

# Minutes of the Board Meeting on the 3<sup>rd</sup> June 2021

## **Quality Meat Scotland** Minutes of the 69<sup>th</sup> Meeting of the Board 3<sup>rd</sup> June 2021, 10am – 3pm, Zoom Video Call

### **Present:**

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

### **In Attendance:**

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

### **Minutes:**

K. McCormack

### **Apologies:**

J. Gibson  
L. Welsh

Item No.		Action
1.0	<b>Welcome and Apologies</b>  Kate Rowell welcomed everyone to the 69 <sup>th</sup> QMS Board meeting. There were two apologies from Jock Gibson and Louise Welsh.	
2.0	<b>Additions to the Agenda</b>  Alan Clarke gave an update on the current pig welfare issue which Andy McGowan declared an interest in.  There was a decision required from the Board therefore adequate time for discussion was necessary. It was agreed for this to take place during agenda item 11.0. The scheduled item 11.0 Future of QMS Quality Assurance Schemes will be on moved for discussion at the July information session.	KM
3.0	<b>Declaration of interests in any agenda item</b>  Andy McGowan declared an interest in agenda item - Future of QMS of Quality Assurance Schemes.	
4.0	<b>Minutes of Board update meeting on 29<sup>th</sup> April 2021</b>  The minutes were agreed as an accurate record of the meeting.	
5.0	<b>Update on Action Points</b>  There were no further updates given towards actions.	

6.0	<p><b>Financial Report 1 month to 30<sup>th</sup> April 2021 to include update on 5 Year Comparison</b></p> <p>Paul Byrne presented the financial report for the 2021/ 2022 financial year to the 30<sup>th</sup> April 2021.</p> <p>Paul discussed information from the summary of income, expenditure and the balance sheet with no significant issues raised. Information from the report regarding AHDB and levy repatriation was highlighted.</p> <p>Alan Clarke gave an update on the current financial situation with Lloyds Register.</p> <p>Paul presented the 5 year comparison table and advised that going forward we will benefit from the 1.2 million in statutory levy.</p> <p>Paul highlighted that the figure for Strategic Engagement under the Staff number 21/22 budget should be 1.6 not 2.6 which means that the total should be 26.9 and not 27.9. Kirsty McCormack will make this change.</p>	KM
7.0	<p><b>Approval of Accounts for the Year Ended 31<sup>st</sup> March 2021</b></p> <p>Paul presented the Accounts for 2020/ 2021. He advised that this had been reviewed along with the auditors at the Audit &amp; Risk committee meeting which took place on the 2<sup>nd</sup> June.</p> <p>Charles Milne highlighted that there were a few grammar mistakes and typos in the accounts report and that he would be happy to send these to Alan. It was agreed for Kirsty McCormack to send the report in word format so that Charles could make the changes.</p> <p>As Chair of the Audit &amp; Risk Management Committee, Ann Irvine highlighted to Board the outstanding figure under the sickness absence section and commented that the low figure must reflect on the exceptional management of staff.</p>	KM/ CM
8.0	<p><b>Fraud, Theft &amp; Bad Debt Report</b></p> <p>Paul presented the report that confirmed there was no fraud, theft or bad debts identified in the 20/21 financial year.</p> <p>Paul advised that there is no specific work done to provide evidence in this report and that it is work that is done through internal audit, external audit and the monthly accounts that Paul produces.</p> <p>Ann Irvine advised the Board of the processes that are in place to reduce the risk of fraud.</p>	
9.0	<p><b>Bank Short Term Deposit Rates &amp; Amounts</b></p> <p>The Board reviewed the paper on short term deposit balances and after a discussion, they agreed to make no changes and they would review when necessary.</p>	

<b>10.0</b>	<b>QMS Committee's</b>	
<b>10.1</b>	<p><b>Beef &amp; Lamb Marketing Advisory Group – 10<sup>th</sup> May</b></p> <p>George Milne gave an update from the recent Beef &amp; Lamb Marketing Advisory Group meeting which took place on the 10th May 2021.</p> <p>George highlighted the topics that were discussed on the day which included:</p> <ul style="list-style-type: none"> <li>▪ Industry update from Iain MacDonald</li> <li>▪ Red meat category and trends update from Antoine Legendre</li> <li>▪ Summer 2021 Marketing campaign presentation</li> <li>▪ 2021 Lambing season</li> </ul>	
<b>10.2</b>	<p><b>Remuneration Committee – 1<sup>st</sup> June</b></p> <p>George Milne gave an update from the recent Remuneration Committee meeting which took place on the 1<sup>st</sup> June 2021.</p>	
<b>10.3</b>	<p><b>Audit &amp; Risk Management Committee</b></p> <p>Ann Irvine gave an update from the Audit &amp; Risk Management Committee meeting which took place on the 2<sup>nd</sup> June 2021.</p> <p>Ann highlighted the following items that were discussed on the day:</p> <ul style="list-style-type: none"> <li>▪ GDPR Project – Finalising project and Debbie will update when complete</li> <li>▪ QMS Committees – Annual standard agenda items are to be set</li> <li>▪ Audit &amp; Risk Member Self Questionnaire – It was agreed that a plan needs to be put in place for inductions to audit and risk committee members and to all committees. This will be put into the action plan for when new board members start later this year.</li> <li>▪ Fraud, Theft &amp; Bad Debt Report – This was reviewed as discussed earlier.</li> <li>▪ Approval of Accounts for the Year Ended 31st March 2021 – This was reviewed as discussed earlier.</li> <li>▪ Internal Audit on Market development – The report was reviewed and the committee thanked Tom Gibson and his team for the excellent achievement as there was no official recommendations but 1 non official recommendation towards how a report is presented.</li> </ul> <p>Ann also presented the risk register to the Board and asked for approval of the proposed noted changes as well as following additional changes that came from the committee meeting:</p> <p>Risk 2.1 - add in but not Australia specific – food imports and not just free trade  Risk 5 – Brexit should be updated with the latest situation  Risk 6 – Covid-19 should be updated with the latest situation  Risk 6.1 - 'infectious disease' should replace coronavirus</p> <p>The Board approved all changes to the Risk Register.</p>	<b>KM</b>
<b>10.4</b>	<p><b>Standards Setting Coordinating Body – 1st June</b></p> <p>Kate Rowell gave a short update from the Standards Setting Coordinating Body meeting which took place on the 1<sup>st</sup> June 2021.</p> <p>The main reason for the meeting was to review the applications and rules for each assurance scheme and to agree a document with an overview of these rules and processes that can be used for all schemes.</p>	

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	<p>Kate advised that a first draft document has been done and when its ready, it will be shared with the Board,</p> <p>Gordon Wallace asked what knowledge and understanding is required to be an assessor. Alan Clarke advised that he would speak to Kathryn Kerr find out what the criteria is.</p> <p>Andy McGowan asked that the role of chair for the three pig committee's be shared so that Andy is not chairing all three plus the committee's he already chairs and sits on. Alan Clarke agreed to look into this with the Executive Team</p>	<p><b>AC/ KK</b></p> <p><b>AC</b></p>
<b>11.0</b>	<p><b>Pig Welfare Issue (Addition)</b></p> <p>The Board had an in depth discussion around the latest situation with the pig welfare issue. It was agreed that until the procurator fiscal has made their decision no further decisions can be made.</p>	
<b>12.0</b>	<p><b>Draft Board Meeting &amp; Planning Dates 22/ 23</b></p> <p>The Board reviewed and approved the draft Board meeting dates for 2022/ 2023.</p> <p>Kirsty McCormack is to put these dates in the diary and send diary invites.</p>	<b>KM</b>
<b>13.0</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 and confirmed a few highlights and challenges each department had while working towards their objectives from since the 1st April.</p>	
<b>14.0</b>	<p><b>DNA Project Update</b></p> <p>Bruce McConachie presented to the Board the recent work on the DNA Project.</p> <p>It was asked for a copy of Bruce's presentation be shared with the Board along with any other information on the project.</p>	<b>KM</b>
<b>15.0</b>	<p><b>Marketing &amp; Communications Update</b></p> <p>Lesley Cameron presented to the Board an update on the marketing activity they have been working on over the past couple of months and the plans for the year ahead.</p> <p>The Board suggested that Lesley get in touch with IAAS and the breed societies for to discuss how we can work together.</p> <p>It was asked for a copy of Lesley's presentation be shared with the Board.</p>	<p><b>LC</b></p> <p><b>KM</b></p>
<b>16.0</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>▪ Quality Assurance Services</li> <li>▪ Staff</li> <li>▪ Finance</li> <li>▪ Office &amp; IT</li> <li>▪ Stakeholder Agreement</li> </ul>	

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<b>17.0</b>	<b>Chair's Report</b>  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"><li>▪ Farming Roundtable Meetings</li><li>▪ UNFSS Global Meat Sector Dialogue</li><li>▪ Board Recruitment Meetings</li></ul> Kate advised that she was looking for volunteer's from the Board to help with two Board recruitment activities and anyone interested is to get in touch with Kate.	<b>ALL</b>
<b>18.0</b>	<b>Any Other Business</b>  There was no other business raised.	
	There being no further business, the meeting was closed. The next Board information session is on Thursday 29th July 2021.	