

**MINUTES OF THE FSA BUSINESS COMMITTEE MEETING HELD ON 18 MAY  
2016 IN THE HILTON HOTEL, BELFAST FROM 13:20 – 13:30hrs**

**Present:**

Heather Hancock, Chair  
Tim Bennett, Deputy Chair  
Rod Ainsworth, Director of Legal and Regulatory Strategy  
Catherine Brown, Chief Executive  
Henrietta Campbell  
Jason Feeney, Chief Operating Officer  
Ram Gidoomal  
Jeff Halliwell  
Chris Hitchen, Director of Finance and Strategic Planning  
Maria Jennings, Director FSA Northern Ireland and Organisational Development  
Heather Peck  
Julie Pierce, Director of Openness, Data and Digital  
Guy Poppy, Chief Scientific Adviser  
Nina Purcell, Director FSA Wales and Local Delivery  
Roland Salmon  
Jim Smart  
Steve Wearne, Director of Policy

**Apologies:**

Paul Wiles

**In attendance:**

Nicky Elliston, Head of Head of FSA Executive Office & Board Secretariat

**WELCOME AND ANNOUNCEMENTS**

1. The Chair welcomed everyone to the meeting.
2. The Chair gave apologies from Paul Wiles who was unable to attend.

**MINUTES OF BUSINESS COMMITTEE MEETING HELD ON 16 MARCH (FSA  
16/05/10)**

3. There were no amendments to the minutes and these were accepted as an accurate record of the 16 March Business Committee meeting.

**ACTIONS ARISING (FSA 16/05/11)**

4. There were no comments on the Actions Arising.

**PERFORMANCE AND RESOURCE UPDATE – MAY 2016 (FSA 16/05/12)**

5. The Chair invited Chris Hitchen, Director of Finance and Strategic Planning, to introduce the paper.

6. Chris said the report was designed to help the Committee assess: the FSA's performance against the outcomes set out in the strategic plan; and the FSA's use of resources to achieve those impacts.
7. Chris drew attention to three items in the report:
  - Some indication of a reduction in human cases from Campylobacter in Q4 and the previous quarters; it appeared this might be statistically significant, which was encouraging
  - Continuing improvements in compliance by meat food business operators
  - Achievement of financial targets for 2015/16, pending audit.
8. Chris said he would welcome comments from the Committee which were designed to improve the content of the report, rather than increase the size of it.
9. There was general agreement that it would be useful to identify targets and benchmarks for some of the particularly important areas and Chris said that there would be a focus on the development of appropriate strategically aligned KPIs over the next year.
10. In response to a question about the number of small versus large businesses affected by product recall notices, it was noted that this information was not recorded, and it was not clear how feasible it would be to do so.
11. The CE acknowledged that the cost of a recall could be enormous for a small business, but the risk to consumers of a product not being successfully recalled was significant. We were currently undertaking a review of the recall process with the aim of achieving fewer recall incidents and, in scoping that work, we would ensure that the role and nature of SMEs was carefully taken into account.
12. The Chair concluded by saying the trend in general compliance levels by meat food business operators was good, but we needed to be careful that any spikes were not being hidden. It was encouraging to see the finances well managed given the challenges of the programme of strategic work.

### **ANY OTHER BUSINESS**

13. On behalf of the Board, the Chair wished Board Secretariat Officer, Lowri Barber, well on her recent promotion and move to a new role outside of the FSA.

### **DATE OF NEXT MEETING**

14. The next meeting of the Business Committee would take place on Wednesday 21 September 2016 in Aviation House, London.