



DairyCo Meeting Minutes

Meeting: DairyCo Board – DSB08/09
Date: 24 November 2008
Venue: St Brides Spa Hotel, Pembrokeshire.

Present: Tim Bennett (Chair) (TB), Kevin Beaty (KB), Kenneth Campbell (KC), Neil Cutler (NC), Richard Davis (RD), Julia Hawley (JH), Stewart Jamieson (SJ), Trevor Lloyd (TL), Ian Martin (IM), Arthur Reeves (AR)
In attendance: Ken Boyns (KJB), Kevin Roberts (KR), Sarah Rymills (SR), Natasha Edwards (NE)

Apologies: David Homer and Jonathan Vickers
Distribution: As Above plus Sue Walker at AHDB

Description	Action
<p>DSB08/09/1 Apologies & Welcome</p> <p>The board were welcomed along with Sarah Rymills as the new Transition Project Manager and Kevin Roberts, Interim Chief Executive of AHDB. Apologies were received from David Homer and Jonathan Vickers.</p>	
<p>DSB08/09/2 Minutes from last meeting</p> <p>The minutes were accepted with no changes:</p>	
<p>DSB/08/09/3 Matters arising from previous minutes</p> <p><u>Regional Forums</u> – KJB informed the board that Regional Forums are now at a stage where members can be announced and groups can be formed.</p> <p><u>Supply Chain Efficiency Grant</u> – The board were informed that this will probably be on the agenda for the March 2009 board meeting for approval. Currently, the KT Manager Wales contract has been prioritised.</p> <p><u>Milk Supply Project</u> – This project has been delayed due to staff illness. The board agreed that due to the subject matter of this report, it is crucial that the findings are accurate. The report will be presented to the board before its release.</p>	<p>KJB / HT</p>



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<p>DSB/08/09/4 Chairman's Report</p> <p>TB gave a verbal update on the previous month's activities. The Board were informed that the DairyCo Business Plan has now been approved by AHDB and is ready to be put to consultation. IM enquired as to whether it would be possible to see all of the sectors business plans in order to ensure best practice and consistency within the business. Kevin Roberts agreed that the full AHDB Business Plan will be circulated to the Board.</p> <p>The Board were reminded that they must submit their expenses on a regular basis and must adhere to the 3 month rule in order to be able to claim.</p> <p>It was also requested that a diary of all days spent on DairyCo business since April 1st must be submitted to Natasha by 19th December 2008.</p>	<p></p> <p>All</p> <p>All</p>
<p>DSB/08/09/5 Chief Executives report</p> <p>The Chief Executives report was taken as read with the following areas discussed:</p> <p><u>Data handling and protection</u> – KJB informed the board that there is a lot of work being carried out to ensure that the company's data is secure and if the board required detailed information then Sarah Rymills could provide it.</p> <p><u>DEFRA School Milk Consultation</u> –Although the EU has agreed that the School Milk project is now going to cover secondary schools as well as primary, there will not be an increase in top up funds from Defra, and there is a consultation on what to do with the top up fund. The School Milk Team is currently working closely with the industry to look at the best way to approach this consultation. The Board agreed that we should respond to this consultation.</p> <p><u>Finance department</u> – The Board were informed that Adam Ashley will be acting as head of finance (job title – Financial Controller) at DairyCo, following Eileen Spriggs departure. Due to the loss of a key member of staff, the Board were forewarned that the finance workload will be difficult over the next month or two. The Board were also informed that an internal audit is</p>	<p></p>



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<p>A definitive list of board members regional areas will be circulated.</p>	PStagg
<p><u>Rolling contact Program</u> – The Comm’s department have now carried out the pilot program and are evaluating the results.</p>	PStagg
<p><u>Business Groups</u> – The board requested that average attendance at Business Groups be included in the Business Plan Update at the next Board meeting in order to see how many farmers are utilising these groups. TL noted that even though the board should know the attendance rates, DBG’s should not be about hitting a KPI for exact attendance but about the effectiveness of transfer of knowledge to dairy farmers.</p>	GF
<p>It was discussed that the business plan needs to be based around 6/7 main KPI’s, which all projects and DairyCo output will be stem from. KJB agreed to discuss this and provide a proposal at the next Board meeting</p>	
<p>DSB/08/09/7 Management Accounts</p>	
<p>KJB outlined the management accounts and highlighted that the debtors balance had been incorrectly printed and should read 988k and not 7988k.</p>	
<p>The budget surplus has increased to 412k from 189k, largely due to more focus being put on the priority projects leading to fewer secondary projects, combined with lower staff numbers delaying commissioning projects.</p>	
<p>KR informed the Board that some of the sector boards currently want levy collected by third parties to be held in trust and AHDB will be looking to change the Statutory Instrument across all sectors by 2010 to ensure that all monies are treated in a similar way to provide consistency.</p>	
<p>DSB/08/09/8 AHDB Update</p>	
<p>Kevin Roberts updated the Board on the following AHDB activities:</p>	
<p><u>HR</u> – This has been the most busy and complex area</p>	



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<p>over recent weeks due to the extensive consultations that have been taking place. The organisation structure has completed consultation and the detailed structure of each sector is being consulted on with ER's and Union Representatives. Near future activities will include senior recruitment and the move of central administrative departments ideally by 1 April 2009.</p> <p><u>Systems & IT</u> – The Interim Head of IT has now been appointed and is working with the individual sector companies to assess IT and mission critical needs in order for each sector to continue to function during the transition.</p> <p><u>Relocation</u> – All leases have now been agreed on the temporary accommodation and at the next Project Board meeting a decision will be made on the order of departments/sectors to move to Stoneleigh.</p> <p><u>Corporate Plan</u> – AHDB have now met with each sector to discuss their Corporate Plan. All recommended changes have now been made and will be ready for feedback at the January board after consultation. It was agreed that the final AHDB corporate plan will be circulated to the DairyCo board, for information, when it has been finalised.</p>	<p>KR</p>
<p>DSB/08/09/9 Transition Update</p>	
<p>KJB outlined the transition paper and noted that it is now intended for new staff training to take place at Cirencester and not Stoneleigh wherever possible, contrary to what was stated in the paper.</p> <p>Sarah Rymills presented to the Board on how the transition is influencing the working environment within the DairyCo offices and the work that she has been undertaking to ensure continuity of services and a smooth transition.</p>	
<p>DSB/08/09/10 Quality Assurance Scheme</p>	<p>KR/ KJB</p>
<p>Richard Davis declared a conflict of interest for this agenda item.</p> <p>The Quality Assurance scheme paper was taken as read. The Board agreed that there was a significant</p>	



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<p>need for the dairy sector to uphold a quality assurance scheme and the input to be provided by DairyCo would be discussed at the January Board meeting.</p> <p>The estimated share of costs that would be needed to be met by DairyCo would be provided by AHDB.</p>	
<p>DSB/08/09/11 Audit Committee Minutes Update</p>	<p>KJB / AA/ TB/ KR</p>
<p>IM outlined the Audit committee minutes, drawing particular attention to the Treasury Policy. The board agreed that it would be the most sensible option to split the money over 2 or 3 banks, instead of keeping it in one, to lower the risk of loss. It was agreed that the treasury policy would be reviewed to accommodate this action. TB and KJB were empowered to set up an account in a 2nd bank and transfer an appropriate level of funds as soon as possible.</p> <p>KR agreed to provide DairyCo with details and contacts within Barclays.</p> <p>It was agreed that KR would contact Eileen Spriggs on behalf of DairyCo to carryout an exit interview.</p>	<p>KR</p>
<p>DSB/08/09/12 UK – IDF</p>	
<p>The IDF paper was taken as read and agreed.</p>	
<p>DSB/08/09/13 AOB</p>	<p>TB</p>
<p><u>PAF Form</u> – The board agreed that they were happy for the Communications department to re-allocate their budget in order to increase expenditure on shows and events to allow DairyCo to attend this year’s Holstein show. TB to sign the revised PAF.</p> <p><u>Cheque Signatory</u> – KJB noted that since Eileen Spriggs departure, KJB would need to allow for extra time and more involvement on the cheque signatory process. IM informed the board that the Audit committee had previously discussed this and were satisfied that, in the short time before the centralisation of accounts into AHDB, the procedures within DairyCo are adequate.</p>	
<p>There being no other business, the meeting was</p>	



Description	Action
closed.	
Signed Date Tim Bennett – Chairman	
<u>Details of next meeting:</u>	
Board Meeting – 8 January 2009 Venue: Cirencester – TBA – 9am	
Board Dinner – 7 January 2009 Venue: Cirencester – TBA – 7:30pm	