

MINUTES OF VMD MANAGEMENT BOARD MEETING HELD ON 25 MAY 2017**Members**

Julia Drown - NED - Chair
 David Corner - NED
 Andrew Coulson - NED
 Pete Borriello - CEO VMD
 Marie-Odile Hendrickx - VMD
 Paul Green - VMD
 Mike Griffiths - VMD

Present

John Bourne - Director, Animal and Plant Health, Defra
 Anil Pillai - Defra Accountability and Governance
 Gordon Woods - Defra Food and Farming Directorate
 Linda Simmons - VMD
 Andrea Ford - VMD Secretary

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

1.1 None

2. Declarations of interest in the matters to be discussed

2.1 None

3. Minutes of the last meeting

VMDMB 17/02

3.1 Members agreed the minutes of the previous meeting.

4. Matters Arising

VMDMB 17/03

4.1 Members noted that all current actions have been completed.

5. CEO's Report

VMDMB 17/04

VMDMB 17/05

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

- action in hand to prepare for EU exit
- VMD global outreach work.
- consideration of future plans and current achievements to deliver the Government's commitment to tackle antimicrobial resistance in animal health
- continuing action following the outcome of the EU-wide referral for all veterinary medicines containing zinc oxide
- the continuing negotiations in the review of the EU legal framework on veterinary medicines and medicated feedingstuffs
- a drop in illegal sales of veterinary medicines on eBay
- staff numbers and attendance figures

5.2 It was agreed that for future meetings the Annexes to the CEO report would only include the Staff Numbers and Attendance report and the Risks Map.

6. Delivery against the Business Plan 2016/17

VMDMB 17/06

6.1 Members noted the final position on the 2016/17 KPIs and the

explanations for the red and amber KPIs (2):

- Business priority 1.1 – the review of the fees structure will progress now that the target for implementation of the new Finance system has been moved to October 2017
- Business priority 5 2.1 delivery of the IT Strategy remained amber pending the issues of staffing levels and expertise for development work being addressed

7. Finance Reports

VMDMB 17/07

7.1 Members noted the information in the March 2017 Management Accounts pack and full year cost recovery summary.

8. Review of Annual Report and Accounts as tabled at the Audit and Risk Assurance Committee (A&RAC) by Management Board and recommendation to CEO to sign

8.1 Members noted the agreement at the Audit and Risk Assurance Committee (ARAC) to recommend the CEO sign off the accounts subject to: including text to clarify how the change in the way Defra reports funding from net to gross affects the summary performance figures; clarification of some of the terminology used in the report; and asking for information from Defra on the use of estimated rather than actual figures for utilities usage.

9. Risk appetite

9.1 Members agreed with the ARAC's recommendation that the risk appetite of the Management Board should be defined as depending on the context within which each risk is assessed and therefore determined on a case by case basis.

10. Management Board Work Plan

VMDMB 17/08

10.1 Focus topics

Members noted changes to the workplan to include the following:

- Abi Seager, EU Exit co-ordinator will attend the September meeting following her attendance at the ARAC to update the Board on issues not covered at the audit meeting
- David Kennedy, DG for Food, Farming and Animal and Plant Health will attend the December meeting to discuss his vision for taking forward the Defra Strategy in terms of animal and plant health.

11. Management Board assessment form

11.1 Members agreed to review and feed back to the Chair the requirements of the self-assessment form in terms of the function of the committee and to consider including the contribution of Non-Executive Directors to issues outside the remit of the ARAC and Management Board.

VMDMB 17/09

12. Items for Information

12.1 None

13. Any Other Business

13.1 Julia Drown thanked Marie-Odile Hendrickx for her input to the Management Board and wished her well for the future.

14. Future meetings

- 14.1 The next meeting will be held on 12 September 2017.

**Veterinary Medicines Directorate
June 2017**