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**Board Meeting
Wednesday, 4th May 2016**

Present

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

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

In Attendance: Hazel Cranidge, BFFF

Apologies: Nigel Broadhurst, Iceland Foods Ltd
Simon Clayson, Brakes

AGREED ITEMS AND ANY ACTION

	ITEM	ACTION BY:
1	Declarations of Interest There were no new declarations of interest.	
2	Agree Minutes of the Last Meeting The minutes from 2 nd March 2016 were agreed to be a true and accurate record and duly adopted.	
3	Outstanding Action Points from the Last Meeting The action tracker was circulated with the agenda pack to update the Board on progress and there were no queries arising.	
4	Chief Executive's Report	
4.1	Strategic Plan Brian is now working to implement the agreed actions from the Strategic Plan. The first key item is to recruit a new technical resource and then for Martin and Joanna to agree the priorities to maximise member benefits.	BY
4.2	Board Succession Planning	
a	Brian had previously circulated a report looking at the path that the Board needs to follow over the next three years and identifying key decision points and issues that will need to be taken into account.	
b	It was noted that the rules currently require the chief executive to stand for election every 3 years and that a proposal has been submitted separately to amend the rules. All were in favour of this amendment.	BY
c	The Board were in agreement with the assessments made and the proposed action plan which will now be followed to ensure the agreed actions are implemented.	BY
d	It was noted that the usual maximum term will be two 3 year periods but this can be extended to a third 3 year term. It was agreed that this should be incorporated into the action plan for consideration in 2 years' time before board members finish their second term.	BY
4.3	Chairman Succession Plan Brian and Vince are to meet to present a recommendation for Board discussion and approval by the September Board meeting to discuss the Chairman succession plan.	BY/VC

Contd.

AGREED ITEMS AND ANY ACTION

	ITEM	ACTION BY:
4.4	<p>Chief Executive Succession Brian confirmed that interviews have been arranged for 9th May, candidates have all undertaken psychometric evaluations and the list of questions has been agreed by the panel. One candidate can't make the 9th May so Brian and Vince will meet that person separately and if required arrange an interview with the full panel.</p>	BY/VC
4.5	<p>Technical Recruitment The recruitment process is proving slower that we had hoped so we are now moving on to a national recruitment company.</p>	BY/MF
4.6	<p>Business Conference Brian had circulated three proposed programmes with the agenda for the Board to consider. It was agreed to look to combine the product development theme and exploring the digital impact. Brian to revise the programme and circulate to the Board for their approval.</p>	BY
4.7	<p>HGV Driver Shortage Brian met with Jack Semple of the RHA and Chris Sturman of the FSDF to discuss this issue. We are supporting RHA who are clearly the lead organisation on this issue.</p>	
4.8	<p>Wholesaler Group The informal wholesaler group met recently under Chatham House rules and it was a very good meeting with some worthy debates on industry opportunities and agreed action arising from the meeting.</p>	
5	<p>Financial Report</p>	
5.1	<p>Quarterly Accounts</p>	
a	The Board approved the quarterly accounts to 31 st March 2016.	
b	Brian advised that Emma will provide a forecast for the year and next year's financials for the July meeting.	EC
6	<p>Commercial Report</p>	
6.1	<p>Bulletin Brian advised that the new look Bulletin is well underway with Pelican and looks really good. We also have an interview with Wayne Hudson, chief executive of Birds Eye in this issue.</p>	
7.1	<p>T&L Expert Group The Board report was accepted with no issues raised.</p>	
7.2	<p>Health & Safety Expert Group Report Vince noted that the H&S Seminar will take place on 6th July t the Ricoh Arena and was well worth H&S professionals attending.</p>	
7.3	<p>Promotion Expert Group</p>	
a	Brian confirmed that Rachel Ferguson has now returned from maternity leave and will be taking charge of our account once more. We have met with her to go through current activities and all is well in hand.	
b	We also discussed proposals for next year with Rachel and now have a plan that will be going to the promotion group when it meets in June to then be put to the Board for approval.	

AGREED ITEMS AND ANY ACTION

	ITEM	ACTION BY:
8	Member Issues There were no member issues to be raised at the meeting.	
9.1	Proposal to amend BFFF Rules The Board unanimously agreed the proposal to amend Rule 3.5 to exclude the chief executive from the requirement to stand for re-election at the AGM. The change will be made to the rules and then they will be presented to the AGM for approval.	BY
9.2	2017 Board Meeting Dates	
a	The Board unanimously agreed the proposal to move the Board dinner and physical meeting from May 2017 to September 2017.	HC
b	It was also suggested that the Board could meet the new chief executive before the September 2016 Board meeting depending upon start dates. Brian to review once the first round of interviews are completed	BY
9.3	Dates of Future Meetings 7 July 2016 Teleconference 6 September 2016 Teleconference 23 November 2016 Meeting, Venue TBC	