



<b>Date</b>	Thursday 1 <sup>st</sup> December 2016
<b>Location</b>	Harlech Room, Cathays Park, Cardiff
<b>Attendees</b>	Chair: Paul Roger External members: Ian McGrath, Paul Burr, Nick Fenwick <i>Ex officio</i> members and Policy Customers: Richard Irvine, Gavin Watkins, Gordon Hickman Observer: Ingrid Kiss (APHA, on secondment to Defra). Secretariat: Jane Tennant
<b>Apologies</b>	Nigel Gibbens & Gordon Hickman

## Agenda

1. Welcome, Apologies & Conflicts of Interest Register
2. Review of Minutes, Action points and Recommendations from previous meeting
3. Attendance and feedback at meetings
4. Update on the GB Surveillance Framework
5. Arrangements for Review of the AHSGB and Chair of the AHSGB
6. Key Performance Indicators for Surveillance
7. Surveillance Strategic Development Programme Update
8. Dates & locations of next meetings
9. Any Other Business

## Minutes

<b>1</b>	<b>Welcome, Apologies &amp; Conflicts of Interest Register</b>
1.1	The Chair opened the meeting and welcomed all attendees.
1.2	Apologies were received from Gordon Hickman. Ingrid Kiss gave an overview of her role which is to conduct the review of the AHSGB and was attending this AHSGB meeting as an observer.
1.3	The conflicts of interest register was reviewed. Paul Burr highlighted that WestPoint Group is now Origin Group. No other changes were required.
<b>2</b>	<b>Review of minutes, action points and recommendations from previous meeting</b>
2.1	The minutes of the previous meeting were agreed and approved by the Board as a complete and accurate record of the meeting.
2.2	Paul Roger highlighted that Schmallenberg was first detected in the Netherlands by their centralised phone system and it shows the importance of a 'conversations system' in GB surveillance.
2.3	This led to a related discussion regarding how private veterinarians (PVSs) in

	<p>practice would raise queries/observations (e.g. about an unusual case) and what the process to do this is. Richard Irvine explained that the Species Expert Groups (SEGs) consist of, and link into, networks and contacts which accept and consider these reports, and that APHA are working on developing surveillance methods to include conversations that take place between PVSs, farmers, APHA and associated Vets.</p> <ul style="list-style-type: none"> <li>• In the short-term APHA have set up a collaboration space with the Veterinary Investigation Officers (VIOs) in the APHA Veterinary Investigation Centres (VICs) so that information provided to one person in the network can be shared countrywide.</li> <li>• Longer-term APHA aim to further develop a systematic process to record and investigate conversations held.</li> </ul> <p>2.4 One of the functions of the Surveillance Intelligence Unit is to provide clinicians and diagnosticians with what key interesting details they need to be alerted to. Richard Irvine explained that this is fundamental to surveillance. In terms of notifiable disease the process is already clear and follows a statutory pathway. However, in the case of non-statutory disease reporting is voluntary, and whilst this presents challenges, there is still a need for alerts to be escalated.</p> <p>2.5 Currently APHA uses quarterly reports and the monthly Veterinary Record reports to distribute information to vets. APHA is negotiating a toll-free access link to the monthly Veterinary Record report which means these reports will be made available publically on GOV.UK and the APHA Vet Gateway.</p> <p>2.6 It was suggested that PVSs would handle an unusual case in different ways, and that one systematic triage process, developed by the Surveillance Intelligence Unit, is a beneficial aspiration. Government should consider the benefits of such a system because this reporting is completely voluntary and unpaid, therefore the benefit achieved from engaging in this way must be clear.</p> <p>2.7 Paul Roger referred to the letter sent to the Animal Health and Welfare Board for England (AHWBE) and the Welsh Animal Health and Welfare Framework Group (WAHWF). As Chair, PR would like to spread the questions posed by the AHSGB more widely within industry, e.g. to regional sector groups, and to consider the responses at the next AHSGB meeting; the Board agreed.</p>
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3	Attendance and feedback at meetings
3.1	The AHSGB have a budget to cover independent members' attendance at meetings outside of the main Board meetings.
3.2	To attend an additional meeting approval needs to be obtained from the Chair and the budget holder. All requests will be considered on a case-by-case basis, but there is an upper limit which is largely finance dependent.
3.3	Attendees must provide a brief (c.500 words) overview of the key points of any additional meetings attended as a representative of the AHSGB.

4	Update on the GB Surveillance Framework
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4.1	Gavin Watkins provided the draft GB Framework for Scanning Surveillance for response by the Board. He presented the document on behalf of Gordon Hickman who was unable to attend. The draft does not yet include feedback from the Scottish Government, which is awaited; currently therefore this is the England and Wales draft, and has also not yet been seen by the respective Chief Veterinary Officers (CVOs).
4.2	The draft document was reviewed section by section by the Board, and key points highlighted, amended and added as appropriate.
4.3	The next steps, and timeline for completing these, were agreed at the meeting with a view to having a CVO-reviewed draft for the next AHSGB meeting.

<b>5</b>	<b>Arrangements for Review of the AHSGB and Chair of the AHSGB</b>
5.1	In the absence of Gordon Hickman, who is leading the review of the AHSGB with Ingrid Kiss, Gavin Watkins provided an update on progress.
5.2	Originally the AHSGB was established for a 3 year period with a planned review after 2.5 years. The review has been brought forward as it coordinates well with the departure of the previous Chair, Dirk Pfeiffer.
5.3	The current timeline is a 3 month review period, with gathering of evidence undertaken by Ingrid Kiss, and due to be completed at the end of March 2017.
5.4	The decision to appoint a new Chair will be taken after the review; decisions regarding a future Chair are in abeyance subject to the findings of the review, which will consider the performance of the Board overall and how the members were appointed.
5.5	Until the review is completed the interim agreed arrangement of rotating the Chair's role amongst the independent members of the Board should continue. Nick Fenwick proposed that Paul Roger should continue as interim Chair until a new permanent Chair is recruited. Gavin Watkins agreed and explained that Gordon Hickman had also expressed his agreement on this.
5.6	The Board unanimously agreed that Paul Roger would continue his role and thanked him for the excellent work to date.
5.7	IK confirmed that the review is considering the performance of the AHSGB overall, and not the performance of the independent members themselves.

<b>6</b>	<b>Key Performance Indicators for Surveillance</b>
6.1	Paul Roger introduced an overview paper on Key Performance Indicators (KPIs) which outlined the current Defra KPIs that APHA deliver to Defra; the Surveillance Intelligence Unit has the responsibility to deliver these.
6.2	It was agreed that any proposed KPIs should be easily demonstrable and should be quantifiable. Paul Burr suggested that the KPIs for surveillance need to relate directly to the GB Surveillance Framework; all agreed.

6.3	GW suggested that an individual research project should be undertaken, through APHA, to establish useful, meaningful and measurable KPIs.
6.4	It was agreed that different measures of the performance of the surveillance system can be used to inform the effectiveness of scanning surveillance. These should be linked to the development of KPIs once the GB Surveillance Framework requirements are published. NF suggested that it is important to remember that a well-functioning system needs to have a way of identifying whether important information is <i>not</i> being fed back.

<b>7</b>	<b>Surveillance Strategic Development Programme Update</b>
7.1	Richard Irvine provided a short presentation giving an update on the Surveillance Development Programme, particularly progress with the development of interactive surveillance dashboards that will be hosted on the newly revised static webpages.

<b>8</b>	<b>Dates &amp; locations of next meetings</b>
8.1	<ul style="list-style-type: none"> <li>• Thurs 16<sup>th</sup> March, Nobel House</li> <li>• Weds 7<sup>th</sup> June, Nobel House</li> <li>• Thurs 21<sup>st</sup> September, Cardiff</li> <li>• Thurs 7<sup>th</sup> December, Nobel House</li> </ul>

<b>9</b>	<b>Any Other Business</b>
9.1	Richard Irvine explained that the Species Expert Group Veterinary Leads within the Surveillance Intelligence Unit are contributing to the ongoing FSA review of condition cards used at slaughterhouses.