

MINUTES OF VMD MANAGEMENT BOARD MEETING HELD ON 12 SEPTEMBER 2017**Members**

Julia Drown - NED - Chair
 David Corner - NED
 Pete Borriello - CEO VMD
 Paul Green - VMD
 Rutendo Manyarara - VMD
 Mike Griffiths - VMD

Present

Chris Abbott - VMD Secretary

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

1.1 Apologies were received from Andrew Coulson and Linda Simmons.

2. Declarations of interest in the matters to be discussed

2.1 None

3. Minutes of the last meeting

3.1 Members agreed the minutes of the previous meeting.

VMDMB 17/11

4. Matters Arising

4.1 Members noted that all current actions have been completed. It was agreed that the content and requirements of the annual assessment forms will need to be reviewed before they are sent out again. It was agreed that the form should include questions on whether the terms of reference of the committee were correct, whether the Board is meeting these terms and whether the VMD is getting added value from the Board and the contribution of Non-Executive Directors.

VMDMB 17/12

4.2 It was noted that Andrew Coulson is helping with the recruitment exercise to appoint new VPC members for 2018.

5. CEO's Report

5.1 Members reviewed the tabled CEO Report and noted updates on the following:

- Confirmation of the outreach contract with Ethiopia being awarded by the World Bank.
- Ireland's desire to form a close working relationship with the UK after exit, and interest from other member states.
- Opportunities for staff development are being implemented whenever possible.

VMDMB 17/13

5.2 Members asked that the possible outcomes of amber and red measures not being achieved be recorded in future in the annex to the report which sets out delivery against the business plan and published standards.

VMDMB 17/14

5.3 The members expressed their appreciation, admiration and thanks for the efforts made by VMD staff coping with a huge increase in workload.

- 6. Delivery against the Business Plan 2017/18** **VMDMB 17/19**
VMDMB 17/15
- 6.1 Members reviewed the new Business Plan for 2017/18 and noted that the ineffective target performance recorded against Business priority 2A was due to the small number of applications in that category and performance was expected to improve.
- 7. Finance Reports** **VMDMB 17/16**
- 7.1 Members noted the information in the July 2017 Management Accounts pack.
- 8. Defra Group NED engagement** **VMD ARC**
17/28
- 8.1 Upcoming Defra events for NEDs were noted. Members asked VMD to consider if there is any further assistance they can provide which would be useful.
- 9. Management Board Work Plan** **VMDMB 17/17**
- 9.1 Members noted that David Kennedy, DG for Food, Farming and Animal and Plant Health, will attend the December meeting.
- 10. Any Other Business**
- 10.1 None.
- 11. Future meetings**
- 11.1 The next meeting will be held on 14 December 2017.

Veterinary Medicines Directorate
September 2017