## 

## Genomics England Limited – Informal Board Meeting

## Minutes of Meeting held on 21 November 2018

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| Present: | Sir John Chisholm (JC) (Chair) |
|  | Prof John Mattick (Chief Executive) |
|  | Prof Mark Caulfield (MC) |
|  | Prof Dame Kay Davies (KD) |
|  | Sir Ron Kerr (RK) |
|  | Prof Michael Parker (MP) |
|  | Prof Keith Stewart (KS) |
|  | Jon Symonds (JS) |
|  | Nick Maltby (NM) |
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| In attendance: | Peter Counter (PC) |
|  | Graham Colbert (GC) |
|  | Joanne Hackett (JH) |
|  | John Hatwell (JXH) |
|  | Prof Dame Sue Hill (SH) |
|  | Lord David Prior (DP) |
|  | Augusto Rendon (AR)  Vivienne Parry (VP)  Jillian Hastings Ward (JHW) |
| Apologies: | Prof Sir John Bell (JB) |
|  | Prof Ewan Birney (EB) |
|  | Prof Dame Sally Davies (SD) |
|  | Kristen McLeod (KM) |
|  | Steve Oldfield (SO) |

**18-19/055 – Apologies:** See above.

**18-19/056– Chair’s Introduction:**

* JC welcomed the directors to the meeting. JC noted that the meeting was not quorate as no DH director was present. The meeting therefore would not be able to decide anything or approve the corporate plan.
* JC informed the Board that he was standing down as Chair from the end of January 2019. He expected DH to run a competition to find his replacement. While DH is doing this JS will be interim chair. JS will also be a candidate for the new chair. JC encouraged the executive team present to involve JS in their thinking over the coming months. JC thanked everyone for what they had done for the 100KGP. What seemed a hopeless idea in 2013 has turned out to be a triumph and everyone had played a part in this. JS hoped there would be an opportunity to recognise JC's contribution formally. JS commented that the success of 100KGP was a testament to JC's leadership. SH thanked JC for his very significant contribution on behalf of NHSE.
* JC welcomed DP to the Board. DP will be the new NHSE director on the Board. As the Board was not quorate, it was not possible to pass a resolution appointing DP and this will be addressed at the next meeting.
* JC noted that while we are discussing the corporate plan today, we would have a specific meeting of directors to consider it properly within the next few weeks. **Action: set up a specific meeting to consider the corporate plan.**

**18-19/057– Declarations of Conflicts of Interest:** JC reminded the Board that all conflicts needed to be declared.

**18-19/058– Approval of the Minutes of the September Board Meeting and Actions Arising**

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

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| **ACTION** | **OWNER** | **STATUS** |
| Take the comments on the Vision on board and update the vision document. | JM | **Action: JM to consider further with DHSC and NHSE whether the Vision needs updating and publishing.** |
| Schedule an Audit Committee in the next fortnight to discuss the numbers in the Vision and the Forecast. | NM | Done. |
| Advise who from DH Finance might join the GeL Audit Committee. | KM | Outstanding.  **Action: JS/NM to explore further getting a more permanent representative on the audit committee.** |

**18-19/059 Chief Executive’s Report**

* JM noted that as the main business of the meeting was to consider the Corporate Plan he would move straight to that.

**18-19/060 Corporate Plan (JM)**

* JM introduced the Corporate Plan (see slides presented). JM reminded the Board of the Vision document and the events that led to the SofS announcement in September: there will be 5m genomes over 5 years and strategic cohorts. GeL is at an inflexion point and there are key matters for the Board to decide. JM wanted Board members to be fully briefed on the Plan. This is a once in 5 years’ exercise and an important moment to look at GeL’s mission and mandate. Ministers understand that genomics will play a fundamental role in the future. JM suggested the Board find another occasion to look at the Plan at length.
* There followed a discussion of the draft Corporate Plan. The draft was welcomed by the Board but a number of improvements were requested. The following comments were made:
  + The next draft should bring out where we want the emphasis to be different from what we do today. Where there are areas of controversy we need to understand these so we have a map to get to the next stage.
  + We need to get the overall vision for GeL right and then focus on what GeL does.
  + There was more work to be done in defining the specific role of GeL but this needs to be in the context of the bigger agenda. This includes: (i) NHSE wants the procurement of services on behalf of the NHS to be done by GeL; (ii) GeL is developing and providing tools and analysis for use by the NHS to be implemented in end to end patient pathways; and (iii) GeL is facilitating collaboration with research and industry. GeL has shown that it can take forward this last area.
  + KD thought the Plan should be a bit bolder in the overall mission.
  + The plan should address, "What kind of company are we"? It was suggested that GeL might do a paper on corporate structure.
  + The Plan should rearticulate the partnership with NHSE more. The GeL Board will work well if the relationship with NHSE works.
  + **Action: Board members invited to share their individual comments on the plan with JM.**

**18-19/061 – GMS Preparations (SH/PC)**

* SH advised the Board on where the GMS had reached.
* NHSE has awarded contracts to 7 GLHs. There will follow an 18 month mobilisation and transition period. Final appointments within GLHs are now being made. This will align NHS routine care with developments.
* No major changes to the test directory are expected for 19/20. Changes after that will depend on the price point for WGS. .
* NHSE and GeL are working through when WGS will become live. SH anticipates some further delays. NHSE and GeL have a joint mission to reduce time before the system is operational.
* We are working on the patient choice agenda together. Every patient will be asked to consent for research.
* NHSE is about to introduce a way to extend the GMCs for the future to work with GLHs.
* There followed a discussion as to the position regarding the GMS including preparations for a whole genome NICU/PICU service.

**18-19/062 – Corporate Administration**

* JM asked the Board whether he should take forward the accommodation/board software papers. **Action: JM to carry out review of accommodation and advise the Board accordingly.**

**18-19/063 – Participants Panel Update**

* JHW introduced herself to the Board. JHW confirmed that the Participants Panel had had a good meeting earlier in the day. Panel members had taken part in making the 100K thank you film.
* JHW explained the role of the panel. The panel oversees what GeL does with participants’ data. JHW is also encouraging panel members to get involved in the work of GeCIPs.

[KS left the meeting].

* JHW explained that one benefit of the panel is it hears about things that aren't working so well and can help manage them. Eg why it can take a long time to get a result and what we will be doing for those without results.
* JHW stressed to the Board that participants need to know they have not been forgotten. GeL therefore needs to find a way to assure regular re-analysis/the provision of Additional Findings/that results return within a deadline/and the widest range of material is analysed.
* JHW queried the role of the panel in the GMS world. JHW wants to maintain the panel; understands the distinction between rare disease and cancer and is keen to help GeL maximise the effectiveness of research.
* There followed a discussion of the work of the PP.
* SH thanked the panel for its work. NHSE needs to have a conversation about the continuation of the panel for the review of the research database.

**18-19/064 – Celebrating 100K**

* VP outlined to the Board what was planned.
* It was agreed that having secured key people on 11 December, the celebration should go ahead.

**18-19/065 –Corporate Services Report:**

* Sequencing Samples – There was a discussion of plans to sequence samples in excess of those required to deliver the 100KGP. **Action: come up with a plan to sequence the remaining samples and go to DHSC.**
* GC informed the Board that GeL has achieved ISO 15189 status. The Board congratulated all those involved in this.

**18-19/066 - Science, Ethics and GeCIP Report (MC):** There was no discussion of the Science Report.

**18-19/067 - Bioinformatics Report (AR):** There was no discussion of the Bioinformatics Report.

**18-19/068– Commercial Report (JH):** There was no discussion of the Commercial Report.

**18-19/069 - Communications Report (GC):** There was no discussion of the Communications Report.

**18-19/070 – DPO Report (NM):** There was no discussion of the DPO Report.

**18-19/071 - Board Committees**: There was no discussion of the Board Committee minutes.

**18-19/072- Any Other Business:** There was no other business.

**18-19/073 - Date, Time and Agenda for Next Meeting**

**IT WAS NOTED that the next Board meeting would be held on Tuesday 29 January 2019 between 14.00 – 17.00 at Genomics England at Carthusian Street.**

**Close: The meeting closed at 1620**.

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Signed Dated