

MINUTES OF VMD MANAGEMENT BOARD MEETING HELD ON 22 MAY 2018

Members	Others Present
Julia Drown - Chair David Corner	Pete Borriello - CEO VMD Paul Green – VMD Abigail Seager - VMD
Observers	Mike Griffiths – VMD Linda Simmons - VMD Gavin Hall - VMD Chris Abbott – VMD: Note taker

VMD MANAGEMENT BOARD ONLY ITEMS:

- 1. Apologies for absence and announcements**
 - 1.1 Apologies were received from Andrew Coulson.
 - 1.2 Members welcomed Abigail Seager to the Board in her new position as Director of Authorisations.
- 2. Declarations of interest in the matters to be discussed**
 - 2.1 None.
- 3. Minutes of the last meeting** **VMDMB 18/13**
 - 3.1 The minutes of the last meeting were agreed.
- 4. Matters Arising** **VMDMB 18/14**
 - 4.1 None.
- 5. Focus topic: VMD customer satisfaction survey 2018** **VMDMB 18/15**
 - 5.1 Gavin Hall, head of the General Assessment and Licensing Administration team, gave a presentation on the results of the VMD's biennial customer satisfaction survey, carried out by Mo Gannon Associates. 131 responses had been received from stakeholders; in summary 17 areas were tested with 11 being rated as excellent by 80% plus of customers, 4 rated as good and 2 noted for review. The agency was rated 1st in Europe in 6 parameters (quality and consistency of advice, reputation, flexibility, timely issuing of documentation and making the customer feel valued) and 2nd in several others (quality of scientific assessment, performance as RMS for DCP and MRP procedures, and overall value for money). A team has been formed to explore areas for improvement and to develop an action plan.
 - 5.2 Members found the results very impressive and congratulated staff on the high levels of customer satisfaction achieved.
- 6. Review of Annual Report and Accounts**
 - 6.1 The Board formally accepted the recommendation made in ARAC that the Chief Executive sign the Annual Report and Accounts subject to minor amendments and the audit reports for 2017/18 being finalised.
- 7. CEO's Report Annexes** **VMDMB 18/16**
VMDMB 18/17
 - 7.1 Members reviewed the CEO's Report and noted updates on the following:

- The VMD had been assessed in March by the Benchmarking of European Medicines Agencies (BEMA) exercise and our overall average score for the 40 evaluated KPIs was 4.5 out of 5, an improvement from the 4.3 average at the last BEMA assessment in 2014.
- The VMD's primary powers are now unlikely to be included in the new Agriculture Bill but other alternatives will be available, including a possible catch-all bill covering a number of departments.
- Although the UK is unlikely to be able to act as RMS after March 2019, the number of national applications has started to increase.
- In regards to international work, recent scoping visits to Ethiopia and Nigeria, funded by the World Bank, have been successful, and Pete will be attending an informal workshop in June on enhancing international cooperation in the regulation of veterinary medicinal products.
- The VMD held a workshop on Anthelmintic Resistance in May which was attended by approximately 50 delegates from a broad range of stakeholder groups. A high level review group will review the findings and advise on which ones to implement.

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| 8. | Delivery against the Business Plan 2017/18 | VMDMB 18/18 |
| 8.1 | Members reviewed delivery against last year's business plan and noted that targets had been achieved and risks successfully mitigated. It was agreed that compliance with GDPR would be added to the 2018/19 plan. | |
| 9. | Finance Reports | VMDMB 18/19 |
| 9.1 | It was noted that full cost recovery had been achieved at the end of 2017/18. | |
| 10. | Annual Management Board evaluation of effectiveness | VMDMB 18/20 |
| 10.1 | Members noted that the majority of respondents agreed that the Board fulfilled its functions well, with 88% rating its performance as good. | |
| 11. | Management Board Work Plan | VMDMB 18/21 |
| 11.1 | Members requested an update on EU Exit opportunities at the next meeting, and residues strategy at the December meeting.
ACTION | |
| 12. | Any Other Business | |
| 12.1 | The Board reviewed and amended the terms of reference for the Board and agreed the revised terms. | |
| 13. | Future meetings | |
| 13.1 | The next meeting will be held on 4 September 2018. | |

**Veterinary Medicines Directorate
May 2018**