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**EXECUTIVE COUNCIL MEETING  
Wednesday, 11<sup>th</sup> September 2013**

Present

Chair: Nick Shaw, Westbridge Foods Ltd.  
Nik Basran, The Authentic Food Co Ltd  
Ali Hannaford, Paramount 21 Ltd.  
Ian Stone, apetito Ltd.

Nigel Broadhurst, Iceland Foods Ltd.  
Vanessa Lewis, Summit Foods Ltd.

In Attendance: Brian Young, BFFF  
Hazel Cranidge, BFFF

Emma Cranidge, BFFF

Apologies: Peter Allan, Cargill Meats Europe  
Chris Binge, Fairway Foodservice Plc  
Ian Crawford, 3663  
Paul Freeston, apetito Ltd.  
Bill Wadsworth, Greggs Plc

Peter Ashford, Honorary Life Member  
Vince Craig C/o McEvoy Foods Int'l Ltd  
Peter Day, Honorary Life Member  
Alastair Salvesen, Dawnfresh Seafoods Ltd  
Adrian Whitehead, Brakes

**AGREED ITEMS AND ANY ACTION**

	ITEM	ACTION BY:
<b>1</b>	<b>TO ADOPT THE MINUTES OF THE PREVIOUS MEETING</b> It was resolved to adopt the minutes of the May 2013 meeting and there were no matters arising.	
<b>2</b>	<b>VERBAL REPORTS FROM COMMITTEES</b>	
<b>2.1</b>	<b>T&amp;L Committee</b>	
<b>a</b>	Brian reported that the T&L Committee had an extremely productive meeting with a number of industry issues to resolve including agreeing on wording for the definition of frozen and defrosted.	
<b>b</b>	Brian added that we have been using Grayling to great effect in terms of lobbying and reaching out to other federations and organisations in the EU.	
<b>2.2</b>	<b>Primary Authority</b>	
<b>a</b>	Brian advised that we were almost finished in our negotiations with Cambridge and Wakefield authorities with regards to the Primary Authority Schemes and that we were hoping to be the first trade association to sign up to the scheme. Brian added that 13 delegates have booked to attend our Primary Authority seminar so far and we were hopeful of approximately 6 members signing up to the scheme after the seminar. Brian noted that we hoped to formerly launch the scheme at our Member Update seminar on 16 <sup>th</sup> October.	
<b>b</b>	Executive Council were delighted with progress made and noted caution should any of the personnel change within the agreements as this can make a marked difference to how the scheme is conducted.	

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**AGREED ITEMS AND ANY ACTION**

	<b>ITEM</b>	<b>ACTION BY:</b>
<b>2.3</b>	<b>H&amp;S Working Group</b>	
<b>a</b>	Brian reported that the H&S Seminar had been held in July this year and feedback afterwards had given an overall value of 100% very good/good rating. All the speakers scored very well and this is one of our seminars that is extremely successful.	
<b>b</b>	Joanna is also working on guidance for working on refrigerated units at height on lorries and has done an incredibly good job at securing wide representation and input from the industry. The second draft is almost ready and once it has been approved by the working group will then be passed to the HSE for their endorsement.	
<b>2.4</b>	<b>Audit Committee</b>	
<b>2.4.1</b>	<b>Draft Quarterly Accounts to 30<sup>th</sup> June 2013</b> The draft accounts had been previously circulated to Executive Council. Ali advised that the redundancies following the Commercial Team reorganisation were reflected in this quarter's expenditure. The quarterly accounts to 30 <sup>th</sup> June 2013 were unanimously adopted by Executive Council.	Executive Council
<b>2.4.2</b>	<b>Draft Year End Accounts to 30<sup>th</sup> June 2013</b> The draft year end accounts were circulated at the meeting. Ali pointed out that these accounts are in a particular format for Companies House and showed figures as gross amounts as opposed to our quarterly accounts which show net figures. The Year End Accounts to 30 <sup>th</sup> June 2013 were unanimously adopted by Executive Council.	Executive Council
<b>2.4.3</b>	<b>Revised Budget for 2013/2014</b>	
<b>a</b>	A copy of the revised budget was circulated at the meeting which had been reviewed in detail by the Audit Committee prior to the Executive Council meeting. Ali highlighted key areas where amendments had been made:	
<b>b</b>	<b>Income</b> Subscriptions – increased to £500,000 Member Benefit Schemes – increased to £25,000 Annual Luncheon – increased to £50,000 Annual Luncheon Brochure – increased to £13,000	
<b>c</b>	<b>Expenditure</b> Salaries and NHI – increased to £490,570 to allow for new resources at the Federation office Staff Recruitment – reduced to £5,000 EU Lobbying – No original budget – Revised Budget £13,000 Primary Authority – No original budget – Revised Budget £15,500	
<b>d</b>	Ali advised that the excess of income over expenditure for the year would now be £44,045, which would allow £40,000 for a promotional campaign.	Executive Council
<b>e</b>	Executive Council unanimously approved the revised budget for 2013/14.	

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### AGREED ITEMS AND ANY ACTION

	ITEM	ACTION BY:
<p><b>5.1.1</b></p> <p><b>5.1.1.1</b></p> <p>a</p> <p>b</p> <p><b>5.1.1.2</b></p> <p>a</p>	<p><b>Strategy Update - Committees</b></p> <p><b>WD Committee</b></p> <p>Brian advised that a number of committee members had asked why they attended the sector meeting as BFFF was doing all that they wanted us to do. After debate, the meeting had agreed that they should have two wholesale forums where the wider wholesale membership could be invited to attend. BFFF would provide an update on major foodservice projects such as GTINs or foodservice data. They had all agreed that the current structure for the WD Committee was no longer needed.</p> <p>The WD Committee members also found the technical updates very informative and beneficial and had suggested that a quarterly T&amp;L webinar be implemented.</p> <p><b>PIB Committee</b></p> <p>Ian Stone reported that the PIB committee members had all been in agreement that the current structure and focus was outdated and of limited benefit and that it needed to evolve. The Committee had debated possible changes to the existing format and felt that 6 monthly briefings which had previously defined and clear objectives were the way forward. These briefings would be open to all members in the PIB sector. Some debate had also taken place with regards to keeping a revised PIB format to identify issues for the industry briefings.</p>	
<p><b>5.1.2</b></p> <p>a</p> <p>b</p> <p>c</p> <p>i</p> <p>ii</p>	<p><b>Next Steps/AGM Process</b></p> <p>Brian confirmed that he would summarise the debates for both the WD and PIB Committees into a discussion paper to be discussed by teleconference in mid-October to enable a proposed model to be put forward to the November sector meetings.</p> <p>He hoped that by November, both committees would have agreed what they want going forward which would then enable Brian to start to obtain legal advice to enable the proposals to be made to an EGM in March and start the new structure from 1<sup>st</sup> July 2014.</p> <p><b>Executive Council</b></p> <p>Brian advised that Executive Council would become a Board of Directors and that he would be putting together a proposal detailing the new format for circulation to Executive Council and review by teleconference.</p> <p>Brian pointed out that the AGM processes needed to be followed as normal with election of current committee members at the AGM in November. He added that the November quarterly meetings would be reviewing the practicalities of the proposed new formats.</p>	<p>BY</p> <p>BY</p>

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### AGREED ITEMS AND ANY ACTION

	ITEM	ACTION BY:
5.1.2 d	<p><b>Next Steps/AGM Process</b>  <b>Potential Additional Costs</b>            Ali queried what the impact on the budget would be with any additional costs incurred from legal advice. Brian advised that he would contact our associate members who are lawyers to see if this is within their expertise to try to keep costs down and that he would update the budget as necessary. However, he added that costs for meetings in September and November would most likely be reduced and this would help to cover cost.</p>	
5.1.3	<p><b>Commercial Reorganisation</b>            Brian confirmed that the reorganisation of the commercial team is going to plan and that he, Graeme Day and Vince Craig would be interviewing the shortlisted candidates at the end of September and a decision would be made early October. He added that if necessary, we would go back to the market to re-advertise for candidates. He added that the Commercial Team were already much more efficient.</p>	
5.2 a	<p><b>Business Conference</b>            The majority of speakers are already confirmed and Brian is in discussions with a wholesaler and a retailer in order to fill two more slots. Brian advised that simplified delegate packages have been offered to help assist with the booking process. So far we have 45 attendees which is excellent news at this early stage.</p>	
5.3.1 a	<p><b>Thinking of Joining Seminar</b>            Feedback from this seminar held at Windsor was extremely good with 5 new members signed up already being:            Atlet Ltd – associate            IBCS Ltd – associate            Karro Food Group Ltd – producer            Vecta Sales Solutions Ltd – associate            Barclays – associate</p>	
b	<p>Executive Council asked if it would be possible to review a comparison of new members and resigned members in sectors.</p>	EC
c	<p>Brian advised that pub groups were a sector that would be a target for our new membership manager.</p>	BY
5.3.2	<p><b>Member Update Seminar</b>            Brian advised that the format for this seminar had been amended to include updates from Su Dakin and Jo Hancock and Roger Martin-Fagg will be our keynote speaker.</p>	
5.4	<p><b>BFFF PR Campaign Update</b>            Brian detailed the campaign that Pelican will be undertaking for us this year for a budget of £40,000 and all agreed that it was fantastic value for money.</p>	

**AGREED ITEMS AND ANY ACTION**

	ITEM	ACTION BY:
5.5	<p><b>BFFF Lobbying Plan</b>            Brian reported that most work had taken place with regard to date of freezing and that our relationship with Grayling had proved extremely beneficial in terms of what meetings are being held, their agenda, who is attending etc. It has also enabled us to create a group approach which resulted in the subject being taken off the agenda because of lobbying from a number of different countries.</p>	
5.6 a	<p><b>European Lobbying/Horizon Scanning</b>            Brian advised that he is meeting the French, German and Italian associations at Anuga and is hoping to encourage them to join in with the arrangement with Grayling.</p>	BY
b	<p>We have also received very positive feedback from the Grayling update which is now sent out two-weekly.</p>	
5.7 i	<p><b>Other Collaborations</b>  <b>Foodservice Alliance</b>            Brian and Su met with the BHA and FWD on Tuesday, 10<sup>th</sup> September and discussed the top 4/5 issues for each association.</p>	
ii	<p><b>Food Fraud</b>            Su Dakin is involved at an early stage with a Leatherhead Food Fraud initiative which is very good for BFFF and our members.</p>	
iii a	<p><b>FSA</b>            Catherine Brown is looking to make the FSA's stakeholder meetings much more productive and asked three organisations to attend a meeting to provide their input and Su was one of the invitees.</p>	
b	<p>Brian added that the FSA are running a campylobacter campaign which is positive for frozen.</p>	