



**HGCA BOARD MEETING**  
**24 September 2010**  
**nabim, 21 Arlington Street, London SW1A 1RN**

**SUMMARY MINUTES**

**Matters Arising**

It had been confirmed that money already received from the AWM grant would not be recalled but it was unlikely that any further AWM grant funding would be received.

A number of options for new accommodation were still being pursued.

**Sector Director's Report**

Rebecca Geraghty reported that projects funded in the last R&D strategy were to be evaluated. A report would be completed by an external company called DTZ by the 5 October and Board members may be contacted for input.

A project on Regional Balance Sheets was to be developed.

Analysis of the risk to HGCA activity from potential government funding cuts had taken place and a table showed potential impact analysis.

The Chairman informed the meeting that Shaun Tillery had resigned as Finance Director and had been replaced by an interim FD, Janice Smith.

The Chairman also informed the meeting that Andrew Birnie had resigned as MI Director and would be leaving at the end of October. A re-examination of the role would take place.

**Finance and Strategy**

Management Accounts April to end August 2010 had been circulated to the Finance Committee for review.

Expenditure was under budget in a number of areas.

The Chairman had advised AHDB's Board that HGCA were considering a levy increase and Tom Taylor, AHDB CEO, agreed that it would be a sensible option. Other sectors were also considering an increase.

Following July's Board meeting, a business case to support a levy increase had been produced. Discussion followed and the proposal for HGCA to seek an increase in the levy rate was unanimously approved by the Board. The business case would be presented to the AHDB Board for approval on 15 November 2010.

**HR**

Kath Whigham, AHDB Head of HR, joined the meeting to present a paper on AHDB harmonisation of staff terms and conditions.

There was a need to introduce a clear set of terms and conditions which were fair to all and would apply to everyone across AHDB. Consultation had started on the 13 September and would end on the 13 December with a view to implement changes from 1 January 2011. A staff handbook had been produced which supersedes any previous sector handbooks.

Kath Whigham confirmed that the process had been undertaken in consultation with SET, the AHDB Board and Sector Chairmen.

Rebecca Geraghty presented a proposal for the re-organisation of the R&D team. Rebecca Geraghty illustrated the current structure and then the proposal for the new structure and Kath Whigham presented the consultation timetable.

An information pack had been distributed to the R&D team which contained the proposed new structure, all job descriptions, comment sheets and staff had been given the opportunity to speak to Susannah Bolton, Rebecca Geraghty or Kath Whigham.

### **AHDB Corporate Plan**

Martin Grantley-Smith joined the meeting to present the draft Corporate Plan, which would be presented to John Bridge, AHDB Chairman, and Tom Taylor, AHDB CEO, on 28 September. The plan would then go before the AHDB Board on the 15 November for approval. HGCA's plan had been distilled to fit into the AHDB corporate plan structure.

### **Any Other Relevant Business**

A new expenses policy for Board and committee members had been circulated prior to the meeting and was approved by the Board.

### **Date of next meeting**

The next HGCA Board meeting would be held at on 3 November 2010 at Woodside Hotel and Conference Centre, Kenilworth, Warwickshire.