

Minutes of the Board Meeting on the 22nd September 2022

Quality Meat Scotland

Minutes of the 75th Meeting of the Board
22nd September 2022
Carnoustie Golf Hotel, Carnoustie

Present:

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

In Attendance:

S. Millar (Chief Executive)
D. Phillips (Standards Officer)
G. Burgess (Director of Agriculture & Rural Economy, Scottish Government)

Minutes:

K. McCormack

Apologies:

Scottish Government Sponsor Team

Detail	Action
Welcome and Apologies Kate Rowell welcomed everyone to the meeting. There were apologies from The Scottish Government Sponsor Team however George Burgess was in attendance on behalf of the Sponsor Team.	
Additions to the Agenda There were no additions to the agenda.	
Declaration of interests in any agenda item Andy McGowan declared an interest in agenda item. 11 Quality Assurance Withdrawals Update due to being on the Board of SAOS. Charles Milne declared an interest in agenda item. 11 Quality Assurance Withdrawals Update due to being Chair of the Integrity committee within Food Integrity Assurance Ltd. The Standards Officer confirmed that Charles and Andy did not require to leave the room for agenda item 11, as there was just an update on numbers no operational matters were discussed.	
Minutes of Board Meeting on the 1st July 2022 The minutes were reviewed and agreed as an accurate record of the meeting.	
Commercial in Confidence – Update on Action Points	

Proposed Changes to Highlight Report and Implementation Plans from 23/ 24

Sarah Millar presented to the Board the proposed changes to the Highlight Report and Implementation Plans for next year. Sarah advised that she didn't feel it gave the Board enough information.

The Board welcomed the change and feel that it is a good document but agree that with making these little changes, it will give them more in depth updates. The Board also suggested at changing the BRAG system.

The Board agreed with the following changes that will take effect next financial year which Kirsty will make a note of:

New BRAG System Key

Brown (B)	Project Not Started Yet
Red (R)	Project Dead
Amber (A)	In Progress
Green (G)	Complete

Implementation plans

- Remove update column, keep %, BRAG and all other columns

Highlight Report

- Change name to Update Report
- Remove overall highlights and challenges (covered in Chief Executives Report), keep table and graph
- Department highlights and challenges, change to update on each work package, keep table and graph

Example below of new format in which each department will give an update on each of their work packages in the 'Update Report' document. This example below shows Corporate Services work packages and where the update would be:

Work Package	Update
Finance	Text
Governance	Text
Human Resources	Text
IT & Management	Text

Additional suggestion at doing a 1 page dashboard will be looked at by Sarah and the Executive Team. Lesley Cameron will look into putting it into a project management system.

Kirsty

**Sarah/
ET**

Quality Assurance Withdrawals Update

<p>Kathryn Kerr presented the paper highlighting the number of Quality Assurance applications and withdrawals received over July and August.</p> <p>The following typo was found which Kirsty McCormack will update:</p> <ul style="list-style-type: none"> Under Approved members per scheme at 31/8/2022, for Auction Markets & Collection Centres, approved members should read 37 and not 97. <p>The Board thanked Kathryn for this useful report.</p> <p>Kathryn agreed to present at the November Board meeting, a report on QA applications/ withdrawals for the 2021/ 2022 financial year. Going forward, Kathryn will present this QA applications/ withdrawals report at June Board meetings for the previous financial year.</p>	<p>Kirsty</p> <p>Kathryn</p>
<p>Update from Task and Finish Group</p>	
<p>The Standard Setting Process</p> <p>Kathryn Kerr gave an update from the work that the Task & Finish Group – The Standard Setting Process has done over the last few months.</p> <p>Kathryn covered the following areas:</p> <ul style="list-style-type: none"> Task and finish group key objectives 2023 Standards review process Timeline of standards review Assessment cycles Standard setting body Pilot the new process on pigs 2022 <p>It was agreed for Kathryn to make the following changes some of the terminology.</p> <ul style="list-style-type: none"> Add in a few additional steps to the process Possibly change to modify standards from review Change to say sign off from the Board instead of final sign off After they make a decision (agree/ disagree) change the box for them to have to give a reason why. <p>Kirsty will send out a copy of Kathryn's slides to the Board.</p> <p>The Board thanked Kathryn and the group for the work they have done to get to this point.</p>	<p>Kirsty</p>
<p>Future Brand Development</p> <p>Lesley Cameron gave an update from the work that the Task & Finish Group – Future Brand Development has done over the last few months.</p> <p>Lesley covered the following areas:</p> <ul style="list-style-type: none"> The process framework 	

<ul style="list-style-type: none"> ▪ Our approach – key stakeholders to support the project ▪ Direct payment support dates – Consultation 2022 act 2024 launch 2025 ▪ QA Environment bolt on model – FIA Unaccredited? ▪ QA Environment bold on model - The Detail ▪ QA – Bolt on draft process ▪ Benefits to industry, supply chain and the consumer ▪ The market – research – delivery mid October 2022 ▪ Key considerations/ challenges 	
QMS Committee Membership	
<p>List of 2022/ 2023 Committee Members</p> <p>The Board reviewed the list of QMS 22/ 23 committee members which was for information purposes only.</p> <p>Kirsty McCormack is to make the following updates:</p> <ul style="list-style-type: none"> ▪ Update Kate Rowell's term end date now how 2nd term has been confirmed ▪ Remove AMIAG from the list as this group has not been set up 	<p>Kirsty</p>
<p>Review of Board Members on Committees</p> <p>The Board reviewed the paper which confirms what Board members sit on what committees highlighting how many they sit on and what they are chair of.</p> <p>They agreed the following changes that Kirsty will inform the Executive Team of:</p> <p>Audit & Risk Management Committee</p> <ul style="list-style-type: none"> - Add Niall Jeffrey to start straight away <p>Cattle & Sheep Industry Advisory Group</p> <ul style="list-style-type: none"> - Niall Jeffrey to become chair from 1st April when Scott Henderson's term on the Board ends. - Kate will step down from being co chair from 1st April but potentially stay on as member <p>Pig Forum</p> <ul style="list-style-type: none"> - Gordon Wallace to chair to start straight away <p>Cattle & Sheep Standards Setting Body</p> <ul style="list-style-type: none"> - Kate will step down now <p>Haulage Standards Setting Body</p> <ul style="list-style-type: none"> - Adrian Ivory to become Chair to start straight away <p>Auction Market Standards Setting Body</p> <ul style="list-style-type: none"> - Add Charles Milne to start straight away <p>Processors Standards Setting Body</p> <ul style="list-style-type: none"> - Add Ian Bentley and to become chair straight away - Andy McGowan to step down now <p>Haulage Industry Advisory Group</p>	<p>Kirsty</p>

<ul style="list-style-type: none"> - Andy McGowan to chair to start straight away. - Add Charles Milne to start straight away <p>Brands Integrity Advisory Group</p> <ul style="list-style-type: none"> - Add Ann Irvine to start straight away. 	
QMS Committee Meeting Updates	
<p>Butchers Marketing Advisory Group – 17th August</p> <p>Gordon Wallace gave an update on the Butchers Marketing Advisory Group meeting which took place over Teams on the 17th August and highlighted that it was the first meeting for many new members.</p> <p>Gordon highlighted the main agenda items:</p> <ul style="list-style-type: none"> • Lesley Cameron presented to the committee on the strategy and evolution of the Scotch Butchers Club. Lesley asked the following questions which started discussions within the group and were also actions to take away: <ul style="list-style-type: none"> - Is cred still relevant? - How do we future proof butchers? - What's different about butchers to retailers? • Gordon Newlands gave an overview of the Scotch Butchers Club membership, the cost and the benefits. He advised he was disappointed with the number of members who had not renewed however looking into the reason why, the main one was that they required an invoice to be issued which we were not able to produce at the time but has now been resolved and more renewals have been received. • Tom Gibson gave an overview of the who and what QMS does, and ran through some of the other work that the Market Development is involved in. • The following actions for members came from the meeting: <ul style="list-style-type: none"> - Can we make steak incredible using more cost effective cuts without devaluing the butchers offering?" - Are we evolving in the right ways? Do we need to change strategy? - Suggestions on how to improve the Scotch Butchers Club membership 	
<p>Chief Executive's Report</p> <p>Sarah Millar highlighted key information from her report which included:</p> <ul style="list-style-type: none"> ▪ General ▪ Quality Assurance Services ▪ Staff ▪ Office ▪ Stakeholder Engagement 	<p>Kirsty</p>

<p>Chairs 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 which included:</p> <ul style="list-style-type: none"> ▪ Agriculture Reform Implementation Oversight Meetings ▪ Farming Roundtable meetings ▪ Farmers Guardian Column ▪ Online discussion group on QA ▪ Summer agricultural shows ▪ Heather Kelman, Chair of FSS ▪ Finlay Carson MSP ▪ Jamie Halcro Johnson MSP ▪ Monitor Farm Visits ▪ Agri stakeholder meeting ▪ Board Appraisals 	
<p>Any Other Business</p> <p>There was no other business raised.</p>	
<p>There being no further business, the meeting was closed.</p> <p>The next key dates are as follows:</p> <ul style="list-style-type: none"> ▪ Thursday 27th October – Board Planning Day in person at The Norton House Hotel, Edinburgh ▪ Thursday 10th November – Board Meeting in person in the SARDC Boardroom at The Rural Centre <p>If you require any travel or accommodation for these dates, please contact Kirsty McCormack.</p>	