

Members	Others Present
Julia Drown (JD) - Chair David Corner (DC) Andrew Coulson (AC)	Pete Borriello (PB) – VMD Marie-Odile Hendrickx (MOH) – VMD Paul Green (PG) – VMD Mike Griffiths (MG) - VMD Sue Rawlinson (SR) – VMD – Notetaker
Observers	

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

Received from Linda Simmons and Nigel Gibbens

2. Declarations of interest in the matters to be discussed

None.

3. Minutes of the meeting held on 8 March 2016**VMDMB 16/08**

Members agreed the minutes.

Under 'Any other business' – it was noted that DC was attending the EUISC meeting and not AC as stated.

4. Matters Arising**VMDMB 16/09**

All complete.

5. Focus Topic**VMDMB 16/10**

MOH gave an overview of the results of the biennial Customer Survey.

The NEDs noted and agreed that the results of the survey were excellent and wished to convey their congratulations to the VMD staff by way of an office notice. MG would draft the office notice.

6. CEO's Report**VMDMB 16/11**

The CEO gave a brief overview of his report. AMR remains very busy and the continuing hot topic. The Antimicrobial Resistance Review published a report on antibiotics in agriculture and the environment which became part of a fuller report in May. The Prime Minister has made it clear that the UK will take forward the recommendations of the review and take an international lead. The UK Government response included a commitment to reducing antibiotics use in livestock to 50mg/kg by 2018.

7. Report On Delivery Against the Business Plan **VMDMB 16/11a**

The board noted the report and discussed the following KPIs:-

Business priority 1.1.1

The fees are set according to our costs recovery. We cannot charge more than the costs of a service, and we do not revise our fees every year. New fee costs will start in April 2017.

Business priority 2A 1-4

We were not unduly concerned about the one broken target deadline. It did not affect the overall standard of 'excellent'.

Business Priority 5.2.1

The problem of insufficient IT staff resources is being addressed by readvertising a post at a higher grade to enable a full compliment within 3 months.

8. Report to latest COO meeting **VMDMB 16/11b**

The report was noted. The Research Programme Steering Group is the VMD research committee with external members who make decisions for R & D funding. R & D is now considered as capital spend along with staff costs.

9. Finance Reports **VMDMB 16/12**

The board noted the March 2016 Management Accounts Pack. JD noted the increase in debt write-off for the food industry for this year. She asked the board to consider a future focus topic on 'bad debt'. The review of the Annual Report and Accounts was discussed at the ARAC that morning. In brief the NEDs would recommend the CEO to sign off the report subject to minor editorial changes and the NEDs viewing a section of the performance report and any post balance sheet events.

10. MB Work plan **VMDMB 16/13**

For the next meeting:-

AC would liaise with MG to provide a focus topic presentation on 'Horizon scanning'.

For the December meeting:-

The board to consider a focus topic and review the board interests.

11. Outcome of Management board assessment form – summary of returns **VMDMB 16/14**

PG pointed out that we had evolved and rationalised the nature of the MB paperwork.

PB suggested the board consider holding some challenging focus topics which would open up full debate and challenges, and spend more time on this and as far as possible keep the management reports, which have previously been reviewed by directors, for minimal debate and for noting

as it is the strategic discussions that would be most useful to VMD.
DC said he enjoyed the EU and international strategy and would like the opportunity to be invited to other meetings within the VMD. He asked if the NEDs could meet some stakeholders.
PB would arrange for a diary of stakeholder events for NED's to attend if they wish.

12. Any other business

The board welcomed MG to the VMD.

**Veterinary Medicines Directorate
May 2016**