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**Board Meeting Teleconference  
Wednesday, 7<sup>th</sup> January 2015**

Present

Chair: Peter Allan, Cargill Meats Europe  
Chris Binge, Fairway Foodservice Plc  
Vince Craig, c/o McEvoy Foods Int'l Ltd  
Vanessa Lewis, Summit Foods Ltd  
Brian Young, BFFF

Nigel Broadhurst, Iceland Foods Ltd  
Ali Hannaford, Paramount 21 Ltd  
Adrian Whitehead, Brakes

In Attendance: Hazel Cranidge, BFFF

Apologies: Ian Stone, apetito Ltd

**AGREED ITEMS AND ANY ACTION**

	ITEM	ACTION BY:
1	<b>Declarations of Interest</b> There were no new declarations of interest.	
2	<b>Agree Minutes of the Last Meeting</b> The minutes from 26 <sup>th</sup> November 2014 were agreed to be a true and accurate record and duly adopted.	
3	<b>Outstanding Action Points from the Last Meeting</b> The action tracker was circulated with the agenda pack to update the Board on progress and there were no queries arising.	
4	<b>Chief Executive's Report</b>	
4.1	<b>Project Enthuse</b> Brian provided an update on the project to the Board.	
4.2	<b>Board Succession Planning</b>	
a	The Board discussed the principle of whether a mechanism should be implemented for appointing deputies. There was concern that providing such a mechanism could lead to a situation where meetings are held with more deputies than board members. It was agreed that all Board members are beholden to arrange to attend Board Meetings as much as possible and that only by exception and prior agreement with Brian Young, would a deputy be acceptable.	
b	It was also agreed that instead of a deputy the position would be an alternate so it would only ever be the elected Board member or a person who is copied in on Board correspondence.	
c	Brian advised that he was meeting with Bidvest 3663 at the end of February to discuss the possibility of a replacement Board member following the departure of Ian Crawford.	

Contd.

**AGREED ITEMS AND ANY ACTION**

	ITEM	ACTION BY:
<b>4.3</b>	<b>Chief Executive Succession Plan – Risk Management</b>	
<b>a</b>	Brian confirmed that he had held meetings with all staff who report directly to him covering the following: <ul style="list-style-type: none"> <li>• Where greater responsibility can be taken</li> <li>• Improvement of processes</li> <li>• Increased working hours for part-time staff</li> <li>• Increased strategic input</li> <li>• Technical services review</li> </ul>	
<b>b</b>	Brian advised that in the main, action have been agreed and will be implemented as appropriate.	BY
<b>c</b>	Graeme Day will be putting together a 3 year strategic plan for the commercial department and the Board asked that he present this to them at the May 2015 meeting.	GD
<b>d</b>	Brian added that Su Dakin is at capacity and currently not able to take on any of the lobbying/influencing work that Brian undertakes. Therefore, Su and Jo are looking at the technical and H&S services over the next 3 years to consider what we currently do and what we want to do.	
<b>e</b>	The Board all agreed that the Technical & H&S services are crucial to the Federation’s members and Brian confirmed that a more detailed report would be presented to the March meeting to look at the services offered, resource available and the financial impact.	BY
<b>5</b>	<b>Financial Report</b>	
<b>a</b>	Ali updated the Board on the latest financial position and noted that the luncheon had been a very successful event achieving £11K more from sponsorship than last year. Annual subscription income is currently at £502K which is higher than budget.	
<b>b</b>	The Audit Committee will be meeting shortly to discuss the budget for 2015/16 and will present an initial draft to the Board at the March meeting.	Audit Cttee
<b>6</b>	<b>Commercial Report</b>	
<b>6.1</b>	<b>Exclusivity</b> The Board agreed that potential exclusivity opportunities should be reviewed on a case by case basis and where a niche exists, zero or limited potential of competitor new members, increased revenue and member retention, consider taking on over a limited time frame to trial.	
<b>6.2</b>	<b>Sponsorship</b> Brian noted that more sponsorship for the Business Conference and Gala Dinner has been confirmed than in previous years, showing that the commercial team is much better at identifying and taking opportunities.	
<b>6.3</b>	<b>Events Feedback</b>	
<b>a</b>	The luncheon feedback survey had been very positive, scoring higher for both food and the celebrity speaker than in 2014.	
<b>b</b>	Both industry forums held in 2014 had received fantastic feedback showing that the move has been a great success and that the format of speakers and topics is the right way forward.	

**AGREED ITEMS AND ANY ACTION**

	ITEM	ACTION BY:
7.1 a	<p><b>T&amp;L Expert Group</b> <b>Member Queries</b> Brian and Su have analysed member queries received throughout 2014, showing that it was a very busy year most likely due to the implementation of the FIC regulation. As mentioned previously, the analysis does prove the high demand for technical services.</p>	
b	The analysis shows that it is the larger members who tend to use our services most, also that there are 2 or 3 members who use the service excessively.	
c	<p>In summary the board agreed the following:</p> <ul style="list-style-type: none"> <li>• Better understanding of the issues are needed – ie if members aren't using the services is it because they are happy with what they are getting.</li> <li>• We need to ensure we don't increase the number of queries received unnecessarily</li> <li>• Consider how information is disseminated and who to</li> <li>• It was agreed that Brian should deal with any possible cases of abuse/overuse at his own discretion and on a case by case basis.</li> </ul>	
7.2 7.2.1	<p><b>Health &amp; Safety Expert Group Report</b> <b>Working at Height Guidance</b> Vince reported that the Working at Height Guidance for refrigerated trucks is still ongoing but that the excellent relationship that we have with HSE has enabled us to put forward our views and reach agreement with them. Vince stressed the importance of having improved relationships with enforcement.</p>	
7.2.2	<p><b>Energy Saving Opportunity Scheme Regulations (ESOS)</b> Feedback from members indicates that there is demand for a scheme that would benefit them. We may be able to offer a service to members via a third party and will progress as appropriate. Brian to report in more detail at the March meeting.</p>	BY
7.3	<p><b>Promotion Expert Group</b> ITN had contacted us to participate in a programme they are working on for the BHA to see if we would take a 4-5 minute slot within the show. The cost to us would be £15,000. The board agreed with Brian's view that although this will be an excellent programme, it is not for BFFF as it is not an economical use of our promotion budget and therefore will not be progressed.</p>	BY
8	<p><b>Member Issues</b> There were no member issues that needed to be raised at the meeting.</p>	
9	<p><b>Dates of Future Meetings</b> 2 March 2015      Board Dinner – Mallory Court Hotel, Leamington Spa at 7pm 4 March 2015      Meeting at Chesford Grange Hotel at 10.30am 6 May 2015        Meeting at Iceland offices, Deeside at 11am</p> <p>Hazel to send out details for the Board Dinner, Conference and Board Meeting in March to Board members.</p>	HC