

Quality Meat Scotland
Minutes of the 73rd Meeting of the Board
28th April 2022
Dakota Hotel, South Queensferry

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)
H. Curran (Scot Gov Sponsor Team)
R. Branza (Scot Gov Sponsor Team)

Minutes:

K. McCormack

Item No.	Detail	Action
1.0	Welcome and Apologies Kate Rowell welcomed everyone to the meeting which was Sarah Millar's first Board meeting as Chief Executive. There were no apologies. Kate welcomed Cabinet Secretary Mairi Gougeon MSP who was present for the first agenda item.	
2.0	Additions to the Agenda There were no additions to the agenda.	
3.0	Declaration of interests in any agenda item Andy McGowan and Charles Milne declared an interest in agenda item 14. Quality Assurance.	
4.0	Minutes of Board Meeting on the 24th February 2022 The minutes were agreed as an accurate record of the meeting.	

5.0	<p>Commercial in Confidence – Update on Action Points</p> <p>The Board reviewed the outstanding actions, and the following updates were given:</p> <p><u>Agenda item 5.0 Update on Action Points – Monitor Farm Proposal</u> Sarah Millar advised that since the Board papers had been issued, we have now received official funding confirmation for a new Monitor Farm Scotland programme.</p> <p><u>Agenda item 9.0 QMS Committee's</u> Sarah Millar advised that she has reviewed each committee with the team to make share that each committee has the correct industry representatives. Sarah will share a list of the proposed committee members for Boards approval. Once approved, the team will approach members to join the committees.</p>	SM
6.0	<p>Financial Report 12 Months to 31st March 2022</p> <p>Paul Byrne presented the financial report for the 2021/ 2022 financial year to the 31st March 2022.</p> <p>Paul highlighted key areas from the report.</p>	
7.0	<p>Review of Reserves Policy</p> <p>Paul Byrne 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>It was agreed that with ongoing issues impacting the sector, the reserves policy should be reviewed again at the June Board meeting</p>	PB
8.0	<p>QMS Committees – Audit & Risk Management – 9th March 2022</p> <p>Ann Irvine gave an update from the Audit & Risk Management Committee meeting which took place on the 9th March 2022.</p> <p>Presentation from IT Provider – Consilium Consilium gave an overview of the security protocols that are in place to keep QMS secure from cyber-attacks and any other forms of security breaches. It was highlighted that the (QMS) systems are very secure, more than other organisations.</p> <p>Internal Audit</p> <p><u>HR Recruitment & retention audit</u> The auditor presented the report from the HR Recruitment & retention audit advising that it was a very positive report and highlighted that there was 1 recommendation made with routine priority which has already been actioned.</p>	

Internal Audit Annual Report 21/ 22

The Auditor presented the annual report detailing the work carried out and advised that the findings were consistency positive

Internal Audit Plan Proposals for 22/ 23

The committee reviewed and agreed a few changes to the plan:

- The GDPR audit will take place in early 22/23.
- The Procurement audit will be moved to 23/24
- The Consumer Assurance Schemes audit will take place in the 1st quarter of 23/ 24

With the move of two audits for 22/23, a replacement audit is yet to be confirmed. If the Board has any suggestions, please send these to Kirsty McCormack.

External Audit plan for 21/ 22 Financial Year

The auditor presented the audit plan for the 21/22 financial year which the committee were happy with. Audit Scotland has won the contract for the next 5 years.

Review QMS Risk Register

The Board reviewed and approved the risk register.

Ann agreed to take to the June Audit & Risk meeting, that the VAT issue be added to the risk register and for the committee to review the number of risks under the 5- impact and 5-likelihood columns.

Review QMS Scheme of Delegation

Ann advised that since this was approved by the committee, a few amendments will be made:

- New committee to be added – Brands Integrity Advisory Group
- Under Appendix 20 point 5, it mentions 'Head of Economics Services', -This role no longer exists so will need to be updated.

The Board reviewed and approved the Scheme of Delegation.

Review QMS Policies and Procedures

The Board reviewed and approved the list of Policies and Procedures with no additions.

Review QMS 2021 FOI Request Report

Ann advised that from next year the report will record financial years activity instead of calendar year. The Board read the report which was for information purposes highlighting there were 6 requests received. No questions were raised.

An update on FOI requests was given.

Review QMS 2021 Health & Safety Report

ALL

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	<p>Ann advised that from next year the report will record financial years activity instead of calendar year. The Board read the report which was for information purposes highlighting that there were no first aid treatment, accident, lost time incidents or near misses recorded. No questions were raised.</p> <p>Ann informed the Board that the committee agreed for Debbie Phillips to look into how the report could include verbal abuse that staff and Board receive, researching what other similar organisations do.</p> <p>Review QMS 2021 GDPR Report</p> <p>Ann advised that from next year the report will record financial years activity instead of calendar year. The Board read the report which was for information purposes highlighting that there were no GDPR or data breach incidents. No questions were raised.</p>	
9.0	QMS Committee Updates	
9.1	<p>Brands Integrity Advisory Committee – 16th March</p> <p>Peter Brown gave an update from the 1st Brands Integrity Advisory Group meeting which took place on the 16th March.</p> <p>Peter informed the Board of the committee's objective which to provide support to the Brands Integrity department regarding the Assessment and Certification service provider Food Integrity Assurance (FIA) and oversee any proposed changes that may affect the effective running of the QMS Assurance schemes.</p> <p>Peter highlighted the main topics which were on the agenda:</p> <ul style="list-style-type: none"> ▪ Committees Terms of Reference (TOR) ▪ Standard agenda items for discussion at each meeting - It was agreed that the Brands Integrity team will pull out key projects and put them into a timeline to bring to the next meeting for a high-level summary of contract progress. This will be presented at each of the meetings to allow the committee to review progress to date and help support where required. 	
9.2	<p>Beef & Lamb Marketing Advisory Group – 25th March</p> <p>Adrian Ivory gave an update from the Beef & Lamb Marketing Advisory Group meeting which took place on the 25th March. Adrian highlighted that this was the last meeting chaired by George Milne.</p> <p>Adrian highlighted the main topics which were on the agenda:</p> <ul style="list-style-type: none"> ▪ Stuart Ashworth gave a presentation on the market update. ▪ Lesley Cameron & Kirsty MacDonald presented the brand plan. ▪ George Milne will be invited to stay on as a farmer representative on the committee. ▪ All committee members whose terms were ending on 31st March 2022 will be invited to stay on until 31st March 2023 	
9.3	<p>Pork Marketing Advisory Group – 28th March</p> <p>Andy McGowan gave an update from the Pork Marketing Advisory Group meeting which</p>	

	<p>took place on the 28th March.</p> <p>Andy highlighted the main topics which were on the agenda:</p> <ul style="list-style-type: none"> ▪ Stuart Ashworth gave a presentation on the market update ▪ Marketing activity ▪ Review a mechanism to monitor the average price of pigmeat v chicken in the market 	
9.4	<p>Remuneration Committee – 26th April</p> <p>Peter Brown gave an update from the Remuneration committee meeting which took place on the 26th April. Peter highlighted that it was his first meeting since taking on the new role of Chair of the committee.</p> <p>Peter informed the Board that the committee agreed to approve the proposed Board and Chair rate increase for 22/23 which was an increase of £1.92 onto the daily rate. He advised that his increase follows Scottish Governments pay policy and is the maximum the rate can be increased by.</p> <p>The Board approved the increase of £1.92 onto the daily rate for members and the Chair.</p> <p>Peter advised that going forward, rate increase proposals for Board members and the Chair, will not be brought to Remco to review and approve. The increase cap that comes from Scottish Government will put to Remco each year for formal approval however will not be required to be reviewed and other proposals discussed. Final sign off from the Board will still be required</p>	
10.0	<p>Final Highlight Report & Implementation Plans 2021/ 2022</p> <p>Sarah Millar presented the final highlight report and implementation plans for 2021/ 2022 with the Executive Team present to answer any questions the Board had.</p> <p>A suggestion was raised that perhaps new assurance scheme members could be welcomed on social media. Lesley Cameron will look at this.</p> <p>Lesley Cameron agreed to share with the Board the communications plan for the year Ahead.</p>	<p>LC</p> <p>LC</p>
11.0	<p>QMS Corporate & Business Plan 2022/ 2023</p> <p>Sarah Millar informed the Board that the QMS Corporate & Business Plan 2022/ 2023 has not been finalised yet due to the list of committee members needing to be presented. Once this has been done, and we receive the final printed copy, it will be shared with the Board.</p>	
12.0	<p>Industry Criticism and Future Brand Development</p> <p>Sarah Millar gave a presentation to the Board on ‘Assessing Our Challenges & How To Overcome Them’.</p>	

16.0	<p>Any Other Business</p> <p>Andy McGowan raised the UK Government dropping import checks. Sarah agreed to take this to the Scottish Red Meat Industry Resilience Group to discuss putting together a letter that can be sent to UK Government</p> <p>Sarah Millar agreed to speak with Kathryn Kerr regarding Ann's comment on 'non compliance if the health plan does not get signed by the vet'.</p>	<p>SM</p> <p>SM/ KK</p>
	<p>There being no further business, the meeting was closed.</p> <p>The next Board meeting is due to take place on 30th June however please note this may be moved to 1st July. Kirsty McCormack will be in touch to confirm.</p> <p>Kirsty McCormack to note that it will be a full day, 9am - 5pm.</p> <p>There may be a virtual info session in May regarding Royal Highland Show update. Kirsty McCormack will be in touch.</p>	