officer
Patience Wilson	Deputising for the Director of Policy

Additional attendees

[Names redacted under section 40 of the FOIA (personal data)]

Richard Humphreys (Deputy Director – F&P) and [redacted] (Head of Business Analysis, F&P) for item 11: Finance and Procurement Report and Operational Transformation

1. Apologies and Announcements

1.1 Apologies were received from Ian Hudson; Gerald Heddell chaired the meeting in his absence. Apologies were received from Jonathan Mogford; Patience Wilson attended in his absence. John Wilkinson gave apologies from 10am; [Redacted] deputised in his absence

2. Draft minutes of the 5 May Corporate Executive Team meeting (CET/16/145) including table of actions and final minutes of the 5 April Corporate Executive Team (CET/16/146)

2.1 The draft minutes of the 5 May meeting were agreed with minor updates. The CET reviewed, and provided updates on, the table of actions. The final minutes of the 5 April meeting were noted.

3. Draft minutes of the Agency Board of 9 May (CET/16/147) and final minutes of the 14 March Agency Board (CET/16/148)

3.1 The draft minutes of the 9 May Agency Board and the final minutes of the 11 April Agency Board meeting were noted.

STRATEGY

4. IE&S International Strategy (CET/16/149)

4.1 [Redacted under section 35 of the FOIA (Formulation of government policy)]

5. Agency Growth (CET/16/150)

5.1 [Redacted under section 35 of the FOIA (Formulation of government policy)]

6. Marketing Strategy (CET/16/151)

6.1 [Redacted under section 35 of the FOIA (Formulation of government policy)]

7. Falsified Medicines and Medical Devices Campaign (CET/16/155)

7.1 [Name redacted under section 40 of the FOIA (personal data)] presented an update on the Falsified Medicines and Medical Devices Campaign. Cabinet Office approval has been received for the campaign spend proposal; a revised total of £326,215 has been approved to run the pilot slimming pills wave of the campaign. Any additional costs will be attributed to subsequent waves of activity, the framework for which has already been agreed at CET. The main campaign is scheduled to launch with the slimming pills pilot wave, over 18th July – 28th August. The CET were asked to note the progress made by the project delivery team in obtaining approval; and the plan for the next phase of the campaign. Additional business cases will be developed for future waves planned for falsified condoms and STI test kits.

7.2 During the slimming pills pilot; there will be a combination of advertising including search engine advertising, digital display advertising using social media and static advertising; these were chosen specific to the targeted audience of 18-30 year old female lower socio-economic background demographic – the demographic least likely to understand and take heed of warning signs which may exist around falsified slimming pills. A significant amount of work has been undertaken on partnership endorsement; including PHE, Beat Anorexia charity, and some bloggers. The audience will be directed towards dedicated pages on gov.uk; which will contain information about researching and ensuring purchase from trusted sources with the common EU logo and CE marking.

7.3 Between the evaluation of the first pilot and launch of the second in November, no spending will be able to take place during that time; an evaluation of the first wave will need to be undertaken to get the second wave of funding; a significant amount of PR and social media work will need to be undertaken between the two campaigns. A significant quantitative and qualitative piece of work will be undertaken to measure success of the pilot.

7.4 The CET thanked [name redacted under section 40 of the FOIA (personal data)] for the substantial amount of work that has been done to get the funding and the campaign to this stage. It was noted that this project should be picked up during the Chief Executive's partnership meeting with PHE in July. The CET enquired the timing of the pilot; and noted that the summer time was chosen due to the nature of the campaign targeting people who wish to lose weight for the summer holidays. The CET noted that external industry may wish to get involved with commercial contributions to this or future campaigns; it was noted that Comms have spoken with Trade Associations and made clear that we will be reinforcing legitimate products; and there is the opportunity to attract commercial funding in the future on the basis of success.

As this area of pharmacology is fraught in nature, it was noted that Comms should work closely with VRMM to remain on the front foot of any potential drug safety issues which may occur; and to ensure the CMO is sighted as obesity was one of the focuses during the CMO's women's health perennial report. The CET noted that partnerships have been made through the campaign, including with slimming world and weight watchers, who will be publishing some unpaid advertorials across a few months.

Action: Comms to make contacts with VRMM to discuss potential drug safety issues.

8. People Strategy (CET/16/159)

8.1 Vanessa Birchall-Scott presented the refreshed people strategy. The new document is intended to be targeted all staff of the agency; along with an video infographic which was shown to CET members, recognising that highly skilled and motivated people are essential to the success of the Agency. The CET noted that it is excellent that all the information is available in one place, and the lifecycle concept brings the whole strategy together; the document would benefit from an executive summary containing key points which will be available for those who do not have the time to read the entire document. Other comments from CET included the potential to do more personalisation the infographic; add staff narratives; and addressing the money issue. HR will work with Comms to refine the infographic and the strategy paper.

Action: HR to produce an executive summary to include in the people strategy document; and work with Comms to refine the infographic.

GOVERNANCE & DELIVERY

9. Investors in People update (CET/16/152)

9.1 Vanessa Birchall-Scott presented an update on IIP. Previously, the CET made the decision not to continue with IIP; however to follow up on concerns that the Agency will no longer have the external objective audit of IIP-type issues. HR reviewed options for benchmarking and independent assessment. Mapping work was done across the Agency of audits. There are lots of audit and benchmarking activities ongoing across the Agency which do not link in to each other; the CET were informed that it may be worth sharing information around these audits across the Agency. It was noted that in 2017, PWC will be undertaking an audit on the agency with 2 areas focussing on people issues – one on talent management and one on HR issues. The paper recommends that as the Agency already has a number of audits and benchmarking opportunities across the organisation, another procedure is not necessary; however a better process of communication is required around the Agency.

9.2 Some of the CET members expressed their disappointment that the agreement was made to withdraw from IIP, as independent external validation is very important. However, other CET members felt that any additional emphasis on talent management than the Agency already does ends up taking too much time and ends up being seen as an annoyance to staff; and this IIP paper demonstrates just how much validation work is being done across the agency.

9.3 The CET agreed that more work can be done on audit mapping across the agency; [name redacted under section 40 of the FOIA (personal data)] is undertaking work on this currently. Evaluation of the Agency's training activities will be more important than undertaking additional external audits. There may also be an opportunity to undertake a pairing-up review with another organisation.

Action: HR to liaise with [name redacted under section 40 of the FOIA (personal data)] regarding audit process mapping across the Agency

10. Quarterly report on bonus allocation (CET/16/153)

10.1 Vanessa Birchall-Scott presented the quarterly update on special bonus allocation. The CET were asked to note the profile of bonuses awarded and consider differences across the various categories. The

Agency is still currently in budget; last year the spend on bonuses was £79k, out of a budget of £105k. The guideline threshold agreed by CET was 15%; however the CET agreed this would be reviewed as this can depend on maturity of teams and other issues. It was noted that only NIBSC staff on civil service contracts are covered by this scheme; this represents approximately 80% of NIBSC staff. CET also noted that a yearly breakdown of bonuses per division would be useful to see, so it is possible to see the bonus allocations as a proportion of division by size, rather than whole-Agency. The CET agreed that a copy of the annual bonus report should be shared with the partnership committee, with a caveat addressing NIBSC staff.

11. Finance and Procurement Report (CET/16/154)

11.1 [Name redacted under section 40 of the FOIA (personal data)] presented the monthly Finance and Procurement report for the month of May and for the first month of the 2016/2017 financial year. The report has been restyled; the outline of the report was presented to the non-executive directors during the May accounts seminar. The new report contains a header with key messages from the report for the month. Within the regulator, corporate has been separated from the regulatory divisions. The retained surplus after month 1 is £0.5m. The super dividend is due to be paid in March 2017 and taking this in to account the surplus is expected to go to a minimum of £110m in March 2017. The staffing schedule has been revamped; average staffing number for the last 2 years have now been included along with the current average, so comparisons can be made. The cash report has been updated to display a graph and key messages. The CET noted that the average receipt for DCPs has dropped from £1.75m to £1.5m. The new report also contains a section on a forward look; and the financial spend as a result of all projects approved by IMGB and CET; updates on operational transformation and IM portfolio; and how much of the approved budget is left for this year. A section is also included on all other known possible future investments; the benefits for this have yet to be identified.

11.2 A section has been included for transparency and information, broken down in to three sections; projects approved by IMGB this financial year; all projects in pipeline but not yet approved; and a summary at the bottom of all projects for 16/17, and what these encompass in terms of spend. This is currently shown for the regulator; will be displayed for CPRD and NIBSC in the future. The CET endorsed the updated report, and praised the top-down and bottom-up method of analysing the Agency's accounts. The CET were informed that changes to assumptions have been reflected in the report, including the drop to decentralised procedures and periodic fees; and in addition the change in accommodation which is expected to make a difference to the accounts. The Fees Policy Group saw a version of these accounts and discussions were held which agreed that no medicines and related fees change should be made to CET. DH have been informed of this decision.

12. Digital Strategy Quarterly Report (CET/16/157)

12.1 [Redacted under section 35 of the FOIA (Formulation of government policy)]

13. Health and Wellbeing Proposal (CET/16/160)

13.1 Vanessa Birchall-Scott provided the CET with an update on the health and wellbeing activities the Agency is undertaking, following a paper heard by the CET at the start of 2016. A number of actions have been taking and a health and wellbeing policy is in place. Health and Wellbeing days are being held at MHRA and at NIBSC; including visits from a number of organisations such as slimming world, the police, and holding pilates and yoga sessions. Introductory sessions to the Alexander Technique have been held. A £10k spend was agreed for these activities; and a calendar of future events has been put together. CET noted the progress and requested that any external speakers could be recorded for staff who are unable to attend the sessions.

Action: HR to explore recording sessions for staff unable to attend

14. September Managers' Conference (CET/16/160)

14.1 [Name redacted under section 40 of the FOIA (personal data)] presented a brief update on the proposals for the manager's conference on 16 September in the Grand Connaught Rooms. Feedback from the last conferences was that the Agency should lead the conferences more than the external speakers; this has been taken in to account. The CET endorsed the theme of Digital transformation and the customer experience.

15. Operational Transformation (CET/16/161)

15.1 [Redacted under section 35 of the FOIA (Formulation of government policy)]

16. Annual Report and Accounts (CET/16/162)

16.1 Rachel Bosworth presented the updated draft annual report; the CET were requested to feed back any comments by close of business Tuesday 21st June.

17. Agreement of team briefing notes (CET/16/163)

17.1 The items appropriate for circulating to staff as team briefing were agreed by the CET.

INFORMATION

18. NIBSC SMT update (CET/16/164)

18.1 The CET noted the notes from the June NIBSC SMT meeting.

19. CPRD minutes (CET/16/165)

19.1 The CET noted the notes from the June CPRD SMT meeting.

20. Draft minutes of the 19 May Regulatory Group meeting (CET/16/166) and final minutes of 19 April Regulatory Group (CET/16/166)

18.1 The final minutes of the 19 April meeting and the draft minutes of the 19 May meeting were noted.

21. Updates from Cross-Agency teams

19.1 These updates were noted by the CET.

Information Management Governance Board (April. 2016 final)	CET/16/168 Peter Commins
Information Management Governance Board (May. 2016 draft)	CET/16/169 Peter Commins
Finance Sub Committee meeting (April. 2015 final)	CET/16/170 Peter Commins
SOP Working Group (June 2016 draft)	CET/16/171 Gerald Heddell
Health and Safety Strategy Group (May 2016 draft)	CET/16/172 Christian Schneider
Audit and Risk Assurance Committee (May 2016 draft)	CET/16/173 Peter Commins
Risk Management & Audit Liaison Group (May 2016 draft)	CET/16/174 Peter Commins

22. Agreement of 12 July CET agenda (CET/16/175)

20.1 The CET agreed the agenda for the 12 July meeting.

23. AOB

None.