

## Information Classes for the Veterinary Laboratory Agency Publication Scheme

The introduction and background information for the publication scheme is available on the VLA website [http://www.defra.gov.uk/vla/vla/vla\\_ati\\_pubscheme.htm](http://www.defra.gov.uk/vla/vla/vla_ati_pubscheme.htm).

### Who we are and what we do

*Information about VLA's organisation, structure, locations and contacts*

- **VLA's roles and responsibilities**

Description	Availability
Outline of VLA's roles and responsibilities	<a href="http://www.defra.gov.uk/vla">http://www.defra.gov.uk/vla</a>

- **VLA's organisational structure and management**

Description	Availability
VLA's divisional and departmental structure, the membership of the Directorate and details of VLA Owner's Advisory Board	<a href="http://www.defra.gov.uk/vla/vla/vla_aboutvla.htm">http://www.defra.gov.uk/vla/vla/vla_aboutvla.htm</a>

- **Contact information**

Description	Availability
Contact numbers and addresses for all VLA locations	<a href="http://www.defra.gov.uk/vla/vla/vla_contacts.htm">http://www.defra.gov.uk/vla/vla/vla_contacts.htm</a>

## What we spend and how we spend it

*Financial information, covering projected and actual income and expenditure, procurement, contracts and financial audit*

- **Financial statements, budgets and variance reports**

<b>Description</b>	<b>Availability</b>
Summary figures are published in the Annual Review	<a href="http://www.defra.gov.uk/vla/reports/rep_annrev.htm">http://www.defra.gov.uk/vla/reports/rep_annrev.htm</a>
Annual Report and Accounts are presented to Parliament annually	<a href="http://www.defra.gov.uk/vla/reports/rep_accounts.htm">http://www.defra.gov.uk/vla/reports/rep_accounts.htm</a> Hard copy published by the Stationery Office (TSO); details and cover price on the TSO website at <a href="http://www.tso.co.uk">http://www.tso.co.uk</a> . Also available on request from VLA Library

- **Financial audit reports**

<b>Description</b>	<b>Availability</b>
The certificate and report of the Comptroller and Auditor General to the House of Commons is confirmation that VLA's financial statements have been audited. Available in the Annual Report and Accounts	<a href="http://www.defra.gov.uk/vla/reports/rep_accounts.htm">http://www.defra.gov.uk/vla/reports/rep_accounts.htm</a> Hard copy published by the Stationery Office (TSO); details and cover price on the TSO website at <a href="http://www.tso.co.uk">http://www.tso.co.uk</a> . Also available on request from VLA Library

- **Information about VLA Directorate members allowances and expenses**

<b>Description</b>	<b>Availability</b>
Details of allowances such as travel and subsistence which have been claimed by VLA's senior managers	This information has been released in response to requests. Please see our information released page at <a href="http://www.defra.gov.uk/vla/vla/vla_ati_info.htm">http://www.defra.gov.uk/vla/vla/vla_ati_info.htm</a>

- **VLA's pay and grading structure**

<b>Description</b>	<b>Availability</b>
General salaries and benefits information	<a href="http://www.defra.gov.uk/vla/jobs/job_salary.htm">http://www.defra.gov.uk/vla/jobs/job_salary.htm</a>
Salary range and other remuneration details are stated in individual vacancy notices	<a href="http://www.defra.gov.uk/vla/jobs/job_vacancies.htm">http://www.defra.gov.uk/vla/jobs/job_vacancies.htm</a>
Salary details for senior VLA staff are published in the VLA Annual Report and Accounts	<a href="http://www.defra.gov.uk/vla/reports/rep_accounts.htm">http://www.defra.gov.uk/vla/reports/rep_accounts.htm</a> Hard copy published by the Stationery Office (TSO); details and cover price on the TSO website at <a href="http://www.tso.co.uk">http://www.tso.co.uk</a> . Also available on request from VLA Library
Careers and progression at VLA	<a href="http://www.defra.gov.uk/vla/jobs/job_careers.htm">http://www.defra.gov.uk/vla/jobs/job_careers.htm</a>

- **VLA's procurement procedures**

<b>Description</b>	<b>Availability</b>
Purchasing policy, bid-evaluation procedure and supplier grading information	<a href="http://www.defra.gov.uk/vla/vla/vla_business_div.htm">http://www.defra.gov.uk/vla/vla/vla_business_div.htm</a>

- **Contracts awarded and their value**

<b>Description</b>	<b>Availability</b>
Tendering and contracting plan	<a href="http://www.defra.gov.uk/vla/vla/vla_business_div.htm">http://www.defra.gov.uk/vla/vla/vla_business_div.htm</a>
Expenditure by Supplier (over £10,000)	<a href="http://www.defra.gov.uk/vla/vla/vla_business_div.htm">http://www.defra.gov.uk/vla/vla/vla_business_div.htm</a>

## **What are our priorities and how are we doing**

*VLA's strategies and plans, performance indicators and the results of audits, inspections and reviews*

- **VLA's strategic plans**

<b>Description</b>	<b>Availability</b>
Corporate Plan – VLA's strategy for the next five years	<a href="http://www.defra.gov.uk/vla/reports/rep_plans.htm">http://www.defra.gov.uk/vla/reports/rep_plans.htm</a>

- **Annual business plan**

Description	Availability
Annual Business Plan	<a href="http://www.defra.gov.uk/vla/reports/rep_plans.htm">http://www.defra.gov.uk/vla/reports/rep_plans.htm</a>

- **Annual report**

Description	Availability
Annual Review	<a href="http://www.defra.gov.uk/vla/reports/rep_annrev.htm">http://www.defra.gov.uk/vla/reports/rep_annrev.htm</a>
Annual report and Accounts	<a href="http://www.defra.gov.uk/vla/reports/rep_accounts.htm">http://www.defra.gov.uk/vla/reports/rep_accounts.htm</a> Hard copy published by the Stationery Office (TSO); details and cover price on the TSO website at <a href="http://www.tso.co.uk">http://www.tso.co.uk</a> . Also available on request from VLA Library

- **VLA's internal and external organisation performance reviews**

Description	Availability
A summary of the VLA Science Audit, which was carried out in September 2007 by a team of independent experts	<a href="http://www.defra.gov.uk/science/how/agencyScienceAudits.htm">http://www.defra.gov.uk/science/how/agencyScienceAudits.htm</a>

- **VLA's Information Services / Information Technology Strategy**

Description	Availability
IS/IT strategy which is reviewed and updated annually	<a href="http://www.defra.gov.uk/vla/vla/vla_business_div.htm">http://www.defra.gov.uk/vla/vla/vla_business_div.htm</a>

## How we make decisions

*VLA's decision making processes and records of decisions made*

- **Minutes of senior-level meetings**

Description	Availability
VLA Owner's Advisory Board minutes	<a href="http://www.defra.gov.uk/corporate/delivery/executive/vla/index.htm">http://www.defra.gov.uk/corporate/delivery/executive/vla/index.htm</a>

## Our policies and procedures

*Current written protocols, policies and procedures for delivering VLA's services and responsibilities*

- **Policies and procedures for conducting VLA's business and delivering VLA's services**

Description	Availability
VLA has an extensive set of policies and procedures governing the conduct of VLA's business and delivery of services	Specific documents may be available on request

- **Policies and procedures for recruiting and employing staff in VLA**

Description	Availability
All recruitment is conducted under the Civil Service Commissioner's Recruitment Code	<a href="http://www.civilservicecommissioners.org/Reference_Documents/Recruitment_Code_Reference">http://www.civilservicecommissioners.org/Reference Documents/Recruitment Code Reference</a>
	Vacancies advertised at <a href="http://www.defra.gov.uk/vla/jobs/job_intro.htm">http://www.defra.gov.uk/vla/jobs/job_intro.htm</a>
Equality Scheme and Report	<a href="http://www.defra.gov.uk/vla/reports/rep_equality.htm">http://www.defra.gov.uk/vla/reports/rep_equality.htm</a>

- **VLA's customer service standards**

Description	Availability
Service statement	<a href="http://www.defra.gov.uk/vla/vla/vla_servstat.htm">http://www.defra.gov.uk/vla/vla/vla_servstat.htm</a>
Complaints procedure	<a href="http://www.defra.gov.uk/vla/vla/vla_complaints.htm">http://www.defra.gov.uk/vla/vla/vla_complaints.htm</a>

- **VLA's records management and personal data policies**

<b>Description</b>	<b>Availability</b>
VLA has adopted the Cabinet Office Public Service Guarantee on Data Handling	<a href="http://www.defra.gov.uk/vla/vla/vla_ati_data.htm">http://www.defra.gov.uk/vla/vla/vla_ati_data.htm</a>
Rights to information. Sets out how to request information under the Freedom of Information Act, The Environmental Information Regulations and the Data Protection Act	<a href="http://www.defra.gov.uk/vla/vla/vla_ati.htm">http://www.defra.gov.uk/vla/vla/vla_ati.htm</a>
Records management procedures at VLA	Available on request

### **Lists and registers**

*VLA's public registers, asset registers and disclosure logs*

- **Disclosure logs**

<b>Description</b>	<b>Availability</b>
Information released in response to ATI enquiries	<a href="http://www.defra.gov.uk/vla/vla/vla_ati_info.htm">http://www.defra.gov.uk/vla/vla/vla_ati_info.htm</a>

## The services we offer

Information about the services provided by VLA

- **Advice and guidance**

Description	Availability
<p>VLA is an executive agency of the Department for Environment, Food &amp; Rural Affairs (Defra). We provide a wide range of applied research and consultancy on livestock diseases and surveillance of new and emerging diseases to the Government and the animal health industry.</p> <p>The website is one of VLA's main tools for publishing information about the range of services available. The website is structured as follows:</p> <ul style="list-style-type: none"><li>• About VLA</li><li>• Tests &amp; services</li><li>• Research &amp; surveillance</li><li>• Reports &amp; publications</li><li>• News &amp; events</li><li>• Jobs</li><li>• Access to Information</li></ul>	<p><a href="http://www.defra.gov.uk/vla">http://www.defra.gov.uk/vla</a></p>
<p>Information on animal diseases particularly those that affect farm livestock</p>	<p><a href="http://www.defra.gov.uk/vla/diseases/dis_intro.htm">http://www.defra.gov.uk/vla/diseases/dis_intro.htm</a></p>

- **Reference Laboratory status**

<b>Description</b>	<b>Availability</b>
Detailing the services provided by VLA as National, EU and worldwide reference laboratory for specific diseases	<a href="http://www.defra.gov.uk/vla/vla/vla_reflabs.htm">http://www.defra.gov.uk/vla/vla/vla_reflabs.htm</a>

- **Tests and services**

<b>Description</b>	<b>Availability</b>
Diagnostic products	<a href="http://www.defra.gov.uk/vla/services/ser_products.htm">http://www.defra.gov.uk/vla/services/ser_products.htm</a>
Diagnostic testing	<a href="http://www.defra.gov.uk/vla/services/ser_tests.htm">http://www.defra.gov.uk/vla/services/ser_tests.htm</a>
Pet Travel Scheme	<a href="http://www.defra.gov.uk/vla/services/ser_test_pets.htm">http://www.defra.gov.uk/vla/services/ser_test_pets.htm</a>
Proficiency testing	<a href="http://www.defra.gov.uk/vla/eqa/eqa-home.htm">http://www.defra.gov.uk/vla/eqa/eqa-home.htm</a>
TSE Archive	<a href="http://www.defra.gov.uk/vla/services/ser_tse_archive.htm">http://www.defra.gov.uk/vla/services/ser_tse_archive.htm</a>
Veterinary disinfectant testing	<a href="http://www.defra.gov.uk/vla/services/ser_disinfectants.htm">http://www.defra.gov.uk/vla/services/ser_disinfectants.htm</a>

- **Chargeable services and details of fees payable**

<b>Description</b>	<b>Availability</b>
A range of charged for services are detailed on the website	<a href="http://www.defra.gov.uk/vla/services/ser_services.htm">http://www.defra.gov.uk/vla/services/ser_services.htm</a>

- **Leaflets, booklets and newsletters**

These include but are not limited to

<b>Description</b>	<b>Availability</b>
Chemical Food Safety Report	<a href="http://www.defra.gov.uk/vla/reports/rep_food.htm">http://www.defra.gov.uk/vla/reports/rep_food.htm</a>
Disease surveillance reports (monthly and quarterly)	<a href="http://www.defra.gov.uk/vla/reports/rep_surv.htm#surveillance">http://www.defra.gov.uk/vla/reports/rep_surv.htm#surveillance</a>
Salmonella in Livestock Production	<a href="http://www.defra.gov.uk/vla/reports/rep_salm_rep07.htm">http://www.defra.gov.uk/vla/reports/rep_salm_rep07.htm</a>
Veterinary Investigation Surveillance Report (VIDA)	<a href="http://www.defra.gov.uk/vla/reports/rep_vida.htm">http://www.defra.gov.uk/vla/reports/rep_vida.htm</a>
Wildlife Disease Report	<a href="http://www.defra.gov.uk/vla/reports/rep_wildlife.htm">http://www.defra.gov.uk/vla/reports/rep_wildlife.htm</a>

- **Forms**

Description	Availability
Forms for a range of VLA services including samples submission and job applications	<a href="http://www.defra.gov.uk/vla/vla/vla_forms.htm">http://www.defra.gov.uk/vla/vla/vla_forms.htm</a>

- **Events**

Description	Availability
Details for current VLA events including conferences	<a href="http://www.defra.gov.uk/vla/news/new_intro.htm">http://www.defra.gov.uk/vla/news/new_intro.htm</a>

- **Media releases**

Description	Availability
VLA press releases are published by Defra	<a href="http://www.defra.gov.uk/news/media.htm">http://www.defra.gov.uk/news/media.htm</a>
VLA news stories are published on the website	<a href="http://www.defra.gov.uk/vla/news/new_intro.htm">http://www.defra.gov.uk/vla/news/new_intro.htm</a>