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**Board Meeting  
Wednesday, 25<sup>th</sup> November 2015**

Present

Chair: Peter Allan, Cargill Meats Europe  
Chris Binge, Fairway Foodservice Plc  
Simon Clayson, Brakes  
Ali Hannaford, Paramount 21 Ltd  
Andrew Roberts, Bidvest Foodservice  
Brian Young, BFFF

Nigel Broadhurst, Iceland Foods Ltd  
Vince Craig, c/o McEvoy Foods Int'l Ltd  
Vanessa Lewis, Summit Foods Ltd  
Ian Stone, apetito Ltd

In Attendance: Hazel Cranidge, BFFF Paul Murray, BFFF (part of meeting)

**AGREED ITEMS AND ANY ACTION**

	ITEM	ACTION BY:
1	<b>Declarations of Interest</b> There were no new declarations of interest.	
2.	<b>Election of Officials</b>	
2.1	<b>Chairman</b> Vince advised that Peter Allan offered himself for re-election as Chairman for 2015/16 and proposed that he be re-elected, Ali Hannaford seconded the proposal and all were in favour. Peter was duly re-elected as Chairman.	BoD
2.2	<b>Senior Independent Director</b> Peter advised that Vince Craig offered himself for re-election as Senior Independent Director for 2015/16 and proposed that he be re-elected. Chris Binge seconded the proposal and all were in favour and so Vince was duly re-elected as Senior Independent Director.	BoD
3	<b>Agree Minutes of the Last Meeting</b> The minutes from 8 <sup>nd</sup> September 2015 were agreed to be a true and accurate record and duly adopted.	
4	<b>Outstanding Action Points from the Last Meeting</b>	
4.1	Brian confirmed that Paul Murray was talking to other trade associations with regards to running benefit schemes for members and would be including this in the commercial strategic plan review which would be presented to the Board at the March meeting.	PM
5	<b>Commercial Report</b>	
5.1	<b>Anuga Trade Show Attendance</b> Paul reported three members of the Commercial Team had attended Anuga where we had a stand with 5 other members. The objective for BFFF's presence at the show was to recruit more European companies into membership. Overall it had been a good show but the time and resource required for a stand at the show was very intensive and costly.  On that basis, Paul was proposing that the commercial team: <ul style="list-style-type: none"> <li>Attend overseas trade shows with a planned approach to canvass the exhibitors</li> <li>Through advanced research, agree a minimum expected return of converted members, ahead of attendance, to help focus on delivery of the primary objective.</li> <li>Create an annualised target list of trade show for attendance – <i>this is already in progress</i></li> </ul> The proposal was agreed by all present.	PM

Contd

	ITEM	ACTION BY:
<b>5.2</b>	<b>IFE Contract Negotiations</b>	
<b>a</b>	Paul reported that Fresh Montgomery had given us notice on our contract and so we need to consider how best to proceed in terms of having a stand and attending the event once the contract expires after the 2019 show.	
<b>b</b>	We have had a stand and a presence at IFE for 28 years. Our current contract will finish after the next two shows ie after 2019. IFE is a very good source of income for us as we receive a revenue fee for each event and the stand space is provided free of charge.	
<b>c</b>	Fresh Montgomery's proposed new agreement would result in our profit from the show being wiped out and we would have to pay costs of approximately £30k pa.	
<b>d</b>	Paul proposed the following: <ul style="list-style-type: none"> <li>• Inform Fresh Montgomery that we do not wish to accept their proposal, so we will honour the existing contract for the next two shows and then no longer have a presence at the show.</li> <li>• We have no doubt that they will want to have further talks but unless they can make the event cost neutral for us we will explore other ways of getting the most out of IFE.</li> </ul>	
<b>e</b>	The Board agreed with the proposal put forward by Paul to reject Fresh Montgomery's offer and to take a considered approach to any further offers but not to end up in a position where the BFFF being at IFE would be a cost to us. Brian and Paul will continue negotiations.	PM/BY
<b>5.3</b>	<b>BFFF Bulletin</b>	
<b>a</b>	Paul advised that our contract with the current publishers of the Bulletin, the Fabl, finishes in June 2016. The Commercial team have been investigating alternative options for the production of the Bulletin. A number of options were considered being <ul style="list-style-type: none"> <li>• To continue with the Fabl</li> <li>• Recruit alternative publisher (in depth exploration resulted in Pelican as preferred option for consideration)</li> <li>• Recruit a local printer with BFFF to manage/outsouce journalistic input</li> </ul>	
<b>b</b>	Having considered all the available options and potential cost and resource implications, Paul's proposal to the Board was for BFFF to switch the publishing element of the Bulletin to Pelican. We already have an excellent relationship with Pelican Communications; they understand the Federation and our industry and are keen to work more closely with us.	
<b>c</b>	The Board agreed with Paul's proposal that the publishing of the Bulletin be undertaken by Pelican Communications once our existing contract with The Fabl expires in June 2016.	PM
	Andrew Roberts offered the use of Bidvest Foodservice's facilities if this would help. Paul to discuss further with Andrew.	PM/AR
<b>6.</b>	<b>Effectiveness Reviews</b>	
	In line with trade association best practice, the effectiveness of the Chairman, Chief Executive and Board are to be reviewed annually. Brian had circulated a discussion paper on each to enable considered debate to take place.	
<b>6.1</b>	<b>Chairman</b>	
<b>a</b>	As Senior Independent Director, Vince led the debate on the review of the effectiveness of the Chairman whilst he was not present. The discussion paper was considered by the Board and all were in agreement with the points raised.	

	ITEM	ACTION BY:
<b>b</b>	It was noted that this would be the second year of Peter's term as chairman. However the Board were in agreement that it would not be in the Federation's best interests to have a change in chairman and chief executive at the same time. It was agreed to discuss again at the March 2016 meeting when we can assess the response to Brian's successor.	BY/BoD
<b>c</b>	It was also noted that the Board don't currently have a formal option to put items forward onto the agenda although there is the opportunity to put forward items of any other business and can raise as part of the debate. The Board were in agreement that this was effective at present but could be changed at any time if so required.	BoD
<b>d</b>	The Board were pleased that the chairman and chief executive are aligned and keep in contact between meetings and have briefings before the Board. All agreed that the Chairman was effective.	
<b>6.2</b>	<b>Chief Executive</b> The Board then reviewed the effectiveness of the Chief Executive in his absence, and again reviewed the discussion paper. All present were in full agreement with the points raised and that the Chief Executive was effective. It was also noted that Brian's leadership in terms of strategic vision, diplomacy and financial knowledge was a combination that served the Federation extremely well and would be hard to follow.	
<b>6.3</b>	<b>Board</b>	
<b>a</b>	All members of the Board reviewed its effectiveness taking into account the points raised in the discussion paper. It was agreed that in terms of effectiveness, Board members can and do make open challenges, everyone contributes and thinking is over the next 3-5 years which is all good evidence to demonstrate that the Board is effective.	
<b>b</b>	The Board discussed the strategic planning process. It was agreed that the Board will receive the proposed strategic plan before the next Board dinner prior to the physical meeting. It was agreed that this along with the Board time should take place in March 2016.  All agreed that the Board was effective.	BoD
<b>6.4</b>	<b>Effectiveness Reviews</b> The Board agreed that the three review papers should be published with the minutes on the BFFF website and publicised in the monthly update email to encourage members to read them.	HC
<b>7.</b>	<b>Chief Executive's Report</b>	
<b>7.1</b>	<b>Commercial Team</b> Brian advised that Paul Murray had made an excellent start and morale/spirit in the commercial team was very good.	
<b>7.2</b>	<b>Technical Manager Recruitment</b> Brian advised that the recruitment agency have prepared a shortlist and the first round of interviews are being scheduled for early December.	
<b>7.3</b>	<b>Wholesalers &amp; Logistic Service Providers</b> Brian confirmed that both the Wholesalers and Logistics Service Providers Groups had met on an informal basis to share common issues. Both groups had found it very beneficial and had agreed to meet twice yearly.	

	ITEM	ACTION BY:
7.4	<b>European Co-operation</b> Brian recently attended a meeting in Brussels with Grayling and Christian Millet of Les EGS to discuss the benefits of the partnership with Italy and Sweden. Both were very interested and will be discussing with their respective Boards in January and will let us know after then.	
7.5	<b>Board Elections</b> The Board were very pleased with the interest shown in the elections this year as they are the first ones and congratulated Vanessa on being re-elected. Brian confirmed that he would speak to the two candidates who were not elected to keep them close to the Federation.	BY
8	<b>Financial Report</b>	
8.1	<b>Quarterly Accounts to the 30<sup>th</sup> September 2015</b> There were no queries concerning the accounts and the Board unanimously agreed to adopt the quarterly accounts to 30 <sup>th</sup> September 2015. Ali advised that the reserves are being built to ensure the Federation is well prepared for the changes over the next 18months or so.	
9.1	<b>T&amp;L Expert Group Report</b>	
a	Vince reported that Martin Forsyth was settling in well and doing an excellent job so far with positive feedback being received from the team and the T&L Expert Group. He is also very involved with the further development of Crystal Holmes, technical assistant.	
b	There is potential new legislation regarding chlorates with a lower maximum residue limit which could have a big effect of glazed products and could end up as a potential issue from a health point of view.	
c	The listeria guidance has now been published and widely circulated and is a great credit to both BFFF and the T&L Expert Group.	
9.2	<b>H&amp;S Expert Group</b>	
a	Vince advised that the Working on Height on refrigerated vehicles guidance is nearing completion and was a great credit to Joanna Hancock who has spent an inordinate amount of time on this project.	
b	We will be running a seminar on 9 <sup>th</sup> February 2016 at the Ricoh Arena about the new sentencing guidelines which will be aimed at non H&S professionals as its impact is far-reaching. More information will be circulated shortly.	
9.3	<b>Promotion Expert Group</b> The Frozen Food report had a slower start than anticipated due to awaiting contributions from members. However Pelican are working on it at the moment and we anticipate an excellent document. We hope to launch the report at the House of Commons and are looking for a member to sponsor the event.	
10	<b>Member Issues</b> There were no member issues that needed to be raised at the meeting.	
11.	<b>Any Other Business</b> There were no items of AOB arising.	
12	<b>Date of Next Meeting</b>	
12.1	The next meeting is a teleconference on Wednesday, 6 <sup>th</sup> January 2016	
10.2	<b>Future Board dates:</b> 29 Feb 2016 Board Dinner at Mallory Court Hotel - 7pm 2 Mar 2016 Meeting at Chesford Grange - 9am 3 May 2016 Board Dinner in Trowbridge – 7pm 4 May 2016 apetito's offices, Trowbridge - 9am	