

**SEAFISH INDUSTRY AUTHORITY
Minutes of Board Meeting
Held on Wednesday 24th May 2017
At Raithwaite Estate, Whitby**

- Present:** Brian Young (BY), Acting Chair
Alison Austin (AA)
Clare Dodgson (CD)
Mike Park (MP)
Stephen Parry (SP)
Jonathan Shepherd (JS)
James Wilson (JW)
- Executive:** Marcus Coleman (MC), CEO
Janice Anderson (JA), Business Services Director
Mel Groundsell (MG), Corporate Relations Director
Linsey Neill (LN), Human Resources Director
Declan Byrne (DB), Finance Director
- In attendance:** Chris Lamb (CL) (Panel Chair – Supply Chain and Consumers)
John Goodlad (JG) (Panel Chair – Domestic and Exports)
Jon Parker (JP) (Panel Chair – Imports and Processors)
- Minutes:** Louise Hickson, Temporary PA to Marcus Coleman

WELCOME

1 Welcome and Apologies

The Acting Chair welcomed everyone to the meeting introducing LN and DB in their new executive roles for Seafish. The acting chair recognised this is JA's last board meeting, wishing her well for the future giving thanks for all of her contributions over the years.

Apologies were received from Peter Hajipieris.

2 Declarations of Interest

JS corrected the previous minutes under declarations of interests. JS has not joined the board of Fisheries Innovation Scotland; he is actually on the Independent Scientific Panel for the Scottish Aquaculture Innovation Centre.

He is a trustee of the Fisherman's Mission and also a Consultant for the International Fish Meal and Fish Oil Organisation.

MP declared that he is now the director of the Association of Sustainable Fisheries.

JA has been compiling a Register of Interest for all board members which will be regularly up-dated and reviewed. The Board were satisfied with the declarations.

3 Minutes from Previous Meeting

(i) 07th March 2017

Amendment noted for declarations of interest from JS. The remainder of the minutes were agreed as a true and accurate record.

(ii) Action Tracker

The Board reviewed the action tracker. Item 4 and 13 for RFS can now be completed. Item 5 is no longer applicable. Items 14, 15 and 17 can now be marked green as completed and item 16 is in hand.

STRATEGY AND PLANNING

1 Financial Budget for 2017/2018

DB referred to the initial draft budget presented at the previous board meeting and highlighted that the difference between that budget and the final budget presented to the Board was minimal.

The projected reserves position at the end of CP1518 has increased significantly to £520k, mainly due to pension adjustments which are outwith Seafish's control. In addition, Seafish has reduced overheads under its control by just under £200k and implemented a decision by ARC to reduce worksteam costs by 2.6% generating savings of £134k. All of these factors account for the £824k improvement on what had previously been predicted.

At the ARC meeting last November the National Audit Office suggested that Seafish could consider the reserves position excluding pension liabilities, as they are outwith Seafish's control. DB advised that net assets after pension liabilities have been excluded showed an improvement of £4m over the eight years from March 2010 to the predicted March 2018 figure. JA and DB stated that this can reassure the Board that the reserves have not been depleted during their time in office.

MC assured the Board that the operational budget for RFS in the UK is manageable and that the budget for promotion and advocacy of the International RFS is being kept to a minimum.

The Board accepted the recommendations and approved the budgets.

2 Internationalisation of the Responsible Fishing Scheme

MC stated that the internationalisation of the RFS scheme is moving apace with collaboration from both Board members and staff in co-ordinating and engaging stakeholders. The extent and reach of RFS is shown in the calibre of members of the International Working Group. The stakeholders listed have all met in Brussels and are committed to carry out trials/pilots/translations around the world to see how the standard could work in those territories. This work will be funded by stakeholders in the IWG, who are currently creating the Terms of Reference.

The main points for the Board's consideration as highlighted by MC are securing an entity to run the scheme on a global platform; ensuring there is a clear procurement

process in place; and agreeing the financial indications for the International Scheme. The IWG would like to be part of the arrangement which takes this forward.

The Board discussed various options for the procurement process and the financial implications. All agreed the process needs to be inclusive and comprehensive, creating a fair and competitive platform for bidders. The Board decided the pre-qualification process will be open and clear to attract a diverse selection of bidders. The entity will then need to meet criteria set, evidencing professionalism and capability to facilitate due diligence and a fully informed selection process.

Regarding the financial aspect JA drew attention to a legal point in the Fisheries Act and will seek clarification on Seafish's boundaries on financial involvement with the international entity. With Seafish being a public body and a not for profit organisation, the Board agreed that the new entity is to be shaped as cost neutral, with any future return to Seafish being re-invested into industry and future developments. Seafish, as the standard holder, will ask bidders to consider this at the pre-qualification stage and detail a suitable cost model and approach in their application.

BY congratulated the Executive and project team on the quality of the board papers, also on the excellent progress made on the scheme so far.

Action Point: JA to seek clarification on funding the international aspects of RFS

Action Point: Seafish Executive to proceed with the procurement process

3 Seafish Corporate Planning for 2018-21

CL presented the Corporate Plan Development paper resulting from the panel chairs meeting. MC and the panel chairs, representing the industry, have been working in alliance to achieve a common purpose and comparable objectives. A key focus for the plan has been incorporating the flexibility needed to be reactive to the circumstances in industry currently. The panels have focused on the elements of supply and demand and have outlined their proposed budget allocations. The budgets will be responsive and regularly reviewed to meet industry requirements.

The Board were advised that ARC had commissioned a value for money audit of the Strategic Investment Fund. . The board agreed all proposals and budgets.

A pan panel meeting in October will consider the work of the Seafood 2040 group.

Action Point: Board approved Corporate Plan Development paper to be circulated to the panels explaining the Exec will now be working on the detail moving forward

4 Scotland Proposal Update

JA provided an up-date on the work to establish a Seafish Scotland Advisory Committee (SSAC). There has been no change in what is being sought by the Scottish Government. The administrations are happy with the proposed split of allocated funds, again with emphasis on the flexibility which may be needed for the future.

The Scottish Government has stated that Seafish will be responsible for recruiting the Chair of the SSAC, requesting that the Chair may be an independent person, recruited by external advertisement. They have also asked that the committee be formed as soon as possible after the election so it will be ready to be involved in what sensible work may be needed for the CP18-21. Jim Watson who has been taking the lead from the Scottish Government is keen to assist Seafish on the recruitment process.

A review will take place of all Seafish Advisory Committees terms of reference, to ensure fairness and consistency.

MC sought clarification with regard to funding for Fisheries Innovation Scotland. Seafish has been funding £100k for the last 3 years but this is now coming to an end. MC has recently taken a seat on the board of FIS. The board agreed that innovation is difficult to evaluate and were advised that the minimum fee for having a position on the board is £25k. All felt it was important and valuable to keep a seat on the board and endorsed the investment of £25k out of the 2017/18 budget.

Action Point: Exec to complete review of all Seafish Advisory Committees' terms of reference to ensure consistency.

Action point: Exec to form the new SSAC as soon as possible.

OPERATIONS AND GOVERNANCE**1 Acting Chair's Report**

BY had no further up-date to the board appointments from the last meeting. SP and JW's short term extensions will end post the September Board Meeting so there will be two vacancies coming up. Defra are currently preparing to advertise for the positions.

MC reminded all that the general election may slow down the process of recruitment.

Action Point: BY to contact Anne Freeman for an up-date and timetable

2 CEO Report

MC presented the report for the Board's information and offered to address any questions. MC drew attention to the Brexit report which Seafish has completed. The board applauded the quality of the Report and whilst recognising the political sensitivities around Brexit, and agreed it would be very useful to publish a shortened version for stakeholders.

MC highlighted the valuable offer of TESS (Tools for Ethical Sourcing of Seafood) which is signposting industry to additional work, references and solutions. All agreed the importance of this work and MC will invite a Head of Team to present more detail on TESS to the Board in September.

MC drew attention to the Science Advisory Group and a recent letter from its Chair, Mike Kaiser. The Board discussed whether SAG was still needed, whether it was the right mechanism and whether there were any other Science activities which could be explored. MC agreed to pick up the discussion again when the new Operations Director joins in July.

JS enquired regarding any up-dates on the Responsible Fishing Port Scheme. MC knows it is progressing well and will seek an up-date to circulate to the board.

SP queried the trend on the Safety and Training dashboard on Fisherman's Safety. MC clarified that the trend line has been steadily declining and is calculated on a three year rolling average. The trend recently seems to have flattened, MC and Simon Potten are on the Fishing Industry Safety Group and there is a lot of additional thought being put into risk assessments, regulations and behavioural science. Various avenues are being explored including joint working with other organisations and other industries.

The Board complimented the very detailed, well developed and comprehensive work Angus Garrett has completed on risk mapping and hoped it could be utilised more widely. MC reported that there are plans being considered for this.

Action Point: MC to Invite Mike Kaiser to September pre-board meeting

Action Point: MC to look into publishing a Brexit article to stakeholders

Action Point: MC to invite Head of Team to September Board Meeting

Action Point: MC to circulate an update on the Responsible Fishing Port Scheme

Marine Survey Registration Service

JA presented a tabled paper on Marine Survey, regarding a registration service for existing non-fishing vessels seeking to be registered as fishing vessels. On 16th July 2007, the MCA amended the regulations so that vessels built after this date would no longer be able to apply to go on the commercial fishing register. To ease the impact on industry at the time, Seafish had been asked to carry out comparison

surveys on pre-July 2007 vessels (initially as a temporary service) and has been providing this service ever since. The boats surveyed by Seafish as part of this service are therefore getting older, generally have extensive modifications carried out, and are not able to be inspected during construction: as a result, this service carries increased risks.

It was recommended to the Board that Seafish withdraws from providing this service and gives six months' notice to the MCA, effectively ceasing the service on 30th November 2017. The Board fully supported this recommendation.

Action Point: The Executive to give six months' notice to the MCA regarding the cessation of the registration service.

3 Committee Up-dates

CD updated the Board on the work of RemCom. ARC report and minutes have been included for information also.

4 Forward Plan

For information to the Board for sense check of the contents. The Board discussed options for the board meetings next year and decisions made as follows:-

- *September 2017 - Grimsby
- *December 2017 - Edinburgh
- *Feb/March 2018 – London
- *May 2018 – Oban, Scotland

5 AOB

BY will be creating a Board Effectiveness review via a Survey Monkey before the next ARC meeting.

JG suggested that one or two negative comments might be included within the testimonial reports, to highlight areas for improvement.

The Board complimented the quality of the board papers and stated how much they have improved.

Action Point: BY to create survey questions for effectiveness review to circulate to the Board


Action Point: MC to consider including some areas for improvement in the testimonial report

6 Date of Next Meeting

The next Board meeting will take place on Thursday 28th September 2017 in Grimsby.

Signed:

Date:


28/9/17