

MINUTES OF THE VMD MANAGEMENT BOARD 10 MARCH 2015

Members	Present
Julia Drown - Chair Andrew Coulson	Pete Borriello - VMD Paul Green – VMD David Rayner – VMD
Observers	Sue Rawlinson – note taker

14. Apologies for absence and welcome.

The Secretariat received apologies from Nigel Gibbens, Anna Maria Brady, David Corner and Linda Simmons.

15. Minutes of the last meeting

VMDMB 14/25

Members agreed the minutes.

16. Matters Arising/Actions

VMDMB 15/09

Members noted that good progress was being made with actions from previous meetings. They noted that outstanding actions were highlighted in a light pink in the table. They noted that:

- Line 9 tied up with what Gov.uk let us publish, Matthew Isted, head of Quality and Communications is trying to get a line on this.
- Line 14 JD will chase.
- Line 18 DC to chase. There is some progress locally as LS has received an email from Defra indicating some flexibility at year-end although it still won't allow us to accrue across multiple years.

17. Focus Topic – AMR issues roundup

PG gave a presentation to be found at DM #[773707](#).

18. CEO's Report (and annexes for information)

VMDMB 15/02

The CEO highlighted and updated the meeting on some matters in his report:

- Enforcement; we are now in a position to close down illegal websites following discussion with Nominet who controls UK based domain names. We have been working over the past 18 months alongside an MHRA expert to close down a couple of .co.uk sites. We still channel the investigation work through Defra Investigation services who act on our behalf.
- The CEO confirmed that following consideration of business model options, operating outside of government is clearly no longer viable for various reasons not least of which is that VAT charges would be non

recoverable. Other options may be considered though due to our small cost to Defra there is little appetite for change.

- AMR; we are trying to identify appropriate leads across Defra for example that are engaged in plants, fish, water, and/or environment issues that should be involved and could help gain a clearer understanding of the total R & D spend and scope. We currently do not know how many projects are being funded and whether there is any overlap.
- On staff changes, a number of people have left or retired recently. No departure is automatically replaced but instead considered as an opportunity for change and re-targeting of resource. The new director starts in May and we are sending her information and have arranged induction

19. Delivery against the Business Plan **VMDMB 15/02a**

The one “Yellow” KPI: The meeting noted that all historical environmental adverse reaction reports have now been processed so all new reports will be entered onto the database within 2 working days, the normal target.

Report to Q2 QPR meeting **VMDMB 15/02b**

Rather than the convoluted dashboard arrangement the new format is now a free-style one pager.

20. Finance Reports **VMDMB 15/03**

In the absence of LS the members welcomed the new report extract presented to the meeting and noted that the forecast year-end outturn was on target.

20. Internal - Reporting format for Management Board – End of third Quarter
VMDMB 15/04

Members noted the paper. It was agreed that this is not needed for future meetings.

Action: Secretary to remove this paper from future Agendas.

21. MB terms of Reference and Work Plan **VMDMB 15/05 and 15/05a**

Members approved the terms of reference. They noted that there is no focus topic at the May MB as the focus of the meeting is the annual report and accounts.

AC suggested a session on ‘horizon scanning’ would be useful at a future meeting.

22. VMD Draft Business Plan **VMDMB 15/06**

Members approved of the shorter version of the plan.

The chair suggested the following amendments/considerations:

- at 3.3 wording should be changed to ‘ to ensure regulations provided by VMD should be effective and efficient for customers and interest groups’
- On the first KPI shouldn't we clarify what we mean by ‘the best’?

23. VPC Annual Report to the Management Board

VMDMB 15/07

The report was noted by the members.

Referring to page 2 AC asked for the reference to ‘sub-human’ to be changed to ‘non-human’ primates which would be more acceptable to animal welfare groups.

Action: Secretary to pass this comment back to the VPC secretariat

24. Annual ‘committee evaluation of effectiveness’ form for MB

VMDMB 15/08

Attendees noted the need to return completed forms to the Secretary by the end of March.

25. Any Other Business

None.

Dates of next meetings:

2015 28 May

2015 27 August

2015 10 December

**Veterinary Medicines Directorate
March 2015**