

**SEPTEMBER STAKEHOLDER MEETING**

**Issue**

1. MHS Board agreement is sought to the outline programme for the Stakeholder meeting on 22 September 2005.

**Background**

2. At a meeting in May 2005, the MHS Board agreed a proposed outline for the Stakeholder event in September 2005 (Board paper (05) 41 attached at Annex A). This proposed outline has been reviewed in light of the Board's comments and contains more information on the proposed topics. As noted at the May Board meeting, the programme for the stakeholder meeting will be informed by issues arising from the workshop. Therefore, the programme will be subject to change in light of discussions at the workshop and subsequent Board meeting.

**Discussion**

**Draft Programme**

3. The proposed programme for the stakeholder meeting is attached Annex 2. The programme has been designed to cover key issues for stakeholders which can be discussed constructively at an open meeting.

**Invitations and Numbers**

4. To make this Stakeholder meeting as meaningful and accessible as possible, stakeholders that have limited access to the MHS Board, such as consumer groups and meat industry stakeholders, will be actively invited. Annex 3 includes a list of the organisations that could be invited to this event.
5. Written invitations will be mailed out to key stakeholders and, in addition, details of the meeting and how to request attendance will be posted on the MHS area of the FSA Website. In addition, Chrissie Dunn issued a verbal invitation to interested stakeholders at the FSA Board meeting on 14 July.
6. The optimal attendance number is considered to be around 50. This will keep numbers manageable whilst allowing a broad representation of stakeholders. If demand for places is significantly greater, applications for places could be deferred and priority invitations issued for the next annual stakeholder event. If demand is significantly lower than desired, further written invitations and reminders will be issued. This could include staff from other Government Departments and Local Authorities.

## Recommendation

11. The MHS Board **agree** the proposed outline programme for the September stakeholder meeting at Annex 2 and **comment** on the proposed invitee list at annex 3.

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# **ANNEX 1**

**[Originally PAPER (05) 41]**

## **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**

12. The MHS Board is recommended to **approve** the list of dates for MHS Board meetings in 2006, detailed in Annex 3.

13. **Comment** on the proposed outline programme for the July workshop session and September stakeholder meeting.

14. **Comment** on and **approve** the principle of the business tracking document at annex 4

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## ANNEX 2

### Draft Programme for MHS Board meeting with Stakeholders

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**22 September 2005**

<b>Time</b>	<b>Topic/Activity</b>	<b>Details</b>	<b>Proposed Lead</b>
1200	Lunch	Buffet lunch and opportunity for networking	None
1245	Introduction and Welcome	Welcome by Chair and workshop objectives	Chrissie Dunn
	Short briefing presentations on:	Each presentation followed by 1 or 2 immediate questions to break up presentations)	
1300	<ul style="list-style-type: none"><li>• The Role and Remit of the MHS Board</li></ul>	Introduction/update and likely impacts	Chris Lawson
1315	<ul style="list-style-type: none"><li>• The New EU Hygiene regulations</li></ul>	Overview of the Board including meetings, membership, strategy and governance	Chrissie Dunn
1330	<ul style="list-style-type: none"><li>• OTM Transition Project</li></ul>	Introduction/update and likely impacts (answer 1 or 2 questions)	Mike Greaves (Director of Operations)
1345	<ul style="list-style-type: none"><li>• MHS Charging Policy, including additional charges</li></ul>	Options for change (answer 1 or 2 questions)	Kathryn Davies (Corporate Services Director)

1400	Group Discussion	MHS Board Members could be assigned to a group, together with a senior official and note taker, for a themed discussion. Questions could be distributed to participants in advance. Feedback discussion to the rest of the stakeholders	Board Members
1500	Q & A Session	Opportunity for stakeholders to ask the MHS Board Members questions and exchange views on issues that are important to them	Chaired by Chrissie Dunn. Other Board Members and senior officials to participate.
1530	Close		

## **ANNEX 3**

### **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  
Chartered Institute of Environmental Health (CIEH)  
Cold Storage and Distribution Federation  
Country Land and Business Association  
Deer Commission of Scotland  
Deer Initiative and Deer Management Qualification  
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  
International Meat Trade Association  
Islamic Cultural Centre

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  
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 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  
UNISON  
Veterinary Public Health Association  
Welsh Assembly Government  
Welsh Consumer Council  
Which? (formerly Consumers Association)