

QUALITY MEAT SCOTLAND

Minutes of the Sixty Eighth Meeting of the Board
29th April 2021, 10am – 3pm, Zoom Video Call

Present:

K. Rowell (Chair)
A. Irvine
A. McGowan
C. Milne
G. Milne
G. Wallace
J. Fitzpatrick
L. Welsh
S. Henderson
S. Mackie

In Attendance:

A. Clarke (Chief Executive)
P. Byrne (Accountant)

Minutes:

K. McCormack

Apologies:

J. Gibson

		ACTION
1.0	Welcome and Apologies Kate Rowell welcomed everyone to the sixty eighth QMS Board meeting. There was one apology from Jock Gibson.	
2.0	Additions to the Agenda The Board asked for item 'Potential Board Members' be added to the agenda. Kate Rowell advised that she will be covering Board recruitment as part of the Chairs report so will add this for discussion. Kate confirmed that the presentation from Bruce McConachie on the DNA Project Update that was due to be given at this meeting, will be moved to the June Board meeting to give it adequate time for discussion. Kirsty McCormack will add the DNA Project Update to the agenda for our June Board meeting.	KM
3.0	Declaration of interests in any agenda item Louise Welsh declared an interest in the discussion around Fibrophos which was under the Cattle & Sheep Standards Setting Body Committee Update. Andy McGowan declared an interest in the New Co proposals.	
4.0	Minutes of Board update meeting on 25th February 2021 It was highlighted that on page 6 under 8.10. the word 'place' should be added to the first sentence. The minutes were agreed as an accurate record of the meeting.	KM

5.0	<p>Update on Action Points</p> <p>It was asked that more information be shared in relation to Action 8.3 as the information that was previously shared did not answer all points in the action which was to compare the results of the ‘Make It’ campaign with other similar campaigns done by other organisations. It was agreed that the information should also include an analysis as to why it was a success.</p> <p>Alan Clarke advised that he would ask Lesley Cameron to present her findings at the June Board meeting as well as emailing infographics out.</p> <p>Alan advised that Action 8.6 which is marked as complete, when Bruce McConachie makes progress on the project, he will share any developments with the Board.</p>	<p>AC/ LC</p> <p>AC/ BM</p>
6.0	<p>Financial Report 12 months to 31st March 2021</p> <p>Paul Byrne presented the financial report for the 2020/ 2021 financial year to the 31st March 2021.</p> <p>He discussed information from the summary of income and expenditure, and the balance sheet with no significant issues raised.</p> <p>Paul highlighted that staff working from home monthly payments that had been previously coded to travel and subs, had been moved to staff costs in accordance with discloser requirements. Paul detailed that staff receive £50 per month, the first £24 which is not taxable and £24 which is taxable.</p> <p>Paul notified that the statutory accounts and audit papers are going to Audit Scotland on the 4th May and the clearance meeting is planned for the 3rd week in May.</p> <p>Alan Clarke thanked Paul for all the work that he has done the past year.</p>	
7.0	<p>QMS Committees – Audit & Risk Management Committee</p> <p>Ann Irvine gave an update from the Audit & Risk Management Committee meeting which took place on the 10th March 2021.</p> <p>Ann advised that the committee reviewed the proposed audits for 2022/ 2023 and agreed to keep in GDPR, replace Stakeholder Engagement with Procurement and for now, keep in Customer Assurance Schemes however, depending on the Boards decision regarding New Co, the committee will decide whether to keep Customer Assurance Schemes in or to take it out.</p> <p>Review Template of Reformatted Risk Register The Board reviewed and approved the new format of the risk register.</p> <p>Review QMS Risk Register The following two suggestions were made which Ann will take forward to the June committee meeting:</p>	

	<ul style="list-style-type: none"> ▪ Risk categories – Colours to be reviewed with recent events ▪ Brexit Risk to be updated to include potential risks <p>The Board reviewed and approved the Risk Register.</p> <p>Review QMS Risk Register Management Policy The Board reviewed and approved the risk register management policy.</p> <p>Review QMS Scheme of Delegation The Board reviewed and approved the Scheme of Delegation.</p> <p>Review QMS Policies and Procedures The Board reviewed and approved the list of Policies and Procedures.</p> <p>It was asked for Kirsty McCormack to share the latest version of the biosecurity policy with Charles Milne.</p> <p>Review QMS 2020 FOI Request Report The Board read the report which was for information purposes. No questions were asked.</p> <p>Review QMS 2020 GDPR Report The Board read the report which was for information purposes. No questions were asked.</p> <p>Review QMS 2020 Health & Safety Report The Board read the report which was for information purposes. No questions were asked.</p>	KM
8.0	<p>QMS Audit & Risk Management Committee Annual Report 2020/ 2021</p> <p>Ann Irvine presented the report to the Board. No questions were asked.</p>	
9.0	QMS Committee's	
9.1	<p>Cattle & Sheep Assurance SSB</p> <p>Charles Milne gave an update from the Cattle & Sheep Assurance Standards Setting Body meeting which took place on the 15th March 2021.</p> <p>Charles highlighted that the main reason for the meeting was to try and reach consensus on the question of whether the inorganic waste product Fibrophos (including MBMA) should be included for use on farmland within the Standards.</p> <p>The Board reviewed and approved the committee's proposal:</p> <p>Proposal QMS suggest that no changes are made to the standards regarding Fibrophos with MBMA and any members wishing to use the product on arable land will be referred to SQC for a response.</p>	

	Standard 8.6 – This will be reviewed and changed at the committees next meeting which is when a full review of the standards will be done.	
9.2	<p>Cattle & Sheep Industry Advisory Group</p> <p>Scott Henderson gave an update from the Cattle & Sheep Industry Advisory Group meeting which took place on the 18th March 2021.</p> <p>Scott highlighted the topics that were discussed on the day which included:</p> <ul style="list-style-type: none"> ▪ February Webinars – ‘Outwintering Youngstock’ & ‘Young Producers Group’ ▪ Podcasts - 33 released with 7800 downloads ▪ Scotch Beef Traceability and Performance Project – Submitted to Scot Gov ▪ Future funded projects <ul style="list-style-type: none"> ○ Cairngorms Farm Project – lottery funded ○ Ram Compare Phase III – recruiting new Scottish farm ○ Monitor Farm Scotland – proposal to cabinet secretary in May ▪ QMS Producer Portal – Aiming to launch end of May ▪ Maternal CPT project – Review as potential sheep equivalent of DNA project 	
9.3	<p>Butchers Marketing Advisory Group</p> <p>In Jock Gibsons absence, Gordon Wallace gave an update from the Butchers Marketing Advisory Group meeting which took place on the 23rd March 2021.</p> <p>Gordon highlighted the topics that were discussed on the day which included:</p> <ul style="list-style-type: none"> ▪ Social media strategy ▪ Butchers careers project in initial planning stages- collaborative project with Skills Development Scotland, Scotland Food and Drink and relevant industry stakeholders ▪ Butcher request to explore 100% Scotch Club – agreed for QMS to offer support to Butcher to produce his own marketing 	
9.4	<p>Processors Assurance SSB</p> <p>In Jock Gibsons absence, Alan Clarke gave an update from the Processors Assurance SSB meeting which took place on the 14th March 2021.</p> <p>Alan advised that the meeting was a full review of the standards and that the aim was to agree points for inclusion in the new standards going forward. The committee discussed at length each proposed change and there were further discussion points throughout.</p> <p>The committee were shown the new layout and look of the standards and everyone agreed that the new look brought it in line with the other standards and looked more user friendly.</p> <p>Alan advised that the new standards will be brought to a Board meeting for approval, potentially the July meeting.</p>	

<p>9.5</p>	<p>Remuneration Committee – Job Evaluation Project</p> <p>George Milne gave an update from the recent Remuneration Committee meetings which took place on the 21st and 27th April 2021 when the main topic for discussion at both was the Job Evaluation Project.</p>	
<p>12.0</p>	<p>Final Highlight Report & Implementation Plans 2020/2021</p> <p>Alan Clarke presented the final highlight report and implementation plans for 2020/ 2021 and confirmed a few key highlights and challenges this past year.</p> <p>Sarah Millar gave an update on our work on climate change to meet the COP26 deadline.</p> <p>Stuart Ashworth agreed to share the summary document on climate change that was sent out following the meeting with Fergus Ewing MSP at the Board meeting in September 2019.</p> <p>Alan agreed to share with the Board the documentation that was sent out at the start of the year on ‘Talking positively around red meat’.</p>	<p>AC/ SA</p> <p>AC/ LC</p>
<p>13.0</p>	<p>QMS Corporate Business Plan 2021/ 2022</p> <p>Alan Clarke presented the new Corporate Business Plan 2021/ 2022 and advised that they are getting 200 copies printed and that the Board will receive one in the post in the coming weeks.</p> <p>He advised that the version with the implementation plans is for internal use only and the version without the plans is for sharing with externals.</p> <p>The Board expressed that they thought that the layout was good and engaging although there was a comment regarding the colour of the font being too faint. There was also a comment regarding the image of the butcher knife being next to the statement on equality and for it to possibly be changed for next years plan.</p> <p>Alan advised that he would take note of all comments and would make any relevant changes for next years plan.</p>	
<p>14.0</p>	<p>Covid-19</p> <p>Sarah Millar gave an update on the Covid-19 situation highlighting the plan of lifting restrictions for the agriculture sector. Sarah advised that she will share with the Board a document detailing the recent announcements.</p>	<p>AC/ SM</p>
<p>15.0</p>	<p>Brexit Update</p> <p>Tom Gibson gave an update on the latest information around Brexit.</p>	

<p>16.0</p>	<p>Chief Executive's Report</p> <p>Alan Clarke highlighted key information from his report which included:</p> <ul style="list-style-type: none"> ▪ Covid-19 ▪ Levy Repatriation ▪ Quality Assurance Services ▪ Staff ▪ Office & IT ▪ Stakeholder Agreement <p>A discussion was had around recent retailer meetings and retailer volume sales. Sarah Mackie declared an interest in the topic and agreed to have a conversation with Alan offline.</p>	
<p>17.0</p>	<p>Chair's Report</p> <p>Kate Rowell updated the Board on the meetings and activities that she has been a part of over the couple of months:</p> <ul style="list-style-type: none"> ▪ Just Transition Report ▪ Hill Crofting Report ▪ Scottish Rural Parliament presentation ▪ Sustainability Interview that went out in a RBS NatWest newsletter ▪ Farming Roundtable Meetings ▪ QMS Board Appraisal Meetings ▪ Monthly Farmers Guardian Column (3 so far) <p>Kate updated the Board on the process of the Board recruitment. She advised that she had had a recent meeting with the interview panel and discussed the skills required that had been discussed at the previous Board meeting. The interview panel will be Kate, George Burgess and Sheila Voas. The proposed timetable is for the advert to be published the end of May and the interviews taking place at the end of July/ beginning of August.</p>	
<p>19.0</p>	<p>Any Other Business</p> <p>There was no other business raised.</p>	
	<p>There being no further business, the meeting was closed. The next Board meeting is Thursday 3rd June 2021.</p>	