

Members	Others Present
Julia Drown (JD) - Chair David Corner (DC)	Pete Borriello (PB) – VMD Paul Green (PG) – VMD Marie-Odile Hendrickx (MOH) – VMD
Observers	Linda Simmons (LS) – VMD David Rayner (DR) – VMD Giles Davis (GD) – VMD – Focus topic Nigel Gibbens (NG) – DEFRA Sue Rawlinson (SR) – VMD – Secretary

MANAGEMENT BOARD ONLY ITEMS**1. Apologies for absence**

Apologies were received from Andrew Coulson.

2. Declarations of interest in the matters to be discussed

None.

3. Minutes of the meeting held on 28 May 2015

Members agreed the minutes subject to minor corrections.

**VMDMB
15/18**

Action: Secretary to agree changes before publication with CEO.

4. Matters Arising

VMDMB 15/20

- Line 9, 14, 22, 24 & 25 actions are all complete. Now that the minutes of the ARC and MB meetings are published it was suggested that the meeting papers could also be put on GOV.UK. The meeting was reminded that the GOV.UK policy is to publish things that others may need, and not to use the site as a repository for other documents. It was agreed that a note be added near the minutes inviting readers to contact the VMD if they require further information.

Action: VMD Comms team to add contact details for more information adjacent to link to minutes.

- Line 18 – The meeting noted that consideration has been given to Defra’s offer of some year-end flexibility for multi-annual budgeting, but that the option offered allows limited flexibility and no guarantees regarding the availability of carried-over funds.

Action: PB to produce a brief document setting out options offered and what could be achieved with proper flexibility.

- Line 23 – PB’s work objectives have not yet been signed off but will be circulated.

Action: PB to provide draft objectives for circulation to NEDs.

- Line 24 – The meeting noted the additional paper on evidence gaps.
- Line 25 – The meeting discussed the ways that information on enforcement issues are communicated to stakeholders. The VMD publishes enforcement notices on the VMD GOV.UK page and we issue an enforcement newsletter. The title of our column in the Veterinary Record has recently been changed to ‘Products and any other news’ to allow us to announce such information. We could make better use of our RSS feeds as many vets subscribe to them.

Action: PG agreed to speak to the Defra press office for advice on enforcement press releases.

Action: (Comms Manager) The stakeholder list should include both “Press” and “Parliament including Select Committees”.

The board were reminded that the Communications strategy sets out action on two fronts: stakeholder engagement and broader communication. Stakeholder engagement is what we do on a daily basis, broader communicating is what we do less well. We are trying to proactively contact publications and local press within resource constraints.

The Chair reminded the meeting that the management board terms of reference require that we actively engage in two-way communication with all staff at the VMD. It was agreed that a summary drawn from the management board minutes should be added to the VMD Newsletter.

Action: Secretary to compile a key points summary following ARAC & MB meetings for inclusion in newsletter.

5. Focus Topic

The meeting received a presentation on Pharmacovigilance.

The meeting discussed funding of the Microchip Reporting scheme. The Microchip Trade Association originally agreed to fund the scheme but subsequently withdrew its support. Current work is funded by Defra who need reassurance that the policy of compulsory microchipping of dogs is not giving rise to animal welfare issues. The scheme is also the first opportunity to assess

our ability to monitor the effect of medical devices.

6. CEO's Report

VMDMB 15/21

The CEO presented his report.

Report On Delivery Against the Business Plan

The board discussed and noted the reasons behind the amber KPIs as follows:-

Business priority 2B.3

The R & D budget is being cut back and Defra are having to make some very difficult choices. We are seeking to ensure better use of funds in the future by drawing in funding from other sources through partnerships. The meeting was reminded that we are operating in an environment where we don't hold the R&D budget. Given the current climate and constraints it was not realistic to expect full delivery of this KPI.

**VMDMB
15/21a**

Business priority 3A.1

The Customer Survey 2016 will now go ahead once the tendering processes are complete.

Business priority 3C.1

The Comms team is working on more opportunities to pro-actively communicate with key stakeholders on priority VMD issues and they will take this forward in the next quarter and on an ongoing basis subject to resource constraints. The Comms Delivery Plan will be shared with NEDs.

Action: Secretary to send 2015/16 Comms Delivery Plan to NEDS.

Business priority 5 2.1

The VMD IT team has recently lost a systems developer but is recruiting two more staff in to enable it to deliver all projects on target. It was agreed that our current systems work well. Some projects may not always meet their internally prioritised targets but these were not business-critical.

Report to latest Chief Operating Officer meeting

VMDMB
15/21b

The meeting noted:

- The mostly minor actions that were identified by the fire safety report had on the whole been rectified, and that Interserve is being actively chased to complete the remaining issues.

7. Finance Reports

VMDMB 15/22

The Head of Financial Services gave an overview of the August 2015 Management Accounts Pack.

8. VMD and broader international engagement: a discussion paper

VMDMB 15/23

The CEO introduced his paper. He informed the group that the VMD was a leading opinion maker globally and that VMD staff have an appetite for international work. He is working to see if we can secure the funds and make the right contacts to take this forward.

9. MB Work plan

VMDMB 15/24

The board noted that the next focus topic was – VMD: our role in Europe

The MB will review the conflict of interest declarations from regular VMD attendees. NEDs will complete the standard declaration. A summary will be tabled at the December MB.

Action: Secretary to send interest declaration forms to NEDs and provide a compilation of declarations to the Dec MB.

10. Any other business

None.

Veterinary Medicines Directorate
October 2015