

Board Meeting Agenda Objectives

0.0 VIAMED Board ISO Review Directors Meeting

Objective: Should be held at least yearly or as required.

1.0 Minutes of Last Meeting

Objective: Produce minutes of previous meeting and confirm approval by all attendees.

2.0 Matters Arising

Objective: Ensure all actions from the previous meeting have been completed.

2.1 Follow-up Actions from Previous Reviews

Objective: Verify that issues raised in earlier reviews have been addressed and resolved.

3.0 Turnover and Predicted for Year

Objective: Confirm forecasted turnover of £3.0 million.

4.0 Profitability

Objective: Achieve net profitability of 5 % of turnover.

6.0 Target for Year

Objective: Aim for at least £3.0 million turnover to ensure profitability.

9.0 Overdraft

Objective: Remain within agreed banking facilities and avoid using the overdraft.

10.0 Debtors

Objective: Keep debtors below 15 % of turnover.

10.1 Contract Review – Picking, Packing and Despatch

Objective: Review current contract terms and operational performance in picking, packing, and despatch.

11.0 Creditors

Objective: Ensure there are no overdue creditor balances.

11.1 Purchasing Controls

Objective: Review purchasing policies and confirm team satisfaction.

12.0 Loans

Objective: Review all outstanding loans and confirm agreement with current terms.

13.0 Stock Levels and Product Performance

Objective: Maintain stock at no more than 25 % of turnover.

13.1 Storage and Stock Control

Objective: Confirm suitable stock levels and storage capacity; address any issues.

13.2 Calibration Index Review

Objective: Ensure the calibration index is fully up to date.

13.3 Process Performance

Objective: Review key process metrics and confirm team satisfaction.

14.0 Back Orders

Objective: Push customer orders through production and review current back-order status.

15.0 Customer Complaints

Objective: Close any customer complaints within 30 days and review complaints from the last 12 months.

15.1 Customer and Product Feedback

Objective: Review customer feedback over the past year and ensure none should have escalated to formal complaints; assess product feedback.

15.2 Non-Conformities Review

Objective: Action any non-conformances within 15 days; check for new QC-21 forms.

15.3 Vigilance System

Objective: Ensure all reportable health-vigilance issues from the last 12 months have been submitted and are tracked.

15.4 Preventive and Corrective Actions

Objective: Review the Risk-Benefit Process Report; identify any new risks and necessary corrective actions.

16.0 ISO Issues

Objective: Review notifications and recalls; confirm all regulatory requirements are current.

16.1 Regulatory Changes

Objective: Assess any changes to standards we hold.

16.2 Documentation and Records

Objective: Confirm the document index is up to date and that new risks are being assessed in the document-update process.

16.3 Quality Planning

Objective: Review quality planning and reaffirm the quality policy.

16.4 Achievement of Quality Policy and Objectives

Objective: Confirm that quality objectives remain suitable and agreed.

16.5 Changes to the Management System

Objective: Review any system changes and assess their effectiveness.

16.6 Changes to CE-Marked Products

Objective: Review modifications to CE-marked products, both current and in service.

16.7 External Parties Risks and Opportunities Review

Objective: Assess risks and opportunities associated with external parties; confirm team agreement.

16.8 New Products

Objective: Discuss proposals for any potential new products.

16.9 Advisory Notices & Recalls

Objective: Review any incoming advisory notices or product recalls.

16.10 Possible System Changes

Objective: Evaluate any proposed changes to management systems.

16.11 Recommendations or Improvements

Objective: Discuss any recommendations for system or process improvements.

16.12 Results of Internal Audits / Mini Audits

Objective: Review audit outcomes from the past 12 months; confirm satisfaction with current status and next year's audit schedule.

16.13 Audits Meeting Closure

Objective: Agree on the schedule of top-level audits.

17.0 Company Issues

Objective: Discuss any overarching company-wide issues.

17.1 GDPR

Objective: Review GDPR compliance and update as required.

17.2 Review of Responsibilities

Objective: Confirm the organisation chart and current role responsibilities.

17.3 Resources Required

Objective: Assess needs across equipment, training, staffing, standards, systems, and facilities.

17.4 Net Zero Carbon Reduction and Climate Change Requirements

Objective: Review net-zero plan, targets, and current progress.

18.0 Building Fabric Issues

Objective: Examine any issues with the building's structure or maintenance.

19.0 Responsibilities, Staff, and Training Issues

Objective: Ensure the organisation chart is current; discuss training effectiveness and future plans.

19.1 Staff Appraisals

Objective: Complete all staff appraisals within 18 months of the previous appraisal or their hire date.

20.0 Distributor Issues

Objective: Review performance and issues with distributors.

21.0 Supplier Issues and Review

Objective: Confirm supplier reviews are up to date.

21.1 Supplier / Subcontractor Performance

Objective: Assess current performance metrics for suppliers and subcontractors.

22.0 Any Other Business

Objective: Provide an opportunity for attendees to raise additional items.

22.1 Review Management Meeting Headers

Objective: Ensure the agenda remains comprehensive and up to date.