

Minutes of the Board Meeting on the 23rd September 2021

Quality Meat Scotland Minutes of the 70th Meeting of the Board The Scotsman Hotel 23rd September 2021, 9am – 3pm

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)
G. Burgess (Scot Gov Sponsor Team)
- Left after Agenda Item 2
H. Curran (Scot Gov Sponsor Team)
P. Byrne (Accountant)

Minutes:

K. McCormack

Apologies:

A. Cooke (Scot Gov Sponsor Team)
R. Branza (Scot Gov Sponsor Team)

Item No.		Action
1.0	<p>Welcome and Introductions</p> <p>Kate Rowell welcomed everyone to the 70th QMS Board meeting where they were joined by Cabinet Secretary Mairi Gougeon MSP.</p> <p>This was the first Board meeting for new members Adrian Ivory, Ian Bentley, Niall Jeffrey, Peter Brown and Scott Jarron.</p> <p>Everyone around the table introduced themselves including the Executive team who were present for this session.</p>	
2.0	<p>Board Session with Cabinet Secretary Mairi Gougeon MSP</p> <p>Members of the Board and Executive Team led on discussions on the following topics:</p> <ol style="list-style-type: none">1. The long-term future of the Scottish Pig Industry.2. Monitor Farm Scotland proposal3. The Role of the Scottish Red Meat Resilience Group4. COP-265. Shortage of staff in all Scottish red meat sectors6. CAP Reform <p>It was agreed that the next time the Board meet with the Cabinet Secretary, there should be a pre meeting for the Board.</p>	AC

3.0	Apologies There were two apologies from Ramona Branza and Ashley Cooke.	
4.0	Additions to the Agenda Pig levy holiday was added to the agenda as item no.10.	
5.0	Declaration of interests in any agenda item Andy McGowan declared an interest in the office update under agenda item 16. Chief Executives Report.	
6.0	Minutes of Board update meeting on 3rd June 202 The minutes were agreed as an accurate record of the meeting.	
7.0	Update on Action Points Following a copy of the list of agreed requirements to be an assessor being issued with the last meetings actions, it was agreed that the list of requirements for an assessor needs reviewed to tighten it up. A suggestion was made that assessors should have a document with information highlighting the key benefits of being a member of a QMS assurance scheme and the work that QMS has done, including figures and publications. The questions regarding Board members being able to go on farm assessments will be looked into. There were no further updates given towards actions.	AC/ KK AC/ KK AC/ KK

8.0	<p>Financial Report 1 month to 31st August 2021</p> <p>Paul Byrne presented the financial report for the 2021/ 2022 financial year to the 31st August 2021.</p> <p>Paul advised that there was nothing of concern to raise and highlighted key areas from the report which included the following:</p> <ul style="list-style-type: none"> ▪ Merging of two departments and their budgets to become the Market Intelligence & External Affairs department. ▪ Budget re-allocations 	
9.0	<p>Review of Reserves Policy</p> <p>Paul presented the reserves policy and advised that the QMS appetite for risk be set at medium.</p> <p>The Board reviewed and approved the Reserves Policy.</p> <p>The Reserves policy will next be reviewed in February 2022.</p>	PB
10.0	<p>Pig Levy Holiday</p> <p>Alan Clarke informed the Board that AHDB are putting forward to DEFRA a proposal for a 1 month holiday for pig levy payments in England and that we need to consider it for Scotland. Alan advised Scottish Government have confirmed that as the QMS Board we need to put our decision in writing to the Cabinet Secretary for her to make the final decision.</p>	
11.0	<p>Processor Assurance Scheme Standards – Formal Review</p> <p>Kathryn Kerr presented the proposed 2021 Processor Assurance Scheme Standards for approval.</p> <p>Kathryn advised that the standards had not had a formal review since 2015 and she highlighted a couple of the key changes which included the layout which is now in the same format as the other Standards that's have been updated and there are more requirements for SSPCA approval.</p> <p>It was highlighted that standard 11.2 on page 25 needs updated as the EUROP grid has changed to incorporate more grades so these need to be included.</p> <p>The Board reviewed and approved the 2021 Processor Assurance Scheme Standards.</p>	AC/ KK KK
12.0	<p>Annual Review of Membership of QMS Committee's (Including appointment of new members for committee's)</p> <p>Alan Clarke and the Board reviewed each committee and confirmed Board appointments to each of the following committee's</p> <p><u>QMS Remuneration Committee</u></p> <p><u>QMS Audit & Risk Management Committee</u></p> <p><u>QMS Beef & Lamb Marketing Advisory Group</u></p>	

	<p><u>QMS Pork Marketing Advisory Group</u></p> <p><u>QMS Butchers Marketing Advisory Group</u></p> <p><u>QMS Cattle & Sheep Industry Advisory Group</u></p> <p><u>QMS Pig Forum</u></p> <p><u>QMS Red Meat Industry Resilience Group</u></p> <p><u>QMS Cattle & Sheep Assurance Standards Setting Body</u></p> <p><u>QMS Pig Assurance Standards Setting Body</u></p> <p><u>QMS Haulage Assurance Standards Setting Body</u></p> <p><u>QMS Auction Market Assurance Standards Setting Body</u></p> <p><u>QMS Processors Assurance Standards Setting Body</u></p> <p><u>QMS Feed Assurance Scheme</u></p> <p><u>QMS Haulage Industry Advisory Group</u></p> <p>Alan advised that we need some new members to join committee's and asked for any suggestions to be sent to Kirsty McCormack.</p> <p>A number of suggested names were made however Alan advised that he would update the members list and send onto the Board before approaching them.</p> <p>It was agreed to look at how we recruit new members onto committee's at the October planning day.</p>	<p>ALL</p> <p>AC</p> <p>AC</p>
13.0	QMS Committee's	
13.1	<p>C&S Standards Setting Body - 23rd June</p> <p>Charles Milne gave an update from the Cattle & Sheep Standards Setting Body meeting which took place on the 23rd June.</p> <p>The meeting was for horizon scanning and Charles highlighted some of the key topics that were discussed on the day:</p> <ul style="list-style-type: none"> ▪ Presentation on health plans and roles of SQP's, pharmacists and vets from Bryan Lovegrove, AHDA ▪ Presentation from Jonathan Birnie from Birnie Consultancy on the QMS C&S Benchmarking project <p>It was agreed for the benchmarking project report be shared with the Board.</p> <p>It was agreed that the following should be added to future standards:</p> <ul style="list-style-type: none"> ▪ What QMS does as an organisation ▪ On the front page add 'These are independently assessed on behalf of QMS'. 	<p>AC/ KK</p> <p>AC/ KK</p>
13.2	QMS Haulage Standards Setting Body - 5th August	

	<p>Alan Clarke gave an update from the Haulage Standards Setting Body meeting which took place on the 5th August with chair Gordon McKen.</p> <p>The meeting was for an interim review of the standards that were issued in August 2020 and there were discussions around the following topics:</p> <ul style="list-style-type: none"> ▪ Abattoirs being able to identify which trailers were suitable for certain species ▪ Issues surrounding the transportation of pregnant animals ▪ Training for hauliers regarding animals that are not fit to travel 	
13.3	<p>Pork Marketing Advisory Group – 6th September</p> <p>Andy McGowan gave an update from the recent Pork Marketing Advisory Group meeting which took place on the 6th September.</p> <p>Andy highlighted some of the key topics that were discussed on the day:</p> <ul style="list-style-type: none"> ▪ Sustainability of soya in the pig market ▪ Trademarking Scottish pork ▪ Introducing additional colour into meat aisles ▪ Category Update from Antoine Legendre ▪ Industry Update from Stuart Ashworth ▪ Marketing & Communications update from Kirsty MacDonald 	
13.4	<p>Scottish Red Meat Industry Resilience Group – 16th September</p> <p>Kate Rowell gave an update from the recent Scottish Red Meat Industry Resilience Group meeting which took place on the 16th September.</p> <p>Kate highlighted the key topics that were discussed on the day:</p> <ul style="list-style-type: none"> ▪ Feedback on the Scottish Beef sector 2030 strategy emerging recommendations ▪ Sustainability position paper ▪ Defra's consultation on 'Labelling for Animal Welfare' ▪ Scottish Government's consultation on 'Agricultural transition - first steps towards our national policy' <p>It was agreed for the links to the two consultations be issued to the Board along with a document for Board to complete with their comments so Sarah Millar can feed them into QMS's response.</p>	KM
14.0	<p>Audit & Risk Management Committee – List of proposed RR items</p> <p>Ann Irvine presented a list of proposed items for the risk register which the Board reviewed and agreed that the following should be added to the register:</p> <ul style="list-style-type: none"> ▪ Reputational damage/ Consumer Confidence on quality assurance ▪ Animal welfare / attacks by animal rights activists and public perception of on farm and the production chain ▪ Changes with particular reference/ impact on the red meat sector, including COVID recovery costs ▪ Lack of understanding of the purpose of quality assurance and the benefit to consumers of quality assured food ▪ Food imports that potentially undermine Scottish standards (including Free Trade agreements) ▪ Cyber fraud ▪ Impact of votes by levy bodies and possible contagion for QMS 	AI

15.0	Highlight Report & Implementation Plans 2021/ /2022 Alan Clarke presented the highlight report and implementation plans for 2021/ 2022 and with the Executive Team presenting to the Board the day before, no further questions were raised.	
16.0	Chief Executive's Report Alan Clarke highlighted key information from his report which included: <ul style="list-style-type: none"> ▪ Levy Repatriation ▪ Office <p>It was agreed for Alan to look at alternative options for the location of the QMS office and for the options to be brought to the December Board meeting.</p>	AC
17.0	Chair's Report Kate Rowell updated the Board on the meetings and activities that she has been a part of over the past month which included: <ul style="list-style-type: none"> ▪ Successful Board recruitment meeting and interviews ▪ Farming Roundtable Meetings every 2 weeks ▪ Writing a column for the Farmers Guardian every month ▪ Global Meat Alliance meetings ▪ Podcast for the Monitor Farm legacy project ▪ Agriculture Reform Implementation Oversight Board 	
18.0	Any Other Business It was agreed for Board contact numbers and email addresses for be shared with each other. All Board members agreed for their details to be shared.	KM
	There being no further business, the meeting was closed. The next key dates are 28 th October for the Board planning day and Thursday 11 th November for the board meeting.	