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**EXECUTIVE COUNCIL MEETING
Wednesday, 28th November 2012**

Present

Chair: Nick Shaw, Westbridge Foods Ltd.
Peter Allan, Cargill Meats Europe
Nigel Broadhurst, Iceland Foods Ltd.
Ian Crawford, 3663
Ian Stone, apetito Ltd.

Chris Binge, Fairway Foodservice Plc
Vince Craig C/o McEvoy Foods Int'l Ltd.
Ali Hannaford, Paramount 21 Ltd.

In Attendance: Brian Young, BFFF
Hazel Cranidge, BFFF

Apologies: Peter Ashford, Honorary Life Member
Peter Day, Honorary Life Member
Paul Freeston, apetito Ltd.
Bill Wadsworth, Greggs Plc

Nik Basran, The Authentic Food Company Ltd.
Vanessa Lewis, Summit Foods Ltd.
Alastair Salvesen, Dawnfresh Seafoods Ltd
Adrian Whitehead, Brakes

AGREED ITEMS AND ANY ACTION

	ITEM	ACTION BY:
1.	<p>CONGRATULATIONS On behalf of Executive Council, Nick congratulated the following newly elected officials:</p> <ul style="list-style-type: none"> • Peter Allan as Vice-President • Ian Stone as PIB Chair • Nik Basran as PIB Vice-Chair 	
2.	<p>TO ADOPT THE MINUTES OF THE PREVIOUS MEETING It was resolved to adopt the minutes of the September 2012 meeting and there were no matters arising.</p>	
4	<p>VERBAL REPORTS FROM COMMITTEES</p>	
4.1	<p>PIB Committee Ian Stone reported that the PIB Committee had an excellent meeting and had spent some time discussing the Food Information Regulation which had been very interesting. The Committee had also identified issues of concern to the sector and had decided to concentrate on the following three subjects over the coming year:</p> <ul style="list-style-type: none"> • Raw Material Prices • Innovation • People – attracting/retaining the best 	
4.2	<p>WD Committee Ian Crawford advised that Chris Binge and Brian will arrange a meeting with GS1 with regard to encouraging the use of EDI's in the wholesale sector.</p>	

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AGREED ITEMS AND ANY ACTION

	ITEM	ACTION BY:
<p>4.2 a</p> <p>b</p> <p>c</p>	<p>WD Committee contd. The Committee had noted with concern the withdrawal of AC Nielsen from providing foodservice market data and Executive Council discussed possible options for BFFF facilitating the collection of wholesale data through a third party as is currently done in the retail sector by the IGD. Brian suggested it may be possible for BFFF, in conjunction with the BHA and FWD, through the Foodservice Alliance to consider options to fill the void.</p> <p>The Wholesale Committee had also discussed key issues of concern to the sector and had identified employment law as a key issue and had asked BFFF to suggest a speaker as there are several associate members who may be able to help.</p> <p>Ian Crawford felt that a presentation on raw material prices/currency would be of interest to the WD Committee as well as the PIB and asked Brian to bear this in mind when arranging speakers.</p>	<p>BY</p>
<p>4.3.1</p>	<p>H&S Working Group Vince, on behalf of Executive Council thanked Joanna Hancock for her fantastic work to make the recent H&S Seminar so successful. Jo has taken on a number of initiatives since her return to work including a code of practice for working on refrigerated units on vehicles, a code of practice for ammonia leaks and in the long term, providing H&S DVDs for members.</p>	
<p>4.3.2</p>	<p>Technical Committee Vince emphasised the hard work being contributed by Su and our members on guidance for the Food Information Regulation and we are now incredibly close to Government. Vince reiterated that if any members had any technical queries on this legislation to contact Su Dakin directly.</p> <p>Vince advised that Jo and Su have been in discussions with Cambridgeshire and Wakefield local authorities concerning potential primary authority agreements on health & safety and food labelling/standards. They are now looking into how the agreements could be implemented for members, costs involved and legal position eg freedom of information requests and how this would affect members' queries dealt with under a primary authority agreement.</p>	
<p>4.4.1</p>	<p>Draft Quarterly Accounts to 30th September 2012 The draft accounts had been circulated prior to the meeting. Ali noted that subscription income is at £504K which is £50k higher than budgeted. Ali added that this is a fantastic set of accounts and on behalf of Executive Council, thanked Brian and the team. Executive Council unanimously adopted the accounts to 30th September 2012.</p>	

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AGREED ITEMS AND ANY ACTION

	ITEM	ACTION BY:
5.1	<p>Seminars Strategic Review Brian reported that he had felt the time was appropriate to review the strategic direction of the seminars and presented an overview of feedback for our seminars. He then identified areas which had worked really well and areas which had not which had enabled a refined seminars programme to be identified and put forward for Executive Council's approval. The revised programme included holding one marketing seminar to cover both foodservice and retail, one regional seminar, the H&S seminar being moved to July as well as the regional seminar becoming a member update seminar and the suppliers seminar becoming a thinking of joining/reasons to join seminar. (A copy of the presentation is attached.) All present were in favour and agreed that the revised programme be implemented for 2013.</p>	BY
5.3	<p>BFFF – PR Campaigns Update Brian advised that Pelican are working hard on the creation of the new website 'CoolCookery' which will replace theNewIceAge.com and will be recipe led to reach a much wider audience. The website will include meal solutions from frozen as well as FAQs and items such as tips for defrosting.</p>	
5.4	<p>Benefit Schemes Brian advised that the energy scheme is our best performer, the water and insurance schemes are not performing too well at present. A strategic review will be completed before the end of the financial year.</p>	BY
5.6	<p>Lobbying Plan The lobbying plan had been updated and recirculated prior to the meeting. Brian noted that the Luncheon had helped enormously with regards to influencing as Catherine Brown, the new chief Executive of the Food Standards Agency had attended and had expressed her willingness to meet with Brian and Su. Susanna May of Defra also expressed a wish to meet producers in our industry. Brian added that Melanie Leech had suggested an informal meeting of trade association leaders and he had confirmed that he would be willing to attend.</p>	
5.7	<p>European Links</p> <p>a Graeme Day has recently returned from a trade development visit to China and would be presenting his findings at the China Briefing Seminar on 6th December.</p> <p>b Brian added that Christian Millet from the French Frozen Food Association had asked him to participate in a meeting with an organisation in Brussels who monitor all legislative activity across the EU in the hope of finding an early warning solution that is cost-effective and of benefit to both organisations.</p> <p>c Brian recently attended a breakfast meeting of the British Israeli Business Community which was well attended and very useful and has also been in discussions with the Finnish Embassy to help a Finnish producer gain contacts in the UK to launch a new product.</p>	

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AGREED ITEMS AND ANY ACTION

	ITEM	ACTION BY:
5.9	<p>Annual Luncheon Brian advised that the financials will be confirmed shortly but that he expects it to have been very successful with 900 guests attending which is up on previous years.</p>	
5.10	<p>Strategy Setting Brian proposed that Executive Council discuss strategy for the next five years at the February meeting. The strategy proposals are currently being drafted and Brian will review the paper with Nick and they will then determine how best to facilitate an Executive Council discussion.</p>	BY