## Genomics England Limited - Board Meeting

## Minutes of Meeting held on 5 July 2016 at

## QMUL, Charterhouse Square, London, EC1M 6BQ

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| Present: | Sir John Chisholm (Chair) (JC) |
|  | Dame Sally Davies (SD) |
|  | Andrew Baigent (AB) |
|  | Prof Sir John Bell (JB) |
|  | Prof Ewan Birney (EB) |
|  | Prof Mark Caulfield (MC) |
|  | Prof Dame Kay Davies (KD) |
|  | Sir Malcolm Grant (MG) |
|  | Prof Michael Parker (MP) |
|  | Jon Symonds (JS) |
|  | Nick Maltby (Secretary) (NM) |
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| In attendance: | Mark Bale (MB) |
|  | Graham Colbert (GC) |
|  | Peter Counter (PC) |
|  | James Fisher (JF) |
|  | Tom Fowler (TF) |
|  | Paul Jones (PJ) |
|  | Vivienne Parry (VP) |
|  | James Peach (JP) |
|  | Augusto Rendon (AR) |
|  | Richard Scott (RS) |
|  | Clare Turnbull (CT) |
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| Apologies: | None |
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**16-17/022 – Apologies:** See above.

**16-17/023 – Chair’s Introduction:** JC welcomed EB to the Board.

**16-17/024 – Declarations of Conflicts of Interest:** SJC reminded the Board that all conflicts needed to be declared. .

**16-17/025 – Approval of the Minutes of the May Board Meeting and Actions Arising**

The minutes of the May Board Meeting were approved The Company Secretary was authorised sign the minutes as a true record of the meeting. The status of Actions Arising was as follows:

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| **ACTION** | **OWNER** | **STATUS** |
| GeL to produce a paper on the options around moving to routine consent. | MC/MP | Included in ethics report |
| GeL to refine cancer strategy and report to July Board | CT | See Board pack |
| Bring an implementation plan on changing our sample supply chain to July Board | JP | See Operations report. |
| GeL to confirm to Board when a robust plan for feedback around QC can be introduced | JP/PC | See Operations report. |
| GeL to provide a detailed report to the Board on user support requirements | GC | To follow |
| GeL to provide a dashboard for the Board on how each element of the pipeline is developing | GC/PC | See Board pack |
| GS to update the Risk Tolerance Statement in the light of the Board discussion | GS | Done. |

**16-17/026 – Executive Chair’s Report and Dashboard (JC):**

* JC apprised the Board of events since the May Board and in particular the deep dive into sample flow that meeting initiated. This has led to significant activity to confirm our recruitment prospects.
* JC presented the 1 July dashboard to the Board. This is a simplification of a complex infrastructure and describes the differences between recruitment and output to GMCs in a series of stages.
* JC concluded that we are expecting a step change between the July and September Boards. It was requested that the executive team update the Board fortnightly going forward by sharing the dashboard together with a written explanation. The dashboard should also show trends and the split between rare and cancer and the research dataset. **Action: GC to ensure that the dashboard is provided fortnightly to Board members and that a written explanation be sent out with the Board version.**  **Dashboard to be developed as noted.**

**16-17/027 – Deep Dive (GC/JF)**

* Process: JF described how the deep dive had been conducted. A long list of interventions had been developed; these had been discussed with GMCs at a national event on 8 June; GMCs had then returned a proforma; a high level reference group chaired by JB had then reviewed the interventions and a final list had been worked up for discussion with SofS. Some of the interventions had little impact on the project objectives; others have more.
* Omics: there was a discussion regarding the impact of the requirement to collect samples for omics on recruitment.
* Scientific rationale for interventions: it was confirmed that the Reference Group and the SAC had reviewed the interventions from a scientific perspective and were happy with them. Both the Reference Group and SAC considered the interventions to be achievable and would make a material difference.
* “Legacy” samples: there followed a discussion as to whether legacy samples might be used.
  + **Action: MC to provide a list of potential open in-scope cohort collections to DH and criteria for inclusion. DH to sign off any recruitment of open in-scope cohort collections.**
  + Discussion included whether the DDD project would be inherited by GeL to keep the active recruitment going. **Action: GeL to provide a note on how the DDD project might be brought into 100KGP.**
* There followed a discussion of sequencing genomes alongside the Cancer Drug Fund.
* Participants: It was suggested that participants be asked how we might improve recruitment. There are national charities in the rare disease space who could very quickly identify families lost to follow up. The Board endorsed this. It was noted that this lay more naturally with NHS England and the GMCs. **Action: GeL to work with NHSE to weave this into the programme.**
* Consent: there was a discussion regarding simplifying consent. MC confirmed that his team was reviewing consent materials and the consent video should be ready shortly. The key was the balance to be struck between clinical and research consent. A call centre for providing the consent discussion with potential participants would be explored. It was suggested that participants also be involved in this which was agreed.
* Options: JC confirmed that we will move forward with Plan A now and implement Plans B and C if needed when we have evidence regarding cancer. The Board will revisit options B and C when the cancer position is understood better.
* Slides: JC asked the Board to endorse the messages in the slide pack. **The Board endorsed the messages in the slide pack.**

**16-17/028 NHS England Report (MG)**

* MG noted that recruitment had risen the last two weeks**.** The uplift may be due to the suspension of omic requirements and the permission of posted samples.
* MG asked for future updates of the Electronic Data Capture Tool be discussed fully with NHS England/GMCs. PC confirmed that he was working with Kathy Farndon/GMCs on this.

**16-17/029 Company Objectives (GC):**

* GC clarified the main changes he had made.
  + Main Programme: the number of reports to be returned had been reduced to 4k.
  + Commercial: it was noted that the commercial objectives need updating.
  + Science: It was queried why all the GeCIPs needed to be active this year. MC confirmed the plan is to bring on GeCIPs in a measured way.
  + Informatics: it was noted that there is still a variety of longitudinal data that we should bring into the data set. PC confirmed that we are in the middle of requesting this from the HSCIC.
  + **Action: present the objectives in the light of the GeL objectives agreed in 2014.**

**16-17/030 Operations Report (GC):**

* There was a discussion of turnaround and how this could be improved. **Action: GeL to update the Board in due course on improvements that can be made to turnaround times.**

**16-17/031 CIO Report (PC):**

* We are looking at new arrangements for the DAC and will confirm these to the Board when we have these.

**16-17/032 Science and GeCIP Report (MC):** there was no discussion of this item.

**16-17/033 Bioinformatics Report (AR):**

* Four new pilot sites should be ready for interpretation next week.
* The performance of the data centre from a bioinformatics perspective is now very good.

**16-17/034 Communications Report and Participant Panel (VP)**

* We should use patients to help us manage the return of results.

**16-17/035 Genomic Enterprises (PJ):**

* The GENE consortium has been extended for 12 months. This allows us to nurture the partnership.
* Industry feedback on the cancer programme has been frank but meant to be constructive. We have clearly identified the areas we need to work on if we are to meet industry expectations. There are no equivalent issues for rare disease. GENE yet to start interpreting rare disease data.
* Next GENE meeting is 19/20 July.
* It was asked for the GENE objectives to be updated and included in dashboard.

**16-17/036 Approval of 15/16 Accounts:**

* JS confirmed that the Audit Committee met this morning and approved the accounts subject to the next point.
* Deloitte are still considering how to allocate revenue in the light of the GENE extension. It was therefore suggested that the Board approve the set of accounts before them but delegate to the Audit Committee the ability to approve any revised accounts if the Deloitte view changes and this was agreed.
* **The Board approved the 15/16 accounts on the basis set out above.**

**16-17/037 Board Committees**: No committee matters were raised.

**16-17/038 Any Other Business:** There was no other business.

**16-17/039** **Date, Time and Agenda for Next Meeting**

**IT WAS NOTED that the next Board meeting would be held on 7 September 2016 between 14.00 – 17.00 at Genomics England in Charterhouse Square.Close: The meeting closed at 17.15**.

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Signed Dated