

MINUTES OF VMD MANAGEMENT BOARD MEETING HELD ON 18 MARCH 2021

Members

Julia Drown (Chair)
David Catlow
David Corner

Present

Peter Borriello - VMD
Abigail Seager – VMD
Mike Griffiths – VMD
Chris Abbott – VMD (note taker)

1. Announcements and apologies for absence

1.1 The meeting was held by video conference. Apologies had been received from David Kennedy.

2. Declarations of interest in the matters to be discussed

2.1 None.

3. Minutes of the meeting held on 8 December 2020

VMDMB 21/02

3.1 The minutes were agreed.

4. Matters Arising/Actions

VMDMB 21/03

4.1 There were no matters arising. There would be an update at the next meeting on online payments via gov.uk Pay.

5. Communications and Engagement Strategy

VMDMB 21/04

5.1 The VMD's revised draft Communications and Engagement Strategy was reviewed. Members agreed it was a useful draft but needed to focus more on how to improve relations with the public and tailoring communications to suit the audience, as well as contain information about resources and conducting internal communications. A revised draft will go to VMD's new Communications and Engagement Committee for agreement and will then be circulated to the members.

ACTION

6. CEO's Report (and annexes)

VMDMB 21/12 & VMDMB 21/13

6.1 The CEO's report was presented and reviewed. The 2021/22 budget plan would be circulated when finalised.

7. Employee Engagement Index

VMDMB 21/05

7.1 Members were impressed by the good scores and response rate VMD had received for employee engagement in the 2020 Civil Service people survey. Several key areas had achieved significantly higher scores than the previous survey. How the organisation deals with the return to office working will be covered in the CEO's report for the next meeting.

8. Post Transition Period activities

8.1 VMD reported that post transition period activities were now ending and Defra had officially closed down the project.

9. Delivery against the Business Plan 2020/21

VMDMB 21/06

9.1 Delivery against the Business Plan was reviewed.

10. Review of 2021/22 KPIs

VMDMB 21/14

10.1 The draft KPIs for next year were agreed.

- 11. Finance report** **VMDMB 21/07**
11.1 The Finance report was noted.
- 12. MB Terms of Reference review** **VMDMB 21/08 & 09**
12.1 The revised terms of reference were agreed.
- 13. Management Board annual assessment form** **VMDMB 21/10**
13.1 The form was agreed and would be circulated after the meeting.
- 14. Management Board work plan** **VMDMB 21/11**
14.1 It was agreed to review the Veterinary Medicines Regulations at the July meeting.
ACTION
- 15. Any other business**
15.1 The process to appoint a successor to David Corner was progressing well and should be completed in time for the appointee to shadow him at his final meeting in July.
- 16. Dates of future meetings**
16.1 The next meeting would be held on 1 July.

Veterinary Medicines Directorate
March 2021