

Members	Others Present
Julia Drown (JD) - Chair David Corner (DC) Andrew Coulson (AC)	Pete Borriello (PB) – VMD - until 1245 Only Marie-Odile Hendrickx (MOH) – VMD Linda Simmons (LS) – VMD David Rayner (DR) – VMD Sue Rawlinson (SR) – VMD – Secretary
Observers	

MANAGEMENT BOARD ONLY ITEMS

1. **Apologies for absence**
Received from Pete Borriello (part) and Paul Green

2. **Declarations of interest in the matters to be discussed** **VMDMB 15/27**
None.

3. **Minutes of the meeting held on 7 October 2015** **VMDMB 15/25**
Members agreed the minutes.

4. **Matters Arising** **VMDMB 15/28**
 - Lines 18, 28, 29, 30, 31 & 32 are all complete.
 - Line 23 – the NED’s now have copies of PB’s work objectives.
 - Line 26 – The minutes for May and October have now been agreed and will be put on Gov.uk shortly by VMD Comms team.
 - Line 27 – Comms team will also add the contact details for more information adjacent to link to minutes.

Action: Future VMD articles in the Veterinary Record to be copied to NEDs for information only.

5. **Focus Topic**
MOH gave a presentation on VMD: Our role in Europe.

6. **CEO’s Report** **VMDMB 15/29**

The CEO gave a brief overview of his report. (This item was taken at the start of the meeting).

- Report On Delivery Against the Business Plan** **VMDMB 15/29a**

The board discussed the 4 amber KPIs:-

Business priority 1.1.2

Re-working of the fees calculations and more scrutiny from the Treasury has slowed the whole process down. It was hoped that the Statutory

Instrument (SI) would be laid in October 2016 but this date is now in doubt.

Business priority 2B.3

Our R & D funding is continually being squeezed and the goal posts are continually moving resulting in a delayed and reduced programme of work. This will remain at Amber.

Business priority 3A.1

The Customer Survey work had to be re-tendered. The contract has been awarded in the last few days so the Customer survey can now go ahead during Q1 of calendar year 2016. This KPI can now go back to Green.

Business priority 5.2.1

This went Amber with the uncertainty of the staffing levels in the IT dept after a key member left. Interim staffing arrangements are now in place and the team are back on course to achieve their revised targets. This should turn back to Green.

Report to latest COO meeting and the Quarterly report to Defra

**VMDMB 15/29b
&15/29c**

The COO report and the quarterly report to Defra were noted.

7. Finance Reports

VMDMB 15/30

The meeting noted the October 2015 Management Accounts Pack. Based on the last 7 months results it is projected that we will achieve the required 100% cost recovery with a small surplus. Defra have indicated that they would be pleased to take any surplus to assist with pressures in other areas.

8. MB Work plan

VMDMB 15/31

The board noted that the next focus topic was – Benefit:risk assessment – How we do it when authorising veterinary medicines.

Future topics – it was agreed that we must ensure that the ‘code of conduct’ for NEDs is covered by Dec 2017.

10. Any other business

None.

**Veterinary Medicines Directorate
December 2015**