

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

**MANAGEMENT BOARD ONLY ITEMS**

**1. Apologies for absence**

Received from Paul Green and Nigel Gibbens

**2. Declarations of interest in the matters to be discussed**

None.

**3. Minutes of the meeting held on 10 December 2015**

**VMDMB 15/32**

Members agreed the minutes.

It was noted that the Minister has replied to the EFRA Committee on Organophosphate issues. The Legislation Team provided considerable input, especially in reviewing historic papers to enable comprehensive responses to questions.

**4. Matters Arising**

**VMDMB 16/02**

All complete.

**5. Focus Topic**

Suzanne Eckford gave a presentation on Benefit:risk assessment – How we do it when authorising veterinary medicines.

**6. CEO’s Report**

**VMDMB 16/03**

The CEO gave a brief overview of his report. We now have a better buy-in situation across the whole of the Defra group on AMR. The re-organisation of the Core services branch will go ahead soon with the relocation of some of the staff. The Business Support G6 recruitment advert has gone out.

**Report On Delivery Against the Business Plan**

**VMDMB 16/03a**

The board discussed the 4 amber KPIs:-

Business priority 1.1.2

Delivery delayed until April 2017 due to changes to processes for

approval of statutory charges. Given on-going delays planned adjustments to fees are being re-checked to ensure they are robust and reflect current costs. We have asked Internal Audit to review fees and charges as part of the 2016/17 IA plan.

### Business priority 2B.3

Next year's budget for R&D has now been confirmed. The budget will transfer to the VMD on 1<sup>st</sup> April.

### Business priority 5.2.1

IT strategy – good progress is being made to deliver projects despite ongoing staff shortages.

## **Report to latest COO meeting and the Quarterly report to Defra**

**VMDMB 16/03b**

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

## **7. Finance Reports**

**VMDMB 16/04**

The board noted the January 2016 Management Accounts Pack. It was expected that we would achieve the required 100% cost recovery.

## **8. Business Planning for 2016/17 update – David Rayner**

**VMDMB 16/05**

Defra is drafting a single business plan for Defra and its agencies.

The CEO attended a planning meeting to discuss the overall strategy for the Defra group. Outcomes and a draft plan are awaited.

The VMD Draft Business Plan was discussed and suggested amendments were noted.

## **9. MB Work plan**

**VMDMB 16/06**

The board agreed that during May's meeting they would consider 'Horizon Scanning' as a focus topic for the September MB meeting.

## **10. Management Board assessment form**

**VMDMB 16/07**

The form was introduced, and attendees at two or more meetings in the last year asked to complete the form and return it as requested by the end of March. A summary of returns will be presented to the May meeting for consideration.

## **11. Any other business**

AC will attend the next EUIISC meeting.

It was DR's last MB before his retirement. He was thanked by the board for his work supporting the Board and Audit Committee.

