

Minutes of the Board Meeting on the 27th April 2023

Quality Meat Scotland Minutes of the 78th Meeting of the Board 27th April 2023 SARDC Boardroom, The Rural Centre

Present:

K. Rowell (Chair)
A. Irvine (Virtual)
A. Ivory
A. McGowan
E. Buckby
G. Wallace
I. Bentley
N. Jeffrey
S. Jarron

In Attendance:

S. Millar (Chief Executive)
D. Phillips (Standards Officer)
A. Cooke (Sponsor Team)

Minutes:

K. McCormack

Apologies:

C. Ruxton
J. Grant
P. Brown
P. Byrne (Accountant)

Detail	Action
Welcome and Apologies Kate Rowell welcomed everyone to the meeting. There were apologies from Pete Brown, Paul Byrne, Carrie Ruxton and Jilly Duncan Grant. Kate welcomed Emma Buckby to her first QMS Board meeting. Introductions were made around the room. Kate and the Board sent their best wishes to Pete Brown.	
Additions to the Agenda The following items were added to the agenda. <ul style="list-style-type: none">▪ Royal Highland Show 2023 – This was taken under agenda item 5.0 Update on Action Points▪ On Board, Board member training course – This was taken under Agenda item 11.00 Audit & Risk Management Committee Update	
Declaration of interests in any agenda item	

<p>It was noted that Adrian Ivory suggested Sarah to contact Dr Jude Capper who spoke at our QMS conference in 2020.</p>	Sarah
<p><u>Additional updates:</u></p> <p>Adrian highlighted that hauliers are looking to find out more information on the update on the 8 hour to 12 hour extension.</p>	
<p>Sarah agreed to check with Bruce McConachie and confirm to the Board the date of the next Haulage Industry Advisory Group meeting.</p> <p>Gordon Wallace advised that he spoke to east Renfrewshire council regarding QMS receiving no response to the letter we had sent to them in relation to The role of quality assured red meat in a healthy society. Gordon advised that they had confirmed they would send in a response. Sarah confirmed that a response letter had since been received this week and she thanked Gordon for chasing this up.</p>	Sarah
<p>Financial Report 12 Months to 31st March 2023</p> <p>Debbie Phillips presented the financial report for the 2022/ 2023 financial year to the 31st March 2023.</p> <p>Debbie advised that there were no significant issues to raise.</p> <p>Debbie agreed to amend the Summary Income and Expenditure table to make sure that brackets are around the correct figures to show the 340% variance as a positive and not a negative.</p>	Debbie
<p>Review of Reserve’s Policy – Discussion only if required</p> <p>It was agreed that going forward a Reserves Policy paper should be included in every Board pack and on the meeting agenda however it would only be discussed if required.</p> <p>The Board agreed there was nothing for discussion/ no changes to be made.</p>	
<p>QMS Future Strategy Planning Update</p> <p>Sarah Millar gave an update to the Board on the planning of the QMS Future Strategy which JR Withers Advisory Ltd have been facilitating. She highlighted the process so far and the next steps including key day dates.</p> <p>Sarah presented feedback in which JR Withers Advisory Ltd received when they had a session with key QMS stakeholders as part of the planning process. The session was titled ‘What do key stakeholders think’ and feedback was collated from the following questions that were asked:</p> <ul style="list-style-type: none"> ▪ Where does QMS make the most difference? ▪ What should QMS do more or less of? 	

<ul style="list-style-type: none"> ▪ What does success look like from QMS work? ▪ Any changes from how QMS works with stakeholders? <p>Sarah advised that the overall feedback received was positive with good points given that will help with the planning of the new strategy.</p> <p>It was highlighted that with Emma Buckby not being able to attend the next Board and Executive Team planning session, Sarah Millar will speak with James Withers to arrange for him to speak with Emma on a different day so that she is included in the planning process.</p>	<p>Sarah</p>
<p>QMS Committees – Approval of New Member Suggestions</p> <p>The Board reviewed the following suggestions from Executive Team on who they would like to approach to join our committees and approved each suggestion.</p> <p>Sarah Millar will update the Executive Team of these approvals:</p> <p><u>Processor Assurance Standard Setting Body</u> Hugh Black (Butcher)</p> <p><u>Cattle & Sheep Industry Advisory Group</u> James Young (farmer at Girvan mains)</p> <p><u>Beef & Lamb Marketing Advisory Group</u> Chris Scott (Lidl) Victoria Antoniadis, Head of Marketing (Kepak)</p> <p><u>Pork Marketing Advisory Group</u> Hendrick Cunningham (Aldi) to join Tavis McCabe, Sales Manager (Robertsons Fine Foods) Peter Mitchell, Owns Puddledub Butchery chain and is a pig farmer Steven Reaper, Owns Butchers in Leuchers and is a pig farmer.</p> <p>The Board were asked to send Sarah suggestions for the following representatives to join committees:</p> <p><u>Pork Marketing Advisory Group</u> Farmer representative required</p> <p><u>Auction Market Assurance Standard Setting Body</u> Farmer representative required</p> <p><u>Butchers Marketing Advisory Group</u> Butcher representative required</p> <p>A comment was made regarding some committee chairs preferring meetings to be in person rather than virtual or hybrid. Sarah agreed to speak to Executive Team to get</p>	<p>Sarah</p> <p>ALL</p>

<p>Review of Audit & Risk Management Committee Annual Report 2022/2023</p> <p>The Board reviewed the Audit & Risk Management Committee Annual Report 2022/2023 which was for information purposes only. No issues were raised.</p>	
<p>Review of Remuneration Committee Annual Report 2022/2023</p> <p>The Board reviewed the Remuneration Committee Annual Report 2022/2023 which was for information purposes only. No issues were raised.</p>	
<p>QMS Committee Meeting Updates</p>	
<p>Cattle & Sheep Industry Advisory Group – 14th March</p> <p>Kate Rowell gave an update from the Cattle & Sheep Industry Advisory Group meeting which was held on the 14th March.</p> <p>Kate highlighted the main topics which were covered on the agenda:</p> <ul style="list-style-type: none"> ▪ Industry Development Department <ul style="list-style-type: none"> - Bruce McConachie gave an update on the changes to the team and current vacancies ▪ Monitor Farm Programme <ul style="list-style-type: none"> - Beth Alexander gave an update from the success of the opening meetings. ▪ Meat Eating Quality <ul style="list-style-type: none"> - Bruce McConachie gave an update on the report and comms plan for April. <p>This was Scott Henderson’s last meeting with his term on the Board coming to an end. Kate and the committee thanked Scott Henderson for his support to the committee over the years.</p>	
<p>Butchers Marketing Advisory Group – 25th April</p> <p>Scott Jarron gave an update from the recent QMS Butchers Marketing Advisory Group meeting which took place on the 25th April in which he chaired in Gordon Wallace’s absence.</p> <p>Scott highlighted the main topics which were on the agenda:</p> <ul style="list-style-type: none"> ▪ Scotch Butcher Club booklets – Quantity given to butchers staying at 100. Content for summer booklets discussed ▪ Future events – Successful ‘Value-added’ event held at High Black & Sons. Committee agreed this is an event that QMS should facilitate more of as it 	

encourages apprentices to meet others in the industry and gain more confidence.	
<p>Brands Integrity Advisory Group - 14th February/ 4th April</p> <p>Andy McGowan left the room for this agenda item due to his noted conflict of interest as an SAOS board member.</p> <p>In Pete Browns absence, Sarah Millar and Kate Rowell updated the Board from the recent Brands Integrity Advisory Group meetings which took place on the 14th February and the 4th April.</p>	
<p>Approval of the 2023 QMS Auction Market Assurance Standards</p> <p>Kathryn Kerr presented the proposed 2023 QMS Auction Market Assurance Standards.</p> <p>Kathryn highlighted the paper confirming the changes that the Auction Market Standards Setting Body committee have agreed on and are bringing to the Board for approval.</p> <p>The Board reviewed and approved the 2023 Auction Market Assurance Standards.</p>	
<p>Final Highlight Report & Implementation Plans 2022/ 2023</p> <p>Sarah Millar and the Executive Team presented 'A year in review' where they each detailed 3 highlights from working on their 2022/ 2023 implementation plans.</p> <p>The following key areas were highlighted:</p> <ul style="list-style-type: none"> ▪ Corporate Services <ul style="list-style-type: none"> - Microsoft Dynamics 365 – Business Central - Employee Induction Portal - QMS Values (Lead, Support, Trust) ▪ Industry Development <ul style="list-style-type: none"> - The Monitor Farm Scotland programme - Animal Health & Welfare - Meat Eating Quality ▪ Brands Integrity <ul style="list-style-type: none"> - Updated Standards Setting Review - Health plan workshops - Membership rules ▪ Market Intelligence & External Affairs <ul style="list-style-type: none"> - Raising the profile of the red meat sector with decision makers - Providing an evidence base to the supply chain 	

<ul style="list-style-type: none"> - Demonstrating leadership in net zero and nature restoration ▪ Market Development <ul style="list-style-type: none"> - Retail - Processors - Export ▪ Marketing & Communications <ul style="list-style-type: none"> - Royal Highland Show 2022 - Summer 2022 campaign - Health & Education – Mission Sustain 	
<p>Chief Executives Report</p> <p>Sarah Millar highlighted key information from her report which included the following areas:</p> <ul style="list-style-type: none"> ▪ General <ul style="list-style-type: none"> - HRH Princess Anne visited the Roxburgh Monitor Farm in her capacity as patron of the Scotch Chefs Club. This generated some excellent coverage of both the programme, QMS and the Chefs club across multiple platforms which was excellent to see. ▪ Staff <ul style="list-style-type: none"> - Hamish Macdonell has been appointed as Public Affairs Manager to cover Lucys maternity leave and is also going to pick up some team management tasks to support Graeme, Iain and Abby. - We have appointed Emma McGowan to the role of Trade Development Executive to work with Tom in the Market Development team. - We have enhanced Abby Tongs role to include the key elements of consumer insight management that was vacated by the Category Managers departure in March. 	
<p>Chairs Report</p> <p>Kate Rowell updated the Board on the meetings and activities that she has been a part of over the past couple of months which included:</p> <ul style="list-style-type: none"> ▪ Farming Roundtable meetings ▪ Farmers Guardian Column ▪ ARIOB Meetings ▪ Board recruitment interviews ▪ Trade in Agriculture meetings ▪ Richard Lothead MSP ▪ ARD Meeting ▪ Moredun Event 	

<p>Any Other Business</p> <p>There was no other business raised.</p>	
<p>There being no further business, the meeting was closed.</p> <p>The next strategy planning meeting is on Wednesday 17th May which is in person at The Dakota Hotel, South Queensferry.</p> <p>The next Board meeting is on Thursday 8th June which is in person at The Doubletree Hilton, Edinburgh Airport.</p> <p>If you require any travel or accommodation for these dates, please contact Kirsty McCormack.</p>	