

# Quality Meat Scotland

## Minutes from the Board Meeting on the 25<sup>th</sup> April 2024

### Quality Meat Scotland

#### Minutes of the 83<sup>rd</sup> Meeting of the Board

25<sup>th</sup> April 2024  
SARDC Boardroom

**Present:**

K. Rowell (Chair)  
A. Irvine  
A. Ivory  
A. McGowan  
C. Ruxton  
E. Buckby  
I. Bentley  
J. Duncan Grant  
N. Jeffrey  
P. Brown  
S. Jarron

**In Attendance:**

S. Millar (Chief Executive)  
D. Phillips (Standards Officer)  
P. Byrne (Accountant)  
H. Curran (Sponsor Team)

**Minutes:**

K. McCormack

**Apologies:**

G. Wallace

Detail	Action
<b>Welcome and Apologies</b>  Kate Rowell welcomed everyone to the meeting. There was one apology from Gordon Wallace.	
<b>Declaration of interests in any agenda item</b>  The following Board members declared an interest as being Quality Assurance members and levy payers however these did not conflict with any agenda item: <ul style="list-style-type: none"><li>▪ Niall Jeffrey</li><li>▪ Kate Rowell</li><li>▪ Adrian Ivory</li><li>▪ Ann Irvine</li><li>▪ Emma Buckby</li></ul> Ian Bentley declared an interest as being president of Scottish Association of Meat Wholesalers and on the Board of Scotbeef Ltd.  Andy McGowan declared an interest due to him being a member on the Board of SAOS who established FIA and who are part of the ownership board of SARDC who own the rural centre where the QMS office is based.	

<p><b>Minutes of Board Meeting on the 22<sup>nd</sup> February 2024</b></p> <p>The minutes from the meeting on the 22<sup>nd</sup> February were reviewed and it was highlighted that the following changes should be made:</p> <ul style="list-style-type: none"> <li>• Agenda item 7 – Reserves policy Paragraph 5 – aboard should be Board</li> </ul> <p>With the above changes, the minutes were agreed as an accurate record of the meeting.</p>	<p><b>Kirsty</b></p>
<p><b>Financial Report 12 Months to 31<sup>st</sup> March 2024</b></p> <p>Paul Byrne presented the financial report for the 2023/ 2024 financial year to the 31<sup>st</sup> March 2024.</p> <p>There were no significant changes or areas of concern.</p> <p>Sarah confirmed that we have set objectives for this year to look at ways to bring costs down for travel and subs as costs for have gone up significantly since pre covid.</p> <p>Paul took an action to put the levy and levy repatriated figures into a graph going forward.</p> <p>Paul advised that the audit starts on Monday 29<sup>th</sup> April and is due to last 3 weeks.</p>	<p><b>Paul</b></p>
<p><b>Review of Reserves Policy</b></p> <p>The Reserves policy will be reviewed and discussed at Board meetings in September and February. It will be on the agenda at the meetings in April, June and November however will only be for discussion if required.</p> <p>The Board agreed there was nothing for discussion/ no changes to be made.</p>	
<p><b>Brand Plan &amp; New Marketing Agencies</b></p> <p>Emma Heath presented to the Board highlights of the new QMS brand plan and confirmed the two new agencies which we will be working with.</p> <p>The full brand plan had been shared with the Board prior to the Board meeting to allow time for questions/comments at the meeting.</p> <p>The Board thanked Emma and her team for producing a brilliant brand plan. Emma passed on her thanks to Kirsty Macdonald, Marketing Manager for her knowledge and time in the tender process.</p>	

<p>A comment was made that Emma's presentation would be very well received from SAMW/ the processors.</p> <p>Sarah Millar thanked Emma for her hard work since joining the team and expressed that she has received many positive comments from stakeholders relating to the noticeable change with our Marketing.</p> <p>Kirsty will share Emma's slides with the Board.</p>	<b>Kirsty</b>
<p><b>Corporate Business Plan and 24/25 Strategic Objectives</b></p> <p>The Board reviewed the Corporate Business Plan and 24/25 Strategic Objectives following updates since the last meeting.</p> <p>It was noted to make the following changes:</p> <ul style="list-style-type: none"> <li>▪ Update Robert Duncan's job title in organisation chart as recently changed.</li> <li>▪ Add Carrie Ruxton to the Pigs SSB list of members.</li> <li>▪ When we receive the updated QMS and the Scottish Government's National Performance Framework from Scot Gov, put a link to this document into the business plan.</li> </ul> <p>The Board approved the Corporate Business Plan and 24/25 strategic objectives.</p> <p>This will now go to the design agency to proofread and make into an electronic copy, bringing it to life and keeping it in the same format as our 5 year strategy document.</p>	<b>Kirsty</b>  <b>Kirsty</b>  <b>Kirsty</b>
<p><b>Final Update Report &amp; Implementation Plans 2023/ 2024</b></p> <p>Sarah Millar showed a video to the Board which captured some of the activities that the QMS team has been a part of over the last 12 months.</p> <p>The Strategic Management Team highlighted some of their key activities from the year which they have been proud to be a part of which included:</p> <ul style="list-style-type: none"> <li>▪ 5 year strategy</li> <li>▪ Department restructure/ New employees</li> <li>▪ Levy increase</li> <li>▪ Anuga Trade fair</li> <li>▪ Scotch Halal Lamb</li> <li>▪ Beef club launch in Milan</li> <li>▪ Brand plan</li> <li>▪ HRH Visit to Browns Food Group</li> </ul>	
<b>QMS Committee Meeting Updates</b>	
<b>Cattle &amp; Sheep Standards Setting Body - 27<sup>th</sup> February</b>	

<p>Niall Jeffrey gave an update from the Cattle &amp; Sheep Standards Setting Body meeting which took place on the 27<sup>th</sup> February.</p> <p>Niall highlighted that the main objective of the meeting was for a full review of the standards. The focus was on increasing the clarity of the standards and no completely new standards were requested. Health planning has been taken offline by a subgroup and they will report back to the committee with their proposal by the end of July 2024.</p>	
<p><b>Haulage Standards Setting Body – 29<sup>th</sup> February</b></p> <p>Adrian Ivory gave an update from the Haulage Standards Setting Body meeting which took place on the 29<sup>th</sup> February.</p> <p>Adrian highlighted that the main objective of the meeting was for an interim review of the standards. It was agreed that no new standards were required and that an administrative update only of the standards should be undertaken this year.</p> <p>The Livestock Transport Authorisation scheme was discussed, and it was agreed that QMS would draft a letter highlighting the need for progression on this scheme in Scotland and looking to have Scottish assessors. RHA and NFUS will take this to government via their organisations.</p> <p>Adrian will check with Kathryn Kerr if this letter has been drafted.</p>	<p><b>Adrian</b></p>
<p><b>Audit &amp; Risk Management Committee – 7<sup>th</sup> March</b></p> <p>Ann Irvine gave an update from the recent QMS Audit &amp; Risk Management committee meeting which took place on the 7<sup>th</sup> March.</p> <p><u>Internal Audit – Audit Report Procurement</u> Internal auditors confirmed that the overall assessment score given for the Procurement audit which took place in December 2023, was substantial assurance which is the highest assurance.</p> <p><u>Internal Audit – Plan for 2024/ 2025</u> Committee approved the following areas would be audited this coming year:</p> <ul style="list-style-type: none"> <li>▪ Market Intelligence in quarter 1</li> <li>▪ Payroll in quarter 2</li> <li>▪ Marketing in quarter 3</li> </ul> <p><u>External Audit</u> The auditor presented the audit plan for the 23/24 financial year which the committee were happy with.</p>	

<p><b>Papers for review by Board</b></p> <p>The following papers were presented to the Board;</p> <p><u>Review QMS Risk Register</u></p> <p>The Board reviewed and approved the risk register.</p> <p><u>Review QMS Policies and Procedures</u></p> <p>The Board reviewed and approved the list of Policies and Procedures with no additions.</p> <p><u>Review QMS 2024 FOI Request Report</u></p> <p>The Board reviewed the report which was for information purposes highlighting that there were 15 FOI requests.</p> <p><u>Review QMS 2024 Health &amp; Safety Report</u></p> <p>The Board reviewed the report which was for information purposes highlighting that there were no health &amp; safety issues reported. No questions were raised.</p> <p><u>Review QMS 2024 GDPR Report</u></p> <p>The Board reviewed the report which was for information purposes highlighting that there were no GDPR or data breach incidents. No questions were raised.</p>	
<p><b>Chief Executives Report</b></p> <p>Sarah Millar highlighted key information to the Board from her report updating them on activities since the last meeting in February.</p> <p><u>RHS 24</u></p> <p>Fiona Robertson was going to project manage the planning of the show, unfortunately her personal circumstances changed and she could not help us with this anymore. Therefore, we decided to keep the planning in house as we felt we had enough members of the team to be able to carry out all requirements. We have put together a working group with Laura Clark taking on the role of project manager and everything is on track.</p> <p>Sarah highlighted that the Board will be presented with the plans/ details for the show at the June Board meeting.</p> <p><u>FAST parliamentary reception</u></p> <p>Full information will be sent in due course regarding the joint parliamentary reception which is taking place on the 22<sup>nd</sup> May. This will confirm the purpose and objective of the reception. As this is a joint reception and not only QMS, there will not be any requirements asked of the Board members who are able to attend other than making it a good networking opportunity.</p>	
<p><b>Chairs Report</b></p>	

<p>Kate Rowell updated the Board on some of the key 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"> <li>▪ Good Food Nation conference</li> <li>▪ Visit to Great Glen Cattle Ranch</li> <li>▪ Fed by Farmers podcast</li> <li>▪ ARIOB meeting</li> <li>▪ Farming roundtable</li> <li>▪ Farmers Guardian column</li> <li>▪ Dover house reception for John Lamont</li> <li>▪ Daniel Zeichner MP meeting</li> <li>▪ Pete Wishart MP meeting</li> </ul>	
<p>There being no further business, the meeting was closed.</p> <p>The next two Board meeting dates:</p> <ul style="list-style-type: none"> <li>▪ Wednesday 5<sup>th</sup> June (Dinner/ Overnight)</li> <li>▪ Thursday 6<sup>th</sup> June</li> <li>▪ Wednesday 25<sup>th</sup> September (Away Day/ Overnight)</li> <li>▪ Thursday 26<sup>th</sup> September</li> </ul>	