

SEA FISH INDUSTRY AUTHORITY

Minutes of the Board Meeting

held on Wednesday 26 September 2018 at the Buchan Braes Hotel, Peterhead

- Present:** Brian Young (BY), Chairman
Jonathan Shepherd (JS)
Alison Austin (AA)
Mike Mitchell (MM)
Nathan de Rozarieux (NdR)
Peter Hajipieris (PH)
- Executive:** Marcus Coleman (MC), CEO
Aoife Martin (AM), Operations Director
Declan Byrne (DB), Finance Director
Debbie Cook (DC), Director of Corporate Relations
- In attendance:** Chris Lamb (CL), Panel Chair: Supply Chain and Consumers
Jon Parker (JP), Panel Chair: Importers (by Skype)
- Minutes:** Lesley Cunningham, EA to Declan Byrne

WELCOME

1. Welcome and Apologies

BY welcomed Lindsey Ferries and everyone to the meeting. No apologies were received. Jon Parker joined the meeting by Skype.

BY welcomed comments from the Board regarding the previous evening's Stakeholder Dinner. Board members stated the chairing of the event was opportune which promoted conversation and discussion regarding the industry's concerns.

There was a discussion regarding the incorporation of stakeholder visits around future Board meetings. It was hoped that the visits would enable key influencers to understand the value of Seafish within the industry.

The Board welcomed more information about Ambition 2030 and to have sight of Seafood Scotland's objective planning for the next 3 years.

ACTION: The Executive to discuss labour issue situation and report back at next Board
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ACTION: To consider scheduling a stakeholder trip in London and Wales.

Marcus suggested visiting Seachill and Youngs when in Grimsby.

2. Declarations of interest

There were no new declarations of interest.

3. 3.1 Minutes of the previous meeting dated 16 May 2018

The minutes from the last meeting were agreed as a true and accurate record.

However, JS pointed out some typos on page 4 of the notes.

3.2 Action Tracker – Point 53 – Stakeholder Engagement

DC reported that a formal presentation on the Seafish website will be held at the next Board meeting in November. CRM Dynamics are continuing to train staff on the new system and Seafish newsletters have been restructured with the new challenges incorporated.

STRATEGIC AND PLANNING

4. Seafish Board Development Proposal

LF stated that the content of the Board Development programme would comprise a number of key components for new and existing board members. The Session would include governance, the new corporate plan, H&S responsibilities and strategic challenges and opportunities.

The Development Programme would be as interactive as possible with external speakers being invited along from Defra. RemCom have identified an external facilitator from OnBoard Training to facilitate the event. The suggested date for the programme is January 2019.

ACTION: BY and the Executive team to agree the date for the Board Development Programme with a target date of January 2019 for delivery.

5. Beyond CP1821 – Longer Term Outlook for Seafish

MC presented the paper for initial discussion about the longer term opportunities and threats that may lie ahead for Seafish.

The development of the new Corporate Plan has given Seafish the vision to look into the future and to consider the direction of its finances, Defra's White Paper fisheries policy and the implications of Brexit.

It was noted that Seafish opened dialogue with Defra to seek approval to increase the life of the Corporate Plan from 3 to 5 years.

MC stated that DEFRA recently sent out a press release stating that it is seeking industry representative's views on the role and remit of AHDB. The review will look at the AHDB's purpose, priorities and where improvements may need to be made. MC thinks that it is likely that Seafish will be required to go through a similar process at some point in the future.

5.1 Summary – Financial Outlook

The Board was interested to establish the total levy take if all species were liable for levy payments.

AA asked if it would be possible to include background information about how levy is obtained in different countries and the possibility of increasing levy charges to fit in line with the inflation index.

DB stated in 2005, the previous Levy Manager did a survey of tinned/canned fish and prawn crackers to ascertain if it were possible to charge levy on them, for example.

ACTION: DB to research this information and report back at a future meeting
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AM stated Seafish are working with the scallop sector so that a scallop stock assessment can be carried out. Seafish will be managing a voluntary financial contribution process to manage this work.

ACTION: The Board agreed to discuss the strategic opportunities and threats regarding Levy take at the Board Development session.
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6. Marine Survey Update

Confidential item.

7. Update on our Approach to Budget Flexibility

DB stated that "The Three Degrees" budgeting plan framework was presented at the March ARC meeting and approved at the May Board. DB gave an update of each.

7.1 Annual Team Flexible Budget

This fund has been used sparingly in the first five months.

7.2 Strategic Investment Fund

Seafish has committed £25k to support Fishing Innovation Scotland (FIS) project which enables Seafish to have a seat on their Board until May 2019.

7.3 Carried Forward Budget

DB reported that the fund has supported the following four proposals:

7.3.1 Microplastics and nanoplastics in the marine environment: implications for seafood and food safety.

The projects will develop a risk assessment to support the understanding of the potential toxicological impact on seafood.

7.3.2 The Renaissance of the East Anglia Fishing Industry

The project is developing a long term strategy for the East Anglia region fishing industry.

7.3.3 Monkfish supply chain facilitation project

This project is working to ensure that UK monkfish is eligible for MSC certification. AM reported that Sainsbury's and M&S have offered £15k funding in support of the project.

7.3.4 The Sustainable Fisheries Education Programme (SFEP) executed by Fishing into the Future (FITF)

The programme will deliver two, three-day residential courses for UK fishermen, technical experts, scientists and stakeholders who will participate in the long term health and the sustainable future of the UK fishing industry.

ACTION: The Board would welcome an opportunity to review the latest horizon scanning heat map at a future meeting.

8. Overview of Seafish's work on marine plastic

8.1 Stakeholder Reference Group

Seafish have established a group of industry representatives to provide guidance and direction of the safety implications of plastics entering into the human food chain.

Seafish will continue to collaborate with the UK, Ireland and Europe and build future partnerships with universities and food standards agency to prepare data to inform retailers and consumers that seafood continues to be a safe protein for consumption.

The Board recognises this is a global and social issue.

AM stated that the Common Language Group would be a good mechanism to bring Defra, Cefas and Sea Plastics together and focus on what is going on and how we manage the EU fishing gear changes.

9. Transition of the Responsible Fishing Scheme (RFS) to Global Seafood Assurances (GSA)

AM updated the Board on the following:

- Global Seafood Assurances (GSA) launched at Brussels Seafood Show in April 2018.
- The membership of the RFS Oversight Board has been refreshed with Nathan de Rozarieux and Mike Mitchell continuing as members and AM as Chair.
- Seafish and GSA agreed that the RFS Oversight Board should continue the delivery of RFS throughout the transition period.
- The next phase of development is to work in collaboration with RFS to run workshops in London, Plymouth, Peterhead and Grimsby with additional 1-1s with key stakeholders.
- Due to the amount of work required to transfer to GSA, Helen Duggan (Head of Responsible Sourcing) has moved to the Head of RFS Transition with an interim Head of Responsible Sourcing recruited.
- The development of group certification has been successfully trialled with the Orkney Fishermen's Association's crab vessels. The group certification will also be tested with SWFPA vessels and with a smaller project in Wales.

There was a discussion about who from the Seafish would be best placed to join the GSA Board and acknowledged that the individual would need the knowledge and understanding of the RFS/GSA scheme.

ACTION: It was agreed that the Seafish seat on the GSA Board would be best taken by a member of the Executive. Executive to discuss and agree with GSA.
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OPERATIONS AND GOVERNANCE

10. Chair's Report

10.1 Update on Board member recruitment process

BY reported that 5 candidates have been put forward as appointable for the 3 vacant positions.

10.2 Board Development Day

BY welcomed the Development day for Board members.

ACTION: MC to send out a doodle poll to Board members regarding the date, timings and venue for the Development Day.

10.3 Board Effectiveness survey results

It was agreed that the survey is a useful sense check and an excellent platform for Board and Exec members to offer expertise, guidance and share experiences.

11. CEO Report

11.1 Challenge Quarterly Report and Dashboards

MC stated that the re-organisation into the Challenge Groups is working with cross-functional teams.

MC reported that since the start of the previous Corporate Plan (2015), some staff members have retired and several others have moved on to other opportunities. The dynamics of the workforce has changed.

There have been improvements with stakeholder engagement. The new website is underway with new look Seafish newsletters, twitter feeds and the cleansing of the CRM database.

11.2 Seafish Responsible Fishing Ports Scheme (RFPS)

MC stated that this new Scheme was now open for applications. Peterhead and Grimsby ports would be obvious candidate Ports for applying to the voluntary programme which was developed by industry.

11.3 Seafood 2040

MC announced that Alison Austin has been appointed as Executive Chair with the recruitment of Kimberley Cullen to the post of Project Manager.

11.4 Managing Organisation Risk and Finance

MC reported that the Annual Accounts Audit process received an “Unqualified Opinion” and would like to thank Declan, Michael and the Finance team who have managed this process.

BY and the Board commended the Exec and all Seafish staff for all their work.

11.5 Colour of the Dashboards

ACTION: Seafish to consider changing the blue colour on the dashboards.
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12. Committee Updates

12.1 RemCom

The Board agreed:

- H&S should be incorporated within the RemCom papers and continue to be an item on future Board agendas.
- The Gender Pay Gap statistics to be published on the Seafish website.

12.2 ARC

BY stated that Defra's Head Internal Auditor identified an issue relating to Seafish's Internal Audit arrangements. The Internal Auditors representative who attended ARC meetings over the past year did not expressly inform Seafish that they had changed their approach and were not forthcoming to resolve the matter. Seafish expressed their disappointment with the situation and are now looking to secure an alternative Internal Audit service as a result.

13. Forward Plan

DB explained the Forward Plan shows an overview of the Board papers and presentations planned over the next 12 months.

14. AOB

There were none.

15. Date of the next meeting

The dates for the next Board meeting are 27 and 28 November 2018.

Fishmongers Hall is booked for the Board meeting on 28 November. Lesley is looking for suitable venues to accommodate the pre-board meeting and private dining on 27 November. Marcus stated that he would like to invite the devolved Administrations including Mr Eustice MP to the dinner.