

QUALITY MEAT SCOTLAND
Minutes of the Fiftieth Meeting of the Board
28 April, 2017 10.00am Rural Centre Boardroom, Ingliston

Present:

J McLaren, Chairman
R Eunson
J Fitzpatrick
J Gibson
S Henderson
A McNaughton
K Rowell
P Sleigh
L Welsh

In Attendance:

S Ashworth (Items 6, 7 & 8)
P Byrne (Item 3)
J Henderson (Item 16)
U Morton (Chief Executive)
C McLaren (Item 16)
G Smith (Sponsor Team)
S Woodman (Items 9& 10)

Apologies

S Mackie, G Milne, J Scott

- 1. Minutes of Board meeting on 23 February, 2017**
Inclusion of point 18 was noted and the February Board minutes were approved.
- 2. *Commercial in Confidence***
Update on Action Points
There were no queries on the action points paper.
- 3. Financial Report 12 months to 31 March, 2017**
 - 3.1. It was noted this paper is draft accounts with the Statutory accounts being sent to auditors on Friday 28 April.
 - 3.2. The Audit clearance meeting with Audit Scotland is scheduled for 25 May. This is the first year Audit Scotland will be conducting the meeting.
 - 3.3. Income and Expenditure
It was noted there has been a small change from a net surplus of approx. £1k in the management accounts to a net deficit of approx. £2k in the draft statutory accounts due to additional supplier invoices being received after the management accounts were prepared. The Levy Income for the year was £222k below budget previously estimated deficit of £220k. Assurance income is above budget due to increased memberships. Grant income was above estimate due to KTIF grant being higher. External spend was below budget and there were no issues with departmental estimates. Staff costs were below budget due to accrued staff leave.
 - 3.4. Balance Sheet
It was noted that cash is close to budget and there were no areas for concern regarding the Balance Sheet.
- 4. Progress Report for period 14 February to 31 March (paper 3-17/18)**
Issues regarding FSS stats on animal welfare (including pregnant animals) in abattoirs was highlighted and will be discussed at the next Standard Setting Body Meeting. **AM**
- 5. Review Completed 16/17 Management Plan (paper 4-17/18)**
The high level of achievement of planned activities was noted. The main areas of partial or non-achievement were in Industry Development due to staffing issues.

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- 6. Market Report (paper 5-17/18)**
No issues to note on Market Report.
- 7. EUROP Grid Potential for Changes**
Head of Economics Services gave a presentation on Pricing Grids – Fit for Purpose? And answered questions from the Board. The Chairman asked for this to be brought back to the Board after Brexit. **SA**
- 8. *Commercial in Confidence***
Brexit Issues for the Industry/QMS (paper 6-17/18)
There were no issues to note on the Brexit paper
- 9. SPEC Checker and multiple Rented Grazings Challenge**
Head of Brands Integrity gave a presentation and answered questions from the Board.
- 10. English CPHs and the QMS C&S Scheme (paper 7-17/18)**
- 11. Committee Updates**
- 11.1. Pigs Standard Setting Meeting – 20 April – P Sleigh
Four new members joined since the last meeting. The group are looking to update the logo to show a Scottish flag.
- 11.2. Pig Marketing Group – 24 April – P Sleigh
A brainstorming session is scheduled for 27 June which will include producers and marketing to discuss how to get the Scottish Flag on the product.
- 11.3. Audit & Risk Management Committee – 8 March (paper 8-17/18)
Minutes of meeting noted by board.
- 12. Corporate Governance**
- 12.1. **Approve Risk Register (paper 9-17/18)**
A Board Member commented it was good to see briefing notes on Brexit included as an action. Risk register approved by the board.
- 12.2. **Review Board Standing Orders (paper 10–17/18)**
The Board approved the Standing Orders.
- 12.3. **Review Scheme of Delegation (paper 11-17/18)**
The Board approved the Scheme of Delegation on the condition appendices 4 to 6 are revisited and standardised.
- It was noted the Terms of References will be updated with the current Board Meeting date to so show approval at the latest board meeting **LV**
- Ensure Senior Managers take Terms of Reference to respective committees for review once per year.
- 12.4. **Review QMS Policies and Procedures (paper 12-17/18)** **UM**
There were no suggestions for any additional policies or procedures.

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12.5. **Review of Membership of QMS Committees (paper 13-17/18)**

The proposed changes to the QMS Committees were discussed and the following agreed:

- Scottish Cattle Industry Group – Bill MacKinnon and John McIntosh to be reappointed for 3 years
- Pig Industry Group – Neill Hamilton, Jen Waters and Robb Milne to be reappointed for 3 years. Jonathan Whitehead current appointment ends May 2017 and will not be reappointed.
- Scottish Sheep Industry Group – Iain MacKay and Debbie McGowan to be reappointed for 4 years.
- Cattle & Sheep Standard Setting Body – Kate Rowell will be appointed Chair and Louise Welsh will continue as a committee member. Suzanne Woodman to advise whether Neil McLeod will continue his appointment. Possible opportunity for a representative from NSA.

Add K Rowell to Scottish Sheep Industry Group list.

12.6. **Review 2016 Health & Safety Report (paper 14-17/18)**

The Board noted the H&S report with no issues arising.

12.7. **Draft Programme of Recurring Board Business 17/18 (paper 15-17/18)**

The Programme of Recurring Board Business was noted.

LWi

13. **Chief Executive's Report (paper 16-17/18)**

The Chief Executives Report was noted.

14. **Chairman's Report Including update on Chief Executive appointment**

14.1. The Chairman provided a verbal update on the Chief Executive appointment and thanked those Board Members involved in the interview process. Thanks were also extended to the Executive Assistant and current Chief Executive for assessment programme.

14.2. Levy Repatriation Update

15. **Any Other Business**

No AOB was proposed.

16. **Street Soccer, Presentation Football. Hope. Change**

David Duke, Chief Executive from Street Soccer gave an inspiring presentation on his work with QMS and stated he looked forward to continued work with QMS.

17. **Presentation on a potential operating model for a Scotch Beef DNA verification programme**

18. **Date of Next Meeting**

The next Board meeting would be held on **Wednesday**, 7 June at 10am in the Rural Centre Boardroom.