



DairyCo Board Meeting Minutes

Meeting: DairyCo Board **Meeting Ref No:** DSB08/05
Date: 28 May 2008
Venue: DairyCo Boardroom, Cirencester

Present: Tim Bennett (Chair) (TB), Kevin Beaty (KB), Kenneth Campbell (KC), Julia Hawley (JH), David Homer (DH), Stewart Jamieson (SJ), Trevor Lloyd (TL), Ian Martin (IM), Arthur Reeves (AR), Richard Davis (RD) and Jonathan Vickers (JV)
In attendance: Ken Boyns (KJB) and Sue Ellis (minutes)
Partial attendance: Jeff Nicholas (JN), Stuart Goodinson (SG), Brian Lindsay (BL) and Huw Thomas (HT)

Apologies: Neil Cutler (NC)

Distribution: As above plus Kevin Roberts (KR), Sue Walker (SW) at AHDB

Invited Guests David Curry (DC) and Simon Bates (SB) from DairyUK

Item No.	Description	Action
DSB08/05/1	Apologies & Welcome Apologies were received from Neil Cutler.	
DSB08/05/2	Minutes from last meeting It was agreed that the following corrections be made to the minutes of the previous meeting held on 29 April 2008: Item DSB08/04/04 – Chairman’s Report - omission “It was noted that the Board had agreed via e-mail that Thring Townsend Lee & Pembertons’ company secretarial services (Forum Secretarial Services Limited) had been appointed as DairyCo’s Company Secretary, upon the resignation of Karl Babbington as Company Secretary.” Item DSB08/04/04 – Chief Executive’s Report The Action person was not JV/IM but PS/FD who had been delegated to handle this matter of TORs. Item DSB08/04/11 – Research Projects “While it was agreed that all projects proposed were approved, the Board insisted that in future more rigor be	



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	<p>applied to project proposals, particularly regarding budgets, before being put before the Board.”</p> <p>Item DSB08/04/16 – Board Member Payment Rather than “It was agreed the Audit Committee would monitor the implementation of the process.” This should read: “It was agreed the Audit Committee would agree the procedure.”</p> <p>Other than the above changes, the minutes were accepted and it was agreed they could then be signed as a true record of the meeting.</p>	
DSB08/05/3	<p>Matters Arising</p> <p>Item DSB08/04/11 – Research Projects</p> <p>It was requested that the Agenda of the next Board Meeting include reporting back of the Audit and Remuneration Committees and copies of the latest committee minutes.</p> <p>JV gave a verbal report of the Remuneration Committee and the Board agreed to the 4% pay rise.</p>	<p>KJB / TB</p> <p>PS</p>
DSB08/05/4	<p>Chairman’s Report</p> <p>TB highlighted major points in his report and asked for someone on the Board to monitor Health and Safety (H&S) matters. JV, as the Chair of the Remuneration Committee, was proposed and this was unanimously agreed.</p> <p>KJB said that H&S is of particular concern regarding farm visits. Particular attention should be paid to the specific risks that potentially affect pregnant employees with DairyCo, especially EO’s, e.g toxoplasmosis.</p> <p>It was agreed that the medical insurance and liability needs to be checked regarding this area, together with liability for a staff member currently in the USA.</p> <p>It was pointed out that the Head of Extension needed to be trained robustly in H&S and convey this to the team when doing risk assessments. KJB is to ensure the current level of training is appropriate and arrange for more training if necessary.</p>	<p>JV</p> <p>KJB / Charlotte Ellis</p> <p>KJB / Charlotte Ellis</p>
	<p>TB reported that it was possible that the new Stoneleigh office might not be finished until Spring 2010; though every effort</p>	<p>TB</p>



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DSB08/05/5	<p>was being made to speed up the process. There should be more information for the next Board meeting in July.</p> <p>It was noted in discussion that there was real potential for collaboration between sectors. This was highlighted by a lack of co-ordination at the Grassland and Muck Show.</p> <p>It was agreed that more efforts would be made to increase the number of invited levy payers to attend the open farm visit meetings held in the regions.</p> <p>The rest of the Chairman’s report was taken as read.</p>	TB / KJB
DSB08/05/5	<p>Chief Executive’s Report</p> <p>The paper was taken as tabled. The board agreed to the Corporate Planning process.</p> <p>It was agreed that consultation would be needed with key stakeholders as part of the planning process before the Board finalised the new (three-year) Corporate Plan.</p>	TB / KJB
DSB08/05/6	<p>AHDB Update</p> <p>TB introduced the topic and said that while this meant more work for the CEOs, it is now the right way round – rather than the AHDB Board dictating to CEOs, they can now make decisions based on recommendations from the CEOs.</p> <p>KJB presented current management priorities and reported that the workload was stretching the management team to the limit, with the changes in the Business Plan coming at the same time as the AHDB transition. He noted that a large amount of time was being taken up by financial management (particularly the Annual Report and Accounts) and in the planning of the transition.</p> <p>KJB presented current thinking and various possible future AHDB structures. The board debated the various options and the general consensus was:</p> <ul style="list-style-type: none"> • All strategy should remain the remit of the Sector Boards • Not to underestimate the synergies of being located together geographically • Sector Boards should seek synergies by combining 	



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	<p>functions which are either common to several sectors or in need of higher-level professional management that any one sector could afford, but the sector boards should retain responsibility for ensuring the provision of services to their levy payers.</p> <ul style="list-style-type: none"> The DairyCo board supported moving to Stoneleigh as soon as practicable, subject to the necessary facilities being in place, and the necessity for this partly depending on the structure that the AHDB Board chooses. <p>It was generally agreed that once the structure and timetable for moving was agreed, there would be more certainty and staff morale would improve.</p> <p>TB stated that he would ensure that AHDB were aware of the DairyCo Board's views.</p>	<p>TB</p>
DSB08/05/7	<p>Business Plan Update</p> <p>KJB took the Board through the changes to the Business Plan and achievable, highlighting any changes to targets and where there was any doubt on A priorities, the emphasis being on A priorities and less pressure to achieve B priorities.</p> <p>Progress on MilkBench+ and the collection of data from the 100 farmers signed up was queried. KJB replied that there had been difficulty in getting secretaries to farms and MilkBench would be on the next Board Agenda.</p> <p>All agreed that the Business Plan update was much improved.</p>	<p>KJB / TB</p>
DSB08/05/8	<p>Management Accounts</p> <p>None for this meeting. Accounts would be tabled in July.</p> <p>After lunch David Curry and Simon Bates of DairyUK, Huw Thomas, Jeff Nicholas, Stuart Goodinson and Brian Lindsay joined the meeting.</p>	<p>KJB</p>
DSB08/05/10	<p>Dairy Council Proposal – David Curry from DairyUK</p> <p>TB introduced and welcomed David Curry and Simon Bates. David Curry (DC) thanked the meeting for the invitation. He presented his views and requested that the Draft Heads of Agreement be withdrawn and suggested that a working party be formed between DairyCo and DairyUK.</p>	



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	<p>The following points were then agreed:</p> <ul style="list-style-type: none"> - TORs would be drawn up and these would be circulated via e-mail and be put before the respective Board meetings in July. - the working party would only focus on Dairy Council. - What the Dairy Council delivered had to fit the strategy of DairyCo and DairyUK - Both bodies need to be very clear regarding their requirements of Dairy Council. - We would conclude the work before end of September to allow for the business planning process. <p>TB thanked DairyUK for attending the meeting. David Curry and Simon Bates then left the meeting.</p>	<p>TB / KJB / JN</p> <p>JN</p>
DSB08/05/9	<p>Feeding+ Campaign</p> <p>SG took the Board through the presentation on the Feeding+ project, which had more detail than in the paper.</p> <p>The Board supported the programme and it was agreed the KPI measurement method would come back to the Board as soon as possible.</p>	<p>BL / SG</p>
DSB08/05/11	<p>Developments in Wales</p> <p>HT took the Board through the salient points of his Welsh Update paper. All agreed that this was a very good way to progress and that this proposal now needed to be formally agreed by the Welsh Assembly Government.</p>	<p>HT</p>
DSB08/05/12	<p>Staff Consultation & Representation Process</p> <p>JN gave a verbal update to the meeting and advised that while there was still some discontent and uncertainty, there was significant improvement with the more structured and formal consultation strategy and team.</p> <p>The AHDB relocation package had been seen as pretty good by staff and feedback had been given to AHDB.</p> <p>It was agreed that the retention package now needed</p>	



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	attention with a time line, as certainty was needed. DairyCo was facilitating Prospect to converse with staff after a scheduled staff meeting. Jeff Nicholas, Huw Thomas, Stuart Goodinson and Brian Lindsay left the meeting.	
DSB08/05/13	Election of Vice Chair The Board voted and Richard Davis was elected as Vice Chair to the Board of DairyCo.	RD
DSB08/05/14	Any Other Business The date and the time of the Westminster BBQ was noted as being 9 th July at 6.30pm in College Gardens, Westminster Abbey. There were requests that the next Board meeting start time be finalised as flights needed to be arranged and for the farm visit to start promptly. There being no further business the meeting ended. Date of next meeting <u>Tuesday, 15th July 2008</u> Time: 2:00 pm Venue for meeting / dinner / accommodation is most likely to be: The Best Western Fenwick Hotel, Fenwick, Kilmarnock, Ayrshire, KA3 6AU Tel: 01560 600478 Farm Visit <u>Wednesday, 16th July 2008</u> Venue: Barneighthill Farm, Mauchline, Ayrshire, KA5 6HF Time : 10.30 am to 2.30 pm Host Farmer: Robert Smith Organising EO: Kate Cross Topic: Herd Health with special focus on Liver Fluke (farmer & vet to speak)	TB

Agreed as a correct account of the meeting and signed on behalf of the DairyCo Board



Signed _____ Date _____
Tim Bennett - Chairman