##  Genomics England Limited –Board Meeting

## Minutes of Meeting held on 20 June 2018

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| Present:  | Sir John Chisholm (JC) (Chair) |
|  | Prof John Mattick (Chief Executive) |
|  | Prof Sir John Bell (JB) |
|  | Prof Ewan Birney (EB) |
|  | Prof Dame Kay Davies (KD) |
|  | Prof Sir Malcolm Grant (MG) |
|  | Kristen McLeod (KM) |
|  | Steve Oldfield (SO) |
|  | Prof Michael Parker (MP) |
|  | Prof Keith Stewart (KS) |
|  | Jon Symonds (JS) |
|  | Nick Maltby (NM) |
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| In attendance: | Mark Bale (MB) |
|  | Peter Counter (PC) |
|  | Graham Colbert (GC) |
|  | Joanne Hackett (JH) |
|  | John Hatwell (JXH) |
|  | Augusto Rendon (AR)Kathryn Mountford (KLM) |
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| Apologies: | Prof Mark Caulfield (MC) |
|  | Prof Dame Sally Davies (SD) |
|  | Sir Ron Kerr (RK) |
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**18-19/018 – Apologies:** See above.

**18-19/019– Chair’s Introduction:** JC welcomed the directors to the meeting. JC welcomed JM, KM and SO to the Board. JM commented that he was very pleased to be finally in post and to be able to focus on developing a plan for Phase 2.

**18-19/020– Declarations of Conflicts of Interest:** JC reminded the Board that all conflicts needed to be declared. **Action: NM to send Register to new directors.**

**18-19/021– Approval of the Minutes of the Informal April Board Meeting and Actions Arising**

The minutes of the Informal April Board Meeting were approved. NM was authorised sign the minutes once amended as a true record of the meeting. The actions arising were as follows:

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| **ACTION** | **OWNER** | **STATUS** |
| Carry out Gender Pay Gap survey | GC | In Board Pack. |

**18-19/022– Update on Vision and Corporate Plan (JM)**

* JM introduced the vision document and the 2 strategy documents he had circulated the previous day.
* JM reiterated his excitement in having joined GeL and thanked the Board for their support. He was particularly grateful to JC and MC for their encouragement.
* JM noted he had engaged early with Ministers who welcomed a longer-term vision. There was now a need to flesh out the longer vision beyond the 100KGP’s focus on rare disease and cancer, and to develop a plan for the next 5 years.
* JM made the following points by way of introduction to the vision and strategy:
	+ The vision would build on GeL’s achievement in just 5 years from a standing start.
	+ The vision should be both ambitious and feasible.
	+ The national mission rests on 3 pillars:
		- Research investment ;
		- NHS commissioning of genetic tests;
		- Strategic resourcing for GeL to undertake strategic developments.
	+ The vision should move genomics beyond cancer and rare disease.
	+ GeL’s mission is to provide value to the health serviceIt needs to combine the worlds of research and clinical care.
	+ As an element of the vision, patients sequenced for clinical care should be consented to be part of research; in turn research sequencing data should be available to inform their healthcare.
	+ JM was now seeking permission from the Board to proceed. If so, JM will bring a fully worked up Strategic and Corporate plan to the Board meeting in September. JM invited comments. Finalising the plan might require a separate meeting of the Board.
* There followed a discussion of what the Vision document and Corporate Plan should contain.
* Conclusion - in the next 3months GeL will develop a well evidenced corporate plan.
* **The Board approved JM proceeding to develop a corporate plan on the basis outlined for the September Board. Action: JM to revert with a full corporate plan for GeL for September.**

**18-19/023 – GMS Preparations (MG/PC)**

* MG informed the Board that by the end of June NHSE will issue a 'minded to award' letter to bidders in relation to the GLH procurement.
* The big challenge remains to roll out GMS by October. It is not an easy due to restructuring and redundancies. There are some challenges around Birmingham’s role on the informatics and some details to resolve.
* PC then updated the Board on the latest developments since circulating his NGIS Report.
* Because of worries about a 'big bang' we plan to use a MVP to get going. GLHs would continue to use paper based systems for non-WGS tests subject to the tests being selected from the test directory and the collection of data to enable billing flows.
* There followed a discussion as to where we are on GMS preparations.

**18-19/024 – [Confidential item]**

* [Redacted]

**18-19/025 – Approval of Statutory Accounts (GC)**

* GC explained that GeL is a going concern on the basis of the DH letter of comfort.
* JS confirmed that he was happy as Chair of the Audit Committee with the draft accounts and was happy to recommend approval
* **The Board approved the draft accounts.**
* JC noted that GeL needs a DH director on the Audit Committee.

**18-19/026 –Operations Report:**

* [KLM joined the meeting].
* KLM – Whilst not obliged under the Equality Regulations to produce a gender pay review as we have under 250 staff, Genomics England used the same methodology to assess our gender pay gap. This is just under 25% based on our 120 direct employees. KLM confirmed that this was not an equal pay review. The gender gap reflects the number of men employed in senior and technology focused roles which generally attract higher salaries. There followed a discussion of KLM’s Report.
* GC drew the Board’s attention to the major bottlenecks in the pipeline. The main ones remain: the acquisition of clinical data; how quickly we can process WGS; and the return of reports. The pipeline is now working at a good rate. There followed a discussion of pipeline issues.
* GC is now confident that we will meet the 100K target potentially without needing cohorts on the basis that recruitment does not slow down over the summer because of GMS. There are encouraging recruitment rates at NHSE, especially in cancer.

**18-19/027 - NGIS Report (PC):**

* See item 18-19/023.

**18-19/028 - Science, Ethics and GeCIP Report (MC):**

* There was no discussion of the Science Report.

**18-19/029 - Bioinformatics Report (AR):**

* AR commented that much effort was being spent on ISO accreditation in advance of the UCAS visit on 19 July 2018.

**18-19/030– Commercial Report (JH):**

* Six companies now have ARC approval. Final documentation has taken over 1y.
* **Action: it was agreed to discuss the commercial report earlier in the agenda at the next Board meeting.**

**18-19/031 - Communications Report (GC):**

* There was no discussion of the Communications Report.

**18-19/032 – DPO Report (NM)**

* There was no discussion of the DPO Report.

**18-19/033 - Board Committees**:

* There was no discussion of the Board Committee minutes.

**18-19/034- Any Other Business:**

* JM confirmed with the Board that GeL’s core function going forward is to turn genomic info into clinically useful information. Clarification of mission makes it easier for GeL to collaborate with other agencies. The genomic and clinical data is a rich resource for research and its analysis a strong basis for developing commercial opportunities.
* Should formally congratulate SH on DBE. **Action: JC on behalf of the Board to congratulate the Board formally on her DBE.**

**18-19/035 - Date, Time and Agenda for Next Meeting**

**IT WAS NOTED that the next Board meeting would be held on Tuesday 18 September 2018 between 14.00 – 17.00 at Genomics England in Carthusian Street.**

**Close: The meeting closed at 1710**.

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Signed Dated