Minutes and Action Points					
Wednesday 1 September 2016 – 13:00 to 16:00					
Agenda Item:	Actions:				
Introductions made and apologies for absence					
Attendees: Bill Stow (Chair), Stuart Roberts (SR), Stephen Crouch (SC), Michael Bailey (MB), Richard Stevenson (RS), Richard Griffiths (RG), Conall Donnelly (CDon), Graham Cross (GC), Prys Morgan (PM), Richard Collier (RC), Martin Evans (ME), Tim Bennett (TB), Stephen Crookes (SMC), John Lawrence (JL), Elliott Bell (EB), Nicholas Daniel (ND), Peter Hewson (PH), Ian Anderson (IA)					
Apologies: Phil Hadley, Elizabeth Andoh-Kesson, Chris Sturman, Zoe Davies, Emma Holland-Lindsay, Jason Feeney, Deirdre McIvor, Chris Dodd					
2. Minutes and Actions from previous meeting					
Minutes agreed as a true reflection of the 22 June meeting					
2. All actions completed.					
3. Middle Lane Presentation - JL					
JL gave an in-depth presentation of the Middle Lane work, highlighting all of the work streams that are being worked on:					
a. WS 2.5 - Flexibility of legislation and CA duties					
b. WS 5 - Visual Inspection of Pigs					
c. WS 6 - Risk Based Official Controls in Wild Game					
d. WS 7 - Extended Audit Frequencies					
e. WS 8 - Green Poultry Offal					
 Following discussions it was agreed to supply JL with list of members for the Current and Future Meat Controls (CFMC) group. 	Action: SMC				
JL updated the group regarding the Middle Lane jamboree taking place in October.					
 Following discussions it was agreed that Middle Lane should be a regular agenda item 	Action: SMC				
4. Brexit update - RC					

- RC updated the group in regard to Brexit, highlighting that the FSA are receiving requests from treasury and other Government Departments. These requests are currently fact finding at the moment.
- 2. IA & CDon updated the group regarding what has been happening in Scotland and Northern Ireland.
- 3. MB updated the group regarding the NFU and that they are carrying out their largest consultation the the NFUs history.
- 4. Following discussions it was agreed that Brexit should be a regular agenda item.

Action: SMC

5. Blank Paper Exercise - SR & ME

- 1. SR & ME presented their blank paper approach exercise. Highlighting 3 main areas for discussion:
 - a. Charging Structure
 - i. IA updated the group as to what is happing in Scotland in relation to charging. Discounts being removed over a 3 year period. IA confirmed that there would be no discounts for any plants, regardless of size, after the 3 year implementation period.
 - b. Charging Costs direct and indirect costs.
 - c. Justification for social subsidy for rural infrastructure and small businesses.
- 2. Following group discussions regarding the charging structure proposal, the group decided that the principles behind the proposals, with further work in the future, could be an option for the steering group to agree to.
- Following group discussions regarding charging costs, it
 was agreed for 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
- 4. Following group discussions regarding social subsidy, it was agreed for ME to look at opening up discussions with DEFRA regarding market failure rationales and report progress at the next meeting.
- 5. Group discussion regarding headage charging compared against hourly charging systems.

Action: SR & ME

Action: ME

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6.	Uı	nison Proposals:			
	1.	GC gave an overview of the proposals put forward by Unison to the FSA.			
	2.	Following discussions it was agreed for SMC to distribute Unison proposals to the Steering Group.	Action: SMC		
7.	Da	ata Analysis			
	1.	ND presented the data analysis			
	Following group discussions it was agreed for PH, RG & RC to look at and review, if necessary, the Live Stock Unit conversion table used for the data analysis.		Action: PH,RG & RC		
	3.	It was agreed for the data analysis presentation to be distributed to steering group.	Action: SMC		
	8	AOB:			
	1.	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)	Action: SMC		
	Meeting close				

Action Plan:

	Marked as complete:			
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 Lawrenc e. 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 approac h	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	
Ongoi	 <u>ng:</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	
New:	New:				
AP No.	Owner / Sub Group	Issue	Additional detail	Outcome	
1 Septe mber 16 – 3.2	SMC	Provide JL with list of Current and Future Meat Controls (CFMC) group membership			
1 Septe mber 16 – 3.4	SMC	Add Middle Lane update as regular agenda item			
1 Septe mber 16 –	SMC	Add Brexit update as regular agenda item			

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4.4				
1 Septe mber 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 Septe mber 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 Septe mber 16 – 6.2	SMC	SMC to distribute Unison proposals to the Steering Group		
1 Septe mber 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 Septe mber 16 – 7.3	SMC	Cascade data analysis presentation to be distributed to steering group		
1 Septe mber 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	