

Minutes and Action Points	
Thursday 27 October 2016 – 14:30 to 17:00	
Agenda Item:	Actions:
1. Introductions made and apologies for absence	
<p>Attendees: Bill Stow (Chair), Stuart Roberts (SR), Stephen Crouch (SC), Michael Bailey (MB), Richard Stevenson (RS), Conall Donnelly (CDon), Richard Collier (RC), Martin Evans (ME), Tim Bennett (TB), Stephen Crookes (SMC), John Lawrence (JL), Nicholas Daniel (ND), Peter Hewson (PH), Jason Feeney (JF), Paul Williams (PW), Shreya Nanda (SN)</p> <p>Apologies: Phil Hadley, Elizabeth Andoh-Kesson, Chris Sturman, Zoe Davies, Emma Holland-Lindsay, Deirdre McIvor, Chris Dodd, Richard Griffiths, Graham Cross, Elliott Bell, Ian Anderson</p>	
2. Minutes and Actions from previous meeting	
<ol style="list-style-type: none"> 1. Minutes agreed as a true reflection of the 1 September meeting 2. All actions completed. 	
3. Middle Lane Presentation - JL	
<ol style="list-style-type: none"> 1. JL updated the group regarding the various work streams for the Middle Lane projects, highlighting the following: <ol style="list-style-type: none"> a. Middle Lane Jamboree – JL informed the group of the positive feedback received regarding the jamboree and the work streams as a whole b. Middle Lane Governance – Kenneth Thoresen is taking over as portfolio lead for the Middle Lane work and JL will be taking over the SRO role. c. All work streams are on schedule 2. PH gave his thoughts to the Middle Lane work and the need for a more integrated working relation with CFMC members and industry as a whole. 	
4. Brexit update - RC	
<ol style="list-style-type: none"> 1. RC updated the group in regard to Brexit, highlighting that the FSA are currently in an information gathering phase at the moment. 2. MB informed the group that the NFU have raised some 	

<p>concerns as to will there be a need to have a separate approval for each country in order to export to those countries and will these be in place from day one post Brexit. ME highlighted that the current approval process has systems in place for multi-country export approval.</p>	
<p>5. Blank Paper Exercise – follow up paper from SR</p>	
<ol style="list-style-type: none"> 1. SR presented the follow up paper to the previous meetings blank paper exercise. 2. During discussions the following were raised: <ol style="list-style-type: none"> a. In regard to the cut-off point to what constitutes small / rural abattoirs there could be issues with the plants that fall just outside of the definition. b. JF highlighted the need to bear in mind where the information would be coming from and who holds the information i.e. if the definition for small / rural relies on financial data (turnover) this could be difficult to obtain. 3. Group discussion regarding the overheads charged to industry and the need for these to be looked into to as some of the Steering Group members feel that some of the indirect overheads should not be charged to industry i.e. live online broadcasting of FSA Board meetings. 4. During group discussion the following actions were agreed: <ol style="list-style-type: none"> a. ME & SMC to look at indirect costs and produce a paper assessing three options for the charging of overhead for the next Stow meeting. b. ME & SMC to produce a paper for the next Stow meeting looking at what constitutes a small / rural abattoir. 5. During discussions regarding timelines the following items were raised: <ol style="list-style-type: none"> a. The need to bring overall costs down for both industry and the FSA before setting timelines. b. The possibility of having a tapered implementation approach over a set period of time to remove all discounts. 	<p>Action: ME/SMC</p> <p>Action: ME/SMC</p>
<p>6. AOB:</p>	

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<ol style="list-style-type: none">1. BS requested that we would look at the BPC paper and Unison paper at the January meeting.2. SMC to organise meetings for mid-January and early February.	Action: SMC (post meeting note: meetings arranged for 16 January and 1 February 2017)
<i>Meeting close</i>	

Action Plan:

<u>Marked as complete:</u>				
AP No.	Owner / Sub Group	Issue	Additional detail	Outcome
22 June 16 – 2.2	SMC	Update Steering Group Membership		Complete
22 June 16 - 3.2.a	SMC	Amend Terms of Reference		Complete
22 June 16 – 3.3	SMC	Circulate amended Terms of Reference to Group		Complete
22 June 16 – 5.4.a	JR / John Lawrence. Middle Lane Project	Paper regarding the Middle Lane project be presented at the next meeting; mapping out how the Stow Phase 2 Steering Group fits in to the project		Complete
22 June 16 – 8.7.a	PB	Provide Unisons proposal of a more efficient delivery model to Steering Group Chair		Complete
22 June 16 – 8.9.a & 8.17.b	SR & ME. Blank page approach	SR & ME to define what a sustainable funding model would look like from a blank page approach and provide update at next meeting.		Complete
22 June 16 – 8.17.a	RC & PM. Data sets	RC & PM to look into data sets for analysis at next meeting, taking into account time and costs of delivering official controls.		Complete
22 July 16 – 8.17.a	RC & SMC Data	RC/SMC to look into legalities of using specific plant data during group		Complete

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	Sets	discussions.		
22 June 16 – 8.17.c	ME	ME to look into direct and indirect costs associated with delivery of official controls		Complete
22 June 16 – 9.1	SMC	Circulate dates for next Steering Group Meeting	Date for next meeting is 1 September 2016	Complete
1 September 16 – 3.2	SMC	Provide JL with list of Current and Future Meat Controls (CFMC) group membership		
1 September 16 – 5.3	SR & ME	SR & ME to look at the direct & indirect costs charged to industry and itemise any costs for discussion at the next steering group meeting	Post meeting note – The following link is for the 2016/17 Cost Data presentation which provides a drill down into the costs included in the meat charge rates: http://www.food.gov.uk/sites/default/files/meat-hyg-cost-data-16-17.pdf	
1 September 16 – 5.4	ME	ME to look at opening up discussions with DEFRA regarding market failure rationales and report progress at the next meeting		
1 September 16 – 6.2	SMC	SMC to distribute Unison proposals to the Steering Group		
1 September 16 – 7.2	PH, RG & RC	PH, RG & RC to look at and review if necessary the Live Stock Unit conversion table used for the data analysis		
1 September	SMC	Cascade data analysis presentation to be		

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16 – 7.3		distributed to steering group		
1 September 16 – 8.1	SMC	SMC to circulate dates for October meeting and check availabilities for January meeting.	Post meeting note – date of next meeting confirmed as 27 October 2016	
<u>Ongoing:</u>				
AP No.	Owner / Sub Group	Issue	Additional detail	Outcome
22 June 16 – 6.1.a	RC. EU 882 Activity	RC to keep updated of any progress with 882	RC to update Steering Group as and when necessary.	Ongoing
22 June 16 - 8.9.b	All Steering Group	Steering Group to decide on what they feel sustainable means and put this back to the FSA Board to see if they agree with the Steering Groups interpretation.		Ongoing
1 September 16 – 3.4	SMC	Add Middle Lane update as regular agenda item		
1 September 16 – 4.4	SMC	Add Brexit update as regular agenda item		
<u>New:</u>				
AP No.	Owner / Sub Group	Issue	Additional detail	Outcome
27 October 16 – 5.4a	ME/SM C	ME & SMC to look at indirect costs and produce a paper assessing three options for the		

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		charging of overhead for the next Stow meeting.		
27 October 2016 – 5.4b	ME/SM C	ME & SMC to produce a paper for the next Stow meeting looking at what constitutes a small / rural abattoir.		
27 October 2016 – 6.2	SMC	SMC to organise meetings for mid-January and early February.		