

MINUTES OF VMD MANAGEMENT BOARD MEETING HELD ON 15 MARCH 2018

Members	Others Present
Julia Drown - Chair David Corner	Pete Borriello - CEO VMD Paul Green - VMD Mike Griffiths – VMD
Observers	Noemi Garcia del Blanco - VMD David Lewsey - VMD Chris Abbott – VMD – Note taker

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 The minutes of the last meeting were agreed.

VMDMB 18/02

4. Matters Arising

- 4.1 Members noted that the VMD's access to primary powers is expected to be included in the new Agriculture Bill.

VMDMB 18/03

- 4.2 Andrew Coulson had resigned with effect from May 2018 and recruitment for his replacement could proceed. The Secretary of State has agreed that the terms for the other Non-Executive Directors can be extended subject to the provision of satisfactory testimonials.

ACTION: VMD to send members the relevant documents for completion.

5. Focus topic: Civil Service People Survey 2017 engagement index

- 5.1 The VMD's programme strategy manager David Lewsey explained how the organisation engages with its staff and what actions it will be taking from the 2017 people survey. There are already formal measures in place to deal with bullying claims, which have been rare, and the Board recommended that a record is kept of what actions are taken. The VMD has introduced a number of methods of communicating with and getting feedback from staff and there are good opportunities for career development for an organisation of its size. It was recognised that identifying and filling staffing gaps where extra resources are required had sometimes been slow, but new measures are being taken to address this.

VMDMB 18/04

Members were assured by David's comments and congratulated the VMD in particular for the very high scores recorded for staff's understanding of their work objectives and team work. It was acknowledged that the overall scores were good, particularly in consideration of increased workloads caused by dealing with EU exit.

6. CEO's Report Annexes

- 6.1 Members reviewed the CEO's Report and noted updates on the following:

VMDMB 18/05

VMDMB 18/06

- The UK had acted as RMS for more procedures than any other member state in 2017
- The VMD is co-operating with Cefas and APHA in a bid to become a reference centre on antimicrobial resistance
- The overall performance score in relation to the published standards currently stands at 97.4%
- Results from the first phase of the biennial customer satisfaction survey have been as good or better than reported in the last survey.

Members asked for a summary of the results of the survey to be presented at the next meeting if they are available.

ACTION

- | | | |
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| 7. | Delivery against the Business Plan 2017/18 | VMDMB 18/07 |
| 7.1 | Delivery against the business plan was reviewed | |
| 8. | Finance Reports | VMDMB 18/08 |
| 8.1 | Members noted that the budget took account of the reduced income forecasts and there had been a shortfall in spending on R&D and that action was being taken to improve the commissioning process. Members asked about the recording of EU Exit money and it was recognised that this was not clear but actions were being taken to make this clear for next year's reports. | |
| 9. | Business Planning for 2018/19: Draft VMD Action Plan | VMDMB 18/09 |
| 9.1 | The Board agreed the draft action plan for 2018/19. | |
| 10. | Management Board assessment form | VMDMB 18/10 |
| 10.1 | Members offered to amend the wording of the form and send a revised version to the VMD for circulation. | |
| 11. | Management Board Work Plan | VMDMB 18/11 |
| 11.1 | Members noted the work plan. | |
| 12. | Any Other Business | |
| 12.1 | VMD reported that the new finance system was on target to go live in April. | |
| 11. | Future meetings | |
| 11.1 | The next meeting will be held on 22 May 2018. | |

**Veterinary Medicines Directorate
March 2018**