

MINUTES OF VMD MANAGEMENT BOARD MEETING HELD ON 7 MARCH 2017**Members**

Julia Drown - NED - Chair
 David Corner - NED
 Andrew Coulson - NED
 Nigel Gibbens - Chief Veterinary Officer
 Marie-Odile Hendrickx - VMD
 Paul Green - VMD
 Mike Griffiths – VMD

Present

Linda Simmons - VMD
 Andrea Ford - VMD Secretary

VMD MANAGEMENT BOARD ONLY ITEMS:

- 1. Apologies for absence**
 - 1.1 Peter Borriello, VMD Chief Executive Officer, sent his apologies.
- 2. Declarations of interest in the matters to be discussed**
 - 2.1 None
- 3. Minutes of the last meeting** **VMDMB 16/33**
 - 3.1 Members agreed the minutes of the previous meeting.
- 4. Matters Arising** **VMDMB 16/34**
 - 4.1 Members agreed that David Kennedy, the recently appointed DG for Food, Farming and Animal and Plant Health would be invited to the May meeting (and subsequent meetings for the year if May is not possible) to discuss his vision for taking forward the Defra Strategy in terms of animal and plant health including the VMD.
 - 4.2 Members noted the issues highlighted during the talk at the earlier Audit and Risk Assurance Committee meeting on risks managed by the Residues team. Next steps were being considered for the collection of egg and milk samples following the unsuccessful tender in 2016.
- 5. Focus Topic - Animal Health** **Verbal report**
 - 5.1 Nigel Gibbens gave an informative talk on the wider perspective of Animal Health.
- 6. CEO's Report** **VMDMB 16/35**
VMDMB 16/36
 - 6.1 Members reviewed the tabled CEO Report and noted updates on the following:
 - action taken following the outcome of the EU-wide referral for all veterinary medicines containing zinc oxide
 - inspections of suppliers of active pharmaceutical ingredients to UK marketing authorisation holders
 - the successful recertification to the ISO 9001 and ISO 27001 standards, passing on their congratulations to the teams involved
 - the positive staff survey results

7. Delivery against the Business Plan 2016/17

7.1 Members noted the red and amber KPIs:

- Business priority 1, 1.1 - a detailed review of the fees structure is underway. Results have been delayed during the implementation of a new Financial system and the target moved to the end of the 2017/18 financial year.
- Business priority 5, 2.1 – delivery of IT Strategy. Staffing levels and expertise to complete system development work are being addressed and work reprioritised

8. Finance Reports

VMDMB 16/38

8.1 Members noted the information in the January 2017 Management Accounts pack and full year forecasts.

9. Business Planning for 2017/18 Draft VMD Action Plan

VMDMB 16/39

9.1 Members noted the new format of the business plan set out in Defra's revised format with the VMD's deliverables and KPIs set out at Annex B. The plan was agreed subject to some minor amendments including taking out or rewording (page 37) the suggested KPI of 'no serious risks occur.'

10. Management Board Work Plan

VMDMB 16/40

10.1 Focus topics

- Members had agreed under item 4.1 to invite David Kennedy, DG for Food, Farming and Animal and Plant Health to the Audit and Risk Assurance committee meeting for the focus topic. There will not be a focus topic at the May meeting if David is unable to attend.
- Members agreed that a section on EU Exit should be included in the CEO Report for future meetings and Abi Seager, EU Exit co-ordinator will be invited to attend the September meeting following her attendance at the audit meeting to update the Board on issues not covered at the audit meeting.

Action: Mike Griffiths to include EU Exit in the CEO report for future meetings and invite David Kennedy (May) and Abi Seager (September) to future meetings

11. Management Board assessment form

11.1 Members agreed to add a question to consider the role and usefulness of Non-Executive Director involvement on the Management Board and were asked to send completed forms to Chris Abbott.

VMDMB 16/41

12. Items for Information

12.1 None

13. Any Other Business

13.1 None

14. Future meetings

14.1 The next meeting will be held on 25 May 2017.

**Veterinary Medicines Directorate
March 2017**