## Genomics England Limited –Board Meeting

## Minutes of Meeting held on 14 May 2019

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| Present:  | Jon Symonds (JS) (Chair) |
|  | Prof Mark Caulfield (MC) (Interim CEO) |
|  | Prof Ewan Birney (EB) |
|  | Gary Cook (GC) |
|  | Prof Dame Kay Davies (KD) |
|  | Sir Ron Kerr (RK) |
|  | Steve Oldfield (SO) |
|  | Prof Michael Parker (MP) |
|  | Prof Keith Stewart (KS) |
|  | Nick Maltby (NM) |
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| In attendance: | Mark Bale (MB) |
|  | Graham Colbert (GXC) |
|  | Ellen Graham (EG) |
|  | Kathryn Mountford (KM) |
|  | Augusto Rendon (AR)Richard Scott (RS) |
|  | Representatives of Russell Reynolds (item 19-20/012) |
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**19-20/001 – Apologies:** Prof Sir John Bell, Prof Dame Sally Davies, Kristen McLeod, Lord David Prior.

**19-20/002– Chair’s Introduction:**

* JS welcomed the directors to the meeting. JS noted that the meeting was quorate.
* JS noted that there is a lot going on and the company needs to focus on the important things. For JS the major focus is the GMS, because, as of today, no genomes are being processed. JS considered the time for GMS to start in late July to be tight but this needs to be the goal.
* There is a meeting of the National Genomic Board between now and the next board on 16 July. There are 3 important pieces of work leading into this: the national sequencing strategy; the 5m genomes and genomic volunteers.

**19-20/003– Declarations of Conflicts of Interest:**

* JS reminded the Board that all conflicts needed to be declared.

**19-20/004– Approval of the Minutes of the March Board Meeting and Actions Arising:**

The minutes of the 25 March Board Meeting were approved. NM was authorised sign the minutes as a true record of the meeting. The actions arising and outstanding were as follows:

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| **ACTION** | **OWNER** | **STATUS** |
| We need to get the DHSC to nominate a finance person for the audit committee so we are quorate. | SO | Done. Andrea Barry will attend audit committee meetings.  |
| GeL to submit a draft paper to the NGB on sequencing strategy after consultation with key stakeholders. | MC | Discussed at the Board. See Item 19-20/005. |
| GeL to produce a top down plan for the 5 million genomes. This should be both socialised and with clear top down themes. | MC | Discussed at the Board. See Item 19-20/005. |
| GeL to circulate a paper for the next board on the diagnostic yield and how to interpret it. | MC/AR | Discussed at the Board. See Item 19-20/008. |
| GeL to advise the next Board meeting on staff engagement. | KM | Discussed at the Board. See Item 19-20/008. |
| Circulate a note to the Board on the budget outcome together with the strategic financial parameters for the CSR once finalised. | NM | Discussions are ongoing.  |
| GeL with NHSE to produce a clear, risk adjusted timeline for the delivery of NGIS including high level timeline to deliver MVP 1.0 and MVP 2.0. | PC/SH | A one page slide was presented under Item 19-20/008.  |

**19-20/005 Interim Chief Executive’s Report (MC)**

* *Commissions:* MC brought to the Board’s attention progress on the various commissions that GeL has been given. These include “Towards 5m genomes” and the national genomic strategy. GeL has also submitted a paper on data architecture.
* *Reports*: MC commented that GeL has now returned 81k reports to GMCs. This is a big leap since the last Board. MC thanked the bioinformatics and the NHS teams for this progress. MC noted that AR would address the issue of diagnostic yield later.
* *NGIS*: MC noted that RS would provide a demo of NGIS later and set out a roadmap for its development. The aim remains to go live on 29/7. The flow is expected to be modest to begin with but this is to make sure the system is safe.
* *5m genomes*
	+ MC reported that all the relevant areas highlighted at the last Board are factored into the strategy. There followed a discussion of what would be included in the 5m genomes work. **Action: MC to share new-borns document with the Board.**
	+ MC reported that GeL will have a plan towards the end of May.
	+ MC informed the Board that we are looking at setting up a national sequencing framework as a route to get the best price for sequencing with an annual review mechanism. **Action: MC to circulate national sequencing strategy when ready.**
* [Steve Oldfield left the meeting]
* *Genomic volunteers*
	+ The progress around the genomics volunteers work was noted.
* *Participant letter***:** thismatter has now been dealt with.
* *NHS Digital*: MC advised the Board that we are working on a closer relationship with NHSD. He will circulate a paper shortly.
* *Research papers*: MC advised the Board on forthcoming scientific papers.

**19-20/006 CFO/COO’s Report (GXC)**

* GXC took the Board through his reports.
* *Pipeline report.* Headlines include:
	+ Rare Disease: We will have everything through medical review by the end of June. There are a lot of cases at GMCs waiting for review.
	+ Cancer: there are more cases with GeL. Illumina’s VI tool well has been received. We are not trying to process these at speed as these are research cases.
* Finances
	+ GXC went through the management accounts for 18/19.
	+ GXC informed the Board that he would bring the statutory accounts to be approved at the next board.

**19-20/007 Committee Reports:**

* *Audit committee minutes* -[confidential – redacted].

**19-20/008 Delivering Genomic Services (AR/RS)**

* *Diagnostic Yield*: AR presented a set of slides on GeL’s diagnostic rate. There followed a discussion of what we can deduce from this.
* *Demonstration of NGIS*
	+ RS provided a demonstration of NGIS to the Board.
	+ RS explained to the Board how NGIS consists of a number of modules. The biggest part of the work over the last 18 months has been to update the front end, which had to be rebuilt from what has delivered the 100KGP. Challenges include integration with a national system and waiting for NHS Identities, which will replace smartcard. Integration with the NHS system remains a major theme.
	+ There followed a discussion of the progress with NGIS.
* *Partnership Board*: It was noted that it was the intention that the Partnership Board to keep an eye on NGIS development.

**19-20/009– GeL Key Deliverables (MC):**

* It was noted that this item had been discussed at item 19-20/005.

**19-20/010 – Attract and retain the best talent (KM):**

* *Bioinformatics team:* There was a presentation of how we attract and retain key people in the Bioinformatics Team.
* *Target Operating Model*: KM informed the Board that we are now looking at developing our target operating model.
* *Accommodation: T*here was a discussion of where we are in our search for accommodation.

**19-20/011- Any Other Business:**

* *Away Day:* There was a discussion of the programme for the Away Day.
* *Celebration Events:* It was agreed that we will move the celebration events regionally as we shouldn't ask everyone to come to London. We are now aiming for September.

[*The executive team other than KM left the meeting. Representatives from Russell Reynolds joined the meeting*].

**19-20/012 – Directors only discussion (JS):** [This discussion was not minuted].

**19-20/013-** Date, Time and Agenda for Next Meeting: IT WAS NOTED that the next Board meeting would be held on **Tuesday 16 July 2019** between 14.00 – 17.00 at Genomics England at Carthusian Street.

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

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Signed Dated