

# Minutes of the Board Meeting on the 11<sup>th</sup> November 2021

## Quality Meat Scotland

Minutes of the 70<sup>th</sup> Meeting of the Board  
11<sup>th</sup> November 2021  
Zoom Video Call

### Present:

K. Rowell (Chair)  
A. Irvine  
A. Ivory  
A. McGowan  
C. Milne  
G. Milne  
G. Wallace  
I. Bentley  
N. Jeffrey  
P. Brown  
S. Henderson  
S. Jarron

### In Attendance:

A. Clarke (Chief Executive)  
H. Curran (Scot Gov Sponsor Team)  
R. Branza (Scot Gov Sponsor Team)  
P. Byrne (Accountant)

### Minutes:

K. McCormack

### Apologies:

N/A

Item No.	Detail	Action
1.0	<b>Welcome and Apologies</b>  Kate Rowell welcomed everyone to the meeting. There were no apologies.	
2.0	<b>Additions to the Agenda</b>  There was one addition to the agenda 'Pig Sector Update' which was put on as agenda item no.8.	
3.0	<b>Declaration of interests in any agenda item</b>  Andy McGowan declared an interest in the Pig Sector Update under agenda item 8.0 and an interest in the Office update under agenda item 12.0 Chief Executives Report.  Charles Milne declared an interest being Chair of the Integrity committee within Food Integrity Assurance Ltd.  It was agreed for Kirsty McCormack to send out a register of interests form to Charles Milne to complete.	<b>KM</b>
4.0	<b>Minutes of Board Meeting on the 23<sup>rd</sup> September 2021</b>  The minutes were agreed as an accurate record of the meeting with no amendments.	
5.0	<b>Commercial in Confidence – Update on Action Points</b>  Alan Clarke gave an update on a few of the actions from the last meeting.	

	<p><u>Agenda item 7.0 Update on Action Points</u> Any Board members wishing to attend on farm assessments, please get in touch with Kirsty McCormack who will liaise with Kathryn Kerr who will then arrange with Lloyds Register.</p> <p><u>Agenda item 13.4 Scottish Red Meat Industry Resilience Group</u> Scottish Government Future Agricultural Support Consultation – Link to this was issued on the 19<sup>th</sup> October. Thank you for those who sent Sarah Millar comments, she has included these in her final response which she is sending into Scottish Government for the closing date of 17<sup>th</sup> November. We hope to invite Cab sec to a meeting so we can discuss our points in detail as well as talk about some of the issues raised at the meeting in September. If we do secure a meeting, we will have a pre meeting with the Board.</p> <p>DEFRA consultation on Labelling for Animal Welfare – Sarah Millar has formed a small working party to draft a response. Sarah will send out the draft response to the Board asking for comments before sending in the final version before the closing date on the 6<sup>th</sup> December.</p>	<p><b>ALL</b></p> <p><b>AC/ SM</b></p>
<b>6.0</b>	<p><b>Financial Report 6 Months to 30<sup>th</sup> September 2021</b></p> <p>Paul Byrne presented the financial report for the 2021/ 2022 financial year to the 30<sup>th</sup> September 2021.</p> <p>Paul advised that there was nothing of concern to raise and highlighted key areas from the report.</p>	
<b>7.0</b>	<p><b>Levy Organisation Benchmarking Report</b></p> <p>Paul Byrne presented the report which showed figures from our 2019/ 2020 audited accounts, comparing them against 6 similar organisations. He highlighted that 4 out of the 6 organisations figures were from previous years audited accountants as he was unable to get their figures for the 2019/ 2020 financial year.</p>	
<b>8.0</b>	<p><b>Pig Sector Update</b></p> <p>Alan led a discussion on the current issues impacting the pig sector. It was agreed that QMS would do everything we could to help with the current situation. Alan agreed to take legal advice before any actions took place.</p>	<b>AC</b>
<b>9.0</b>	<p><b>QMS Committee's Membership</b></p> <p>The Board reviewed suggestions and agreed of who to approach to join the following committee's:</p> <ul style="list-style-type: none"> <li>• QMS Beef &amp; Lamb Marketing Advisory Group</li> <li>• QMS Cattle &amp; Sheep Industry Advisory Group</li> <li>• QMS Cattle &amp; Sheep Assurance Standards Setting Body</li> <li>• QMS Processors Assurance Standards Setting Body</li> <li>• QMS Butchers Marketing Advisory Group</li> </ul>	<b>AC</b>

	<p>Gordon Wallace and Scott Jarron agreed to have a discussion around how we can encourage recruitment to the QMS Butchers Marketing Advisory Group.</p> <p>It was agreed that we should approach online meat suppliers to join our committees.</p> <p>Gender inclusion and geographical inclusion was advised to be thought of when recruiting new members.</p> <p>Alan asked the Board to send on anytime to Kirsty McCormack, any other suggestions of people to approach for committees as well as suggestions of ways to help with recruiting new members which will be reviewed next year:</p> <p>A suggestion was made to put a note on the website for people to apply to join a committee. Alan agreed to take this to Executive Team.</p>	<p><b>GW/ SJ</b></p> <p><b>ALL</b></p> <p><b>AC</b></p>
<b>10.0</b>	<b>QMS Committee Updates</b>	
<b>10.1</b>	<p><b>Cattle &amp; Sheep Standards Setting Body – 19<sup>th</sup> October 2021</b></p> <p>Charles Milne gave an update from the Cattle &amp; Sheep Standards Setting Body meeting which took place on the 19<sup>th</sup> October.</p> <p>Charles highlighted that the meeting was for a formal review of the standards which is done every two years with an interim review in between. The committee reviewed each standard and agreed for some to be clarified or reworded along with some inclusions</p> <p>Charles advised that we hope to bring the draft 2022 Cattle &amp; Sheep Standards to the Board in December for approval.</p>	
<b>10.2</b>	<p><b>Audit &amp; Risk Management Committee – 20<sup>th</sup> October 2021</b></p> <p>Ann Irvine gave an update from the Audit &amp; Risk Management Committee meeting which took place on the 20<sup>th</sup> October.</p> <p>Ann highlighted that it was Gordon Wallace and Charles Milne's first meeting since joining the committee and she ran through the main topics that were on the agenda which included:</p> <ul style="list-style-type: none"> <li>▪ Review of Financial controls audit report</li> <li>▪ Review of Terms of Reference</li> <li>▪ Risk Register</li> <li>▪ Employee Handbook</li> </ul> <p>Ann expressed the need for Board members to contribute more when Debbie Phillips sends out the risk register for comments before it then goes to the Executive Team and the Audit &amp; Risk Management Committee to review. The committee suggested a couple of ways in which the Board can easily take more ownership of the register:</p> <ul style="list-style-type: none"> <li>▪ Key risks be highlighted at each Board meeting for discussion which will be brought back to Audit &amp; Risk meetings.</li> <li>▪ Certain Board members are required to look at sections on the risk register that are relevant to their expertise.</li> </ul> <p>It was agreed for Board members to email Kirsty McCormack with their thoughts on the</p>	<p><b>ALL</b></p>

	above proposals or to suggest any others for Kirsty to then take to Ann and the committee.	
<b>10.3</b>	<p><b>Beef &amp; Lamb Marketing Advisory Group – 25<sup>th</sup> October 2021</b></p> <p>George Milne gave an update from the Beef &amp; Lamb Marketing Advisory Group meeting which took place on the 15<sup>th</sup> October. He highlighted a few of the main agenda items that were discussed on the day:</p> <ul style="list-style-type: none"> <li>▪ Alix Ritchie and Jennifer Robertson provided an update of the work being undertaken in the field of Health &amp; Education. They advised that planning sessions are to follow with Health &amp; Ed, Exec Team and Board on how to create a legacy for the meat voucher initiative.</li> <li>▪ Iain Macdonald presented an updated overview of the beef and lamb markets since the committee last met.</li> <li>▪ Antoine Legendre presented an update into the red meat category and trends which was well received by the group.</li> <li>▪ Kirsty MacDonald presented the Marketing &amp; Communications plans to cover COP 26, January Reputation campaign, Scotch Lamb for St Andrews Day, Christmas 2021, and a new digital experience project which will be launching in Spring 2022.</li> </ul>	
<b>11.0</b>	<p><b>Highlight Report &amp; Implementation Plans 2021/ 2022</b></p> <p>Alan Clarke presented the highlight report and implementation plans for 2021/ 2022 with the Executive Team present to answer any questions the Board had.</p> <p>Sarah Millar gave an update on Cop26 and presented the sustainability position paper which she put together on behalf of The Scottish Red Meat Industry Resilience Group.</p> <p>Tom Gibson gave an update on the plans for the Butchery Careers Project.</p> <p>Stuart Ashworth agreed to speak with Iain MacDonald to get information for a question that George Milne raised 'should the pork market in China fall or change, would Australia or New Zealand send more sheep meat to the UK now that agreements have been put in place'.</p>	<b>AC/ SA</b>
<b>12.0</b>	<p><b>Chief Executive's Report</b></p> <p>Alan Clarke highlighted key information from his report which included:</p> <ul style="list-style-type: none"> <li>▪ Levy Repatriation</li> <li>▪ Office</li> </ul>	
<b>13.0</b>	<p><b>Chairs Report</b></p> <p>Kate Rowell updated the Board on the meetings and activities that she has been a part of over the past month which included:</p> <ul style="list-style-type: none"> <li>▪ Pre cop26 farm visits</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ Global Meat Alliance meetings</li> <li>▪ Adrian Ivory's Farm Open Day</li> <li>▪ Agriculture Reform Implementation Oversight Board</li> <li>▪ Presented on sustainability to Glasgow University</li> <li>▪ Interviewed for CNBC</li> <li>▪ Food &amp; Farming Countryside Group Meeting</li> <li>▪ Trade &amp; Agriculture Commission Inaugural Meeting in London</li> </ul>	
<b>14.0</b>	<b>Any Other Business</b>  There was no other business raised.	
	<p>There being no further business, the meeting was closed. The next key date is the 9<sup>th</sup> December for the Board &amp; Executive Team planning day which will start at 10am at the Dakota Hotel South Queensferry.</p> <p>If anyone requires accommodation or travel, please get in touch with Kirsty McCormack.</p>	