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**EXECUTIVE COUNCIL MEETING
Wednesday, 27th November 2013**

Present

Chair: Peter Allan, Cargill Meats Europe
Chris Binge, Fairway Foodservice Plc
Ian Crawford, 3663
Vanessa Lewis, Summit Foods Ltd
Ian Stone, apetito Ltd

Vince Craig, c/o McEvoy Foods Int'l Ltd
Ali Hannaford, Paramount 21 Ltd.
Alastair Salvesen, Dawnfresh Seafoods Ltd
Bill Wadsworth, Greggs Plc

In Attendance: Brian Young, BFFF
Hazel Cranidge, BFFF

Emma Cranidge, BFFF

Apologies: Peter Ashford, Honorary Life Member
Nigel Broadhurst, Iceland Foods Ltd
Paul Freeston, apetito Ltd
Adrian Whitehead, Brakes

Nik Basran, The Authentic Food Co Ltd
Peter Day, Honorary Life Member
Nick Shaw, Westbridge Foods Ltd

AGREED ITEMS AND ANY ACTION

	ITEM	ACTION BY:
2	TO ADOPT THE MINUTES OF THE PREVIOUS MEETING It was resolved to adopt the minutes of the September and October 2013 meetings and there were no matters arising.	
4	VERBAL REPORTS FROM COMMITTEES	
4.1.1	Primary Authority	
a	Vince advised that ten companies have expressed their interest in signing up to the scheme but we are awaiting the BRDO's IT system to allow the process to be completed. Vince noted that this new scheme is a big step forward in the technical and health and safety services BFFF offers to members and all present agreed.	
4.1.2	Technical & Legislative Committee	
a	Vince pointed out that the Food Information Regulation is still a very big issue for members as there are still numerous issues that need clarification and members need to be aware of what's happening through information in the T&L Update.	
b	Stephen Pugh of Defra has asked to attend the T&L Committee meeting in January which shows the fantastic reputation our technical services now has within Government departments.	
c	Vince advised that the BRC have developed an Agents & Brokers Standard which actually demands more than the manufacturing standard. He added that it will be very important, for instance when buying commodities.	

Contd.

AGREED ITEMS AND ANY ACTION

	ITEM	ACTION BY:
4.2	<p>Audit Committee Draft Quarterly Accounts to 30th September 2013 The draft accounts had been previously circulated to Executive Council and Ali advised that they were well controlled. The quarterly accounts to 30th September 2013 were unanimously adopted by Executive Council.</p>	Executive Council
5.1.1.3	<p>Board of Directors A paper outlining the details for the Board of Directors had been circulated prior to today's meeting. The committee discussed each point on the paper and the following additional points were noted:</p> <ul style="list-style-type: none"> • Board Make Up – All agreed that there should be a maximum of 6 PIB and Wholesalers on the board. • There will be a maximum of 10 board members including the Chief Executive • It was agreed that at least one Board Meeting should be an open meeting so that all members are invited to attend if they so wish. • It was agreed that Board members length of service would start anew from when the Board is established ie 1 July 2014 and that previous service on the committees/Executive Council would not be taken into account. 	Executive Council
a		
b		
c	All present agreed that the proposals in Brian's paper together with the above amends covered all relevant issues.	Executive Council
d	Brian advised that he was in discussions with current members of Executive Council to find out their wishes for the future and also to discuss whether they wished to serve on the board for a 1, 2 or 3 year term. Once these discussions are complete, Brian will then take legal advice and discuss with Peter Allan and then report back to Executive Council.	BY
e	It was noted that a succession plan would be required so that a board member is not elected as President in their fifth year of serving. Brian confirmed that this would be included in the planning.	BY
f	Brian added that the Board would decide on the number of meetings to be held per year (although there has to be a minimum of 4) and how many should be physical and virtual on an ongoing basis. It was noted that the physical meetings could be the day after the Annual Luncheon and the Dinner Dance.	BY
5.1.2	<p>Next Steps It was agreed that Brian should now contact lawyers to discuss the legalities of the changes. It was agreed to ask Adrian Whitehead and Ali Hannaford to be the nominated Executive Council representatives during the investigative stages. The final legal position will be submitted to Executive Council before being put to the wider membership.</p>	BY
a		
b	Executive Council agreed that the Technical Committee should become an informal expert group.	BY
c	Brian advised that the Audit Committee needed new members and asked Executive Council for their help in recruiting suitable candidates ie finance directors.	Executive Council

Contd.

AGREED ITEMS AND ANY ACTION

	ITEM	ACTION BY:
5.1.3	Commercial Reorganisation	
a	Brian reported that the commercial reorganisation is now complete with our new event manager, Charley Price, starting in January. Becky Dobb our membership manager joined earlier this month and both had attended the Luncheon.	
b	It was proposed that an outline showing the organisation/members of the commercial team should be circulated to members to help them identify with the new team when making contact.	BY
5.1.5	Enthusing Shoppers Project	
	Brian advised that he was working with FDF members to look at how to enthuse shoppers to encourage them to visit and then shop in the frozen aisle. The project group is meeting for the first time at the end of November and he will provide an update on progress after then.	BY
5.2	Business Conference	
a	Brian advised that we currently have 100 attendees which is more than this time last year, our target is 250. Brian advised that there are a couple of speaker slots to fill which we are currently working on and urged all present to book if they haven't already.	
5.3	PR Campaign Update	
a	Brian reported that we have just launched the Cool Cookery app for the iPhone which has had great feedback.	
b	Pelican are now starting to look at the sustainable projects that they are undertaking which involves talking to sustainability experts at universities and researching the role of frozen food in food security and fighting against price rises.	
5.4	BFFF Lobbying Plan	
	The lobbying plan had been circulated prior to the meeting. Brian advised that Su is working with our colleagues in France to put together a definition of freezing.	
5.5	Other Collaborations	
a	Grayling Review Brian and Su had met with our contacts at Grayling for a review so far and we had both felt that the arrangement was working extremely well.	
b	Business Expert Group on Food Labelling & Standards Su Dakin is vice Chair of this Group which is very beneficial for BFFF.	
c	Pera – Ice Inhibit Project Brian and Su have recently met with Pera who are looking to see if it is possible to resurrect this project but with less participants, ie Pera, ourselves and one other organisation. We await to hear from them.	
d	German Frozen Food Association Brian advised that he had met with Sabine Eichner, his counterpart at the German association at Anuga and had a very positive meeting.	