

**FUTURE MHS BOARD MEETINGS**

**Issue**

1. MHS Board agreement is sought to:
  - holding a workshop event at the July 2005 Meeting;
  - agreeing options for a Stakeholder meeting in September 2005; and
  - agreement to dates and locations for meetings in 2006

**Background**

2. The MHS Board agreed at its first meeting in November 2004, that with the exception of its first year of operation, it should meet a minimum four times a year, with an additional annual meeting with stakeholders.

**Discussion**

**MHS Board Workshop Session July 2005**

3. MHS Board Members are asked for their views on the proposal to hold a workshop style event at the July 2005 meeting to look at the role and future work of the MHS Board, including considering the strategic direction of the MHS. Annex 1 proposes a possible programme for a workshop which would explore relevant issues.

**Stakeholder Event – September 2005**

4. MHS Board Members are aware of the intention to hold a meeting with stakeholders in September. To make this Stakeholder meeting as meaningful and accessible as possible, we recommend targeting those stakeholders that have limited access to the MHS Board such as consumer groups as well as meat industry stakeholders.
5. Please see Annex 2 for a proposed programme for the September Stakeholder event. This annex includes a list of the type of organisations and bodies that could be invited to this event.

**MHS Board 2006 Dates and Locations**

6. The dates proposed for the MHS Board meetings in 2006 have been linked to a range of business critical points during the year which allow the MHS Board to effectively track and monitor the performance of the MHS.
7. Additionally, the dates take into account matters such as FSA Board meetings, MHS Board members' availability and holiday periods.
8. The dates proposed are at Annex 3

## Forward Business Planner

- 9 Board Members will wish to note the business tracking document included for comment at Annex 4. This document is proposed as an 'organic' and functional way of tracking time critical business of the MHS Board. It will also ensure that any additional information items the Board request, as well as those items where an update or report is requested after a set period of time, is tracked and recorded in an easy to follow format. This table could be modified and expanded to include actions arising and any briefing or presentations requested by the MHS Board.
- 10 This document would be a useful as a monitoring function for business as well as an effective method of ensuring time is used effectively and MHS Board business evenly distributed across the year.

## Recommendation

11. The MHS Board is recommended to **approve** the list of dates for MHS Board meetings in 2006, detailed in Annex 3.
12. **Comment** on the proposed outline programme for the July workshop session and September stakeholder meeting.
13. **Comment** on and **approve** the principle of the business tracking document at annex 4

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# ANNEX 1

## Draft Agenda for Board Workshop Sessions

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**21 July 2005**

**Possible working dinner on the evening of 20 July 2005 to receive relevant briefings and to get to know new independent members in an informal setting**

### Workshop session

- 1. Introduction of session by MHS Board Chair**  
[useful to position session, set tone]
- 2. Facilitated discussion possibly in syndicated groups** [e.g. using CPR, Hedra].

### Suggested Question Areas

- Where is the MHS Board a year after the decision to establish it?
- What business has been covered?
- How has the MHS Board coped with the transition period from MHAC to MHS Board?
- How effective is the MHS Board's Relationship with the FSA Board, MHS Executive and FSA Executive?
- Is the MHS Board delivering on its remit?
- How effective are the corporate targets in improving MHS performance?
- What will the role of the MHS be in five years time?
- What impact will future legislation have on the MHS?
- What will customers require of the MHS?
- What impact will implantation of government policy or initiatives have on the MHS?
- Will the MHS be ready for the new EU Hygiene Regulations?

### 3. Plenary Feedback and Discussion

## **ANNEX 2**

### **Draft Programme for MHS Board meeting with Stakeholders**

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**22 September 2005**

#### **Lunch**

- Opportunity to have a networking lunch with invited stakeholders
- A way of interacting with harder to reach stakeholders for example consumer groups, and organisations representing specialist meat producers (halal, kosher etc)
- Include short briefing presentations as a starting point for discussions and to give some structure. These presentations could cover issues such as:
  - The New EU Hygiene regulations
  - The Role and Remit of the MHS Board
  - OTM Transition Project
  - Religious Slaughter
  - MHS Charging Policy, including additional charges
- Assign each MHS Board Member to a group for a themed discussion. Questions could be distributed to participants in advance. Feedback discussion to the rest of the stakeholders
- Allow time for stakeholders to ask the MHS Board Members questions and exchange views on issues that are important to them.

## **Suggested list of types of organisations that could be invited to a stakeholder event with the MHS Board**

Association of British Abattoir Operators  
Association of Meat Inspectors  
Association of Independent Meat Suppliers (AIMS)  
British Association for Shooting and Conservation  
British Deer Society  
British Meat Processors' Association (BMPA)  
British Poultry Council (BPC)  
British Retail Consortium (BRC)  
British Veterinary Association (BVA)  
British Veterinary Association (Scottish Branch)  
British Wild Boar Association  
Campden & Chorleywood FRA  
Chartered Institute of Environmental Health (CIEH)  
Cold Storage and Distribution Federation  
Country Land and Business Association  
DARDNI  
Deer Commission of Scotland  
Deer Initiative and Deer Management Qualification  
Defra  
FACE – UK Countryside Alliance  
Farmers Union of Wales (FUW)  
Federation of Wholesale Distributors  
Foodaware  
Food Commission  
Guild of Welsh Lamb and Beef Suppliers  
Halal Food Authority  
Human BSE Foundation  
Haemolytic Uraemic Syndrome Help (HUSH)  
International Meat Trade Association  
Islamic Cultural Centre  
The Livestock and Meat Commission for Northern Ireland  
Local Authorities Co-ordinators of Regulatory Services (LACORS)

Leatherhead Food International  
Meat & Livestock Commission (MLC)  
Meat Training Council  
Muslim Council of Britain (MCB)  
National Association of British Markets Authorities  
National Association of Catering Butchers  
National Consumer Council  
National Consumer Federation  
National Council of Schechita Board (NCSB)  
National Council of Women (GB)  
National Farmers Union (NFU)  
National Farmers Union, Cymru Wales (NFUCW)  
National Farmers Union of Scotland  
National Federation of Meat and Food Traders (NFMFT)

National Federation of Women's Institutes  
National Game Dealers Association  
National Gamekeepers Organisation  
Northern Ireland Meat Exporters Association (NIMEA)  
Northern Ireland Poultry Federation  
Quality Meat Scotland  
Royal College of Veterinary Surgeons (RCVS)  
Royal Environmental Health Institute, Scotland (REHIS)  
RSPCA  
Royal Society for the Promotion of Health (RSPH)  
Scottish Association of Meat Wholesalers (SAMW)  
Scottish Consumer Council  
Scottish Executive  
Scottish Federation of Meat Traders Association  
Scottish Game Dealers and Processors Association  
Silsoe Research Institute  
Small Abattoir Federation (SAFe)  
Soil Association  
Sustain  
TAPPAG  
Townswomen's Guild  
The Ulster Farmers Union  
UNISON  
Veterinary Public Health Association  
Welsh Assembly Government  
Welsh Consumer Council  
Which? (formerly Consumers Association)

### ANNEX 3 – Proposed MHS Board dates and venues for 2006.

<b>MONTH</b>	<b>DATE(S)</b>	<b>LOCATION</b>	<b>Comments</b>
<b>January</b>	<b>Wednesday/Thursday 11/12<sup>th</sup></b>	<b>Aviation House, London</b>	Provisional meeting should MHS Board business require this. (Note: There is a longer than ideal gap between the November 2005 and March 2006 meetings)
<b>March</b>	<b>Tuesday, 28<sup>th</sup></b>	<b>Foss House, York</b>	This meeting will enable the Board to approve the targets for 2006/07
<b>May</b>	<b>Tuesday, 23<sup>rd</sup></b>	<b>Foss House, York</b>	This meeting essentially timed to allow the MHS Board to assess the targets set for previous year.
<b>July [Stakeholder Meeting]</b>	<b>TBC</b>	<b>Scotland or Wales</b>	MHS Board to engage with stakeholders
<b>September [Meeting and Strategic Away Day]</b>	<b>25<sup>th</sup>, 26<sup>th</sup>, 27<sup>th</sup> (2 days from the above dates)</b>	<b>Devolved Regional Location TBC</b>	Workshop style meeting to allow the Board to explore alternative ways of working, define roles and review how the last year of the MHS Board had worked at a delivering strategically. Any change or practices BMs would like to adopt can now be developed further and fed into the business plan. Mid Year Review of MHS Performance
<b>November</b>	<b>Tuesday, 21<sup>st</sup></b>	<b>Foss House, York</b>	This meeting will enable the MHS Board to discuss proposed targets for 2007/08

**ANNEX 4**

**MHS BOARD FORWARD BUSINESS PLANNER**

<b>Date/Venue</b>	<b>Paper Authors</b>
<b>9 June 2005, Aviation House, London (additional meeting)</b> <u>Discussion</u> <a href="#">Assessment of MHS Targets 2004/05</a>	David Hart/Chris Lawson
<b>Date/Venue</b>	<b>Paper Authors</b>
<b>21 July 2005, York</b> <b>Workshop</b> Review of the MHS Board and future work , and strategic direction of the MHS <u>Discussion</u> <a href="#">Monitoring of Corporate Performance Tragetts 2005/06</a>	
<b>Date/Venue</b>	<b>Paper Authors</b>
<b>22 September 2005, York</b> <b>Stakeholder Event</b> <u>Discussion</u> <a href="#">Relevant Presentations, Themed discussions and Feedback</a> <u>Other Activites</u> <a href="#">MHS Board Photograph</a>	
<b>Date/Venue</b>	<b>Paper Authors</b>
<b>3 November 2005, York</b> <u>Discussion</u> <a href="#">Monitoring of MHS Corporate Targets 2005/06</a> <a href="#">Service Level Agreements with OGDs</a> <a href="#">Proposed MHS Corporate Targets 2006/07</a> Actions from Stakeholder Meeting <u>Update/Information</u> <u>Other Activites</u>	Colin Pearson David Hart MHS Board Secretariat
<b>Date/Venue</b>	<b>Paper Authors</b>
<b>11 or 12 January 2006, London</b> <u>Discussion</u> Provisional meeting should MHS Board Business require this	
<b>Date/Venue</b>	<b>Paper Authors</b>
<b>28 March 2006, York</b> Annual Review of Code of Practice on Openness <a href="#">Approval of targets 2006/07</a>	Richard Billinge
<b>Date/Venue</b>	<b>Paper Authors</b>
<b>23 May 2006</b> <u>Discussion</u> <a href="#">Assessment of PerformanceTargets for 2005/06</a>	David Bramley

Date/Venue	Paper Authors
<b>July 2006 (Date TBC)</b> Stakeholder Meeting Devolved Region to be confirmed	MHS Board Secretariat
Date/Venue	Paper Authors
<b>September 2006 25th 26th 27th</b> Stakeholder Meeting Devolved Region to be confirmed	MHS Board Secretariat