

UK WEIGHING FEDERATION
PRIVATE & CONFIDENTIAL

Minutes of the Extraordinary General Meeting followed by a Regional Meeting of the UK Weighing Federation, held on Thursday, 3 April 2014 at Birmingham Botanical Gardens at 11:30.

Present:	John Swinburne (JAS)	Precia-Molen UK Ltd	President
	Jim Harper (JH)	Avery Weigh-Tronix Ltd	Vice President
	Derek Christie (DC)	D Brash & Sons	Treasurer
	Kevin Cartwright	Avery Berkel	
	Richard Herbert	Herbert Group Ltd	
	Jeremy Sage	Stringer & Co	
	Steven Hart	Ian Fellows Ltd	
	Martin Course	Mettler Toledo Ltd	
	John Cox	A&D Instruments Ltd	
	Mike Scott	Avery Weigh Tronix	
	Jim Cameron	Avery Weigh Tronix	
	Graham Spink	AWM Ltd	
	Steve Cox	Dini Argeo UK Ltd	
	Marjorie Fairley	Hawkley Group Ltd	
	Amanda Lund Yates	Hawkley Group Ltd	
	Julian Hope	Herbert Group Ltd	
	Brett Grover	Inspiron Labelling Solutions Ltd	
	Chris Buck	Lorrimar Weighing Ltd	
	Phil Webb	Mettler Toledo Ltd	
	Michael Neal	Sartorius UK Ltd	
	George Christie	Seca Ltd	
	Paul Moody	Solent Scale Services Ltd	
	Richard Regan	Coventry Scales	
	Gareth Roberts	Flintec UK	
	William Roberts	Flintec UK	
In attendance:	Ian Turner (IT)	Technical Officer	
	Nicola Adams-Brown	Secretariat	
	Stuart Trinder	Alma Consultancy	

Welcome & Introduction

JAS welcomed everyone to Birmingham Botanical Gardens, and went through some general housekeeping points.

Extraordinary General Meeting

JAS opened the EGM and stated that he would read through each proposal and asked for a show of hands for those for or against each item.

Proposal One

An amendment to clause 2.8 of the Memorandum and Articles of Association to clarify the member resignation process:

Current Wording:

2.8 A Member may at any time resign from the Federation by giving at least 3 months' notice in writing to the Federation. If such notice is given after and including the first

day of any financial year of the Federation, the Member shall be obliged to pay the full subscription or levy in respect of that year. Such resignation shall not entitle the Member to any repayment of any subscription or levy paid in respect of the financial year in which such Member resigns.

Proposed Wording:

2.8 A Member may at any time resign from the Federation by giving a minimum of 3 (three) calendar months' notice. Any such notice must be in writing and sent for the attention of the Secretariat to the Federation. If the expiry of such notice period falls on or after the 1st January, the Member shall be obliged to pay the full subscription or levy in respect of that financial year. Such resignation shall not entitle the Member to any repayment of any subscription or levy paid in respect of the financial year in which such Member resigns.

JAS asked for a show of hands for those members against the proposal. No hands were raised and therefore the proposed changes were passed by a majority vote.

Proposal Two

An amendment to clauses 11.1 and 11.3 of the Memorandum and Articles of Association to allow change to the composition to the Board of Directors:

Current Wording:

11.1 The Federation shall be managed by a Board of Directors all of whom shall (subject always to Article 11.11) be elected by Ordinary Resolution of the Ordinary Members at the Annual General Meeting in accordance with Article 11.5 and subject to Article 7 shall include:

11.1.1 persons who are Ordinary Members and/or the nominated representatives of Ordinary Members pursuant to Article 2.7; and

11.1.2 three representatives from manufacturers the majority of whose turnover is generated by manufacture in the UK and whose weighing turnover is above a level to be agreed by the Board of Directors from time to time.

Proposed Wording:

11.1 The Federation shall be managed by a Board of Directors all of whom shall (subject always to Article 11.11) be elected by Ordinary Resolution of the Ordinary Members at the Annual General Meeting in accordance with Article 11.5 and subject to Article 7 shall include persons who are Ordinary Members and/or the nominated representatives of Ordinary Members pursuant to Article 2.7.

Current Wording:

11.3 There is no restriction on the total number of representatives from a particular company allowed to sit on the Board of Directors at any one time but only one from each company, or group of companies of which they are part, may fill the vacancies dedicated for manufacturers.

Proposed Wording:

11.3 There is no restriction on the total number of representatives from a particular company allowed to sit on the Board of Directors at any one time.

JAS asked for a show of hands for those members against the proposal. One member voted against the proposal, however, the proposed changes were passed by a majority vote.

Proposal Three

Amendment to clause 11.2 to allow flexibility to the duration of office for the President and Vice-President:

Current Wording:

11.2 On the recommendation of the Board of Directors the Ordinary Members shall elect by Ordinary Resolution the following officers from the persons comprising the Board of Directors:

11.2.1 The President who shall hold office until the next Annual General Meeting but will be eligible for re-election for a further period of one year only;

11.2.2 The Vice President who shall hold office until the next Annual General Meeting but will be eligible for re-election for a further period of one year only; and

Proposed Wording:

11.2.1 The President who shall hold office until the next Annual General Meeting but will be eligible for re-election for a further period of one year but may hold office for no greater than three consecutive years;

11.2.2 The Vice President who shall hold office until the next Annual General Meeting but will be eligible for re-election for a further period of one year but may hold office for no greater than three consecutive years;

JAS asked for a show of hands for those members against the proposal. No hands were raised and therefore the proposed changes were passed by a majority vote.

John Swinburne declared the EGM closed and opened the Regional Meeting.

1. President's Update

"Good morning ladies and gentlemen and welcome to our spring regional meeting at the Botanical Gardens, Birmingham.

Seasons come and go, and although we have been active on a number of topics, and I have no wish to steal our Technical Officer's thunder, some topics such as EN45501 are like annuals, they die or fade away for a period and then raise their heads again. This revised standard has been subject to bureaucratic delay and today still remains on the agenda and will finally arrive some 4-5 years after the original planned implementation date.

Our efforts to raise or increase the profile of market surveillance and effective weights and measures enforcement up the political ladder continue. As previously reported we are disappointed to learn that Malcolm Harbour, Conservative MEP for the West Midlands and Chairman of the Internal Market and Consumer Protection Committee, with whom we had held previous discussions and gained some support for our concerns, has decided not to stand for re-election, so we will have to wait for the outcome of the EU elections to discover who his replacement is, and then who will take over as Chair of the committee who may not be a UK MEP. Recently we have held a meeting with Toby Perkins, Labour Shadow Minister for Small Business where again we found support for the issues that affect our industry. We will continue the dialogue, but this is not a quick win but a long game, especially with the spectre of a general election within the next 18 months. This is not a campaign your Board can win alone. I would encourage you to speak with your local MP's and voice your/our industry concerns, we will be happy to join you in any meeting you can arrange. We need to develop

a groundswell of opinion, develop contacts across the whole political divide, raise the profile of the UKWF and punch above our weight if we are to win. In short, we need your help!

Other key topics we are working on include Medical Weighing and Re-Verification following repair, both important issues for our industry and our businesses, I am sure these items will feature in the Technical Officer's report.

On the European front, CECIP are now formulating their plans to once again raise the profile of Market Surveillance within the EU. The General Assembly will be held in Interlaken, Switzerland in May and I look forward to hearing their plans in this regard and will report back in due course.

Finally, all the predictions from the government is for the UK economy to improve throughout this year. Greatest level of growth within the EU 1.4%, I hope their optimism proves to be accurate. Our secretariat is just finalising the results of our annual industry survey, provisional result would suggest that over the last four years total sales within our industry continues a slow decline or is flat at best. My discussions with member companies would suggest a mixed picture, with some reporting difficult trading, other excellent results, I hope you are in the latter category.

I hope we all have a successful 2014. Thank you for your attention.”

2. Technical Officer's Update

John Swinburne (JAS) introduced Ian Turner, Technical Officer for the Federation.

Ian Turner (IT) gave a presentation to the members on a number of topics, which can be found on the website.

The following topics were discussed:

- European Updates
- National Changes
- UKWF Matters

Which included:

- EN45501
- The Blue Guide
- Product Safety and Market Surveillance Package
- New Legislative Framework
- Medical Weighing meeting, outcome and challenges
- Changing the Code – Load Cells
- WG7 – Software
- Other legislative changes
- The review of the National Physical Laboratory (NPL)
- US-EU Trade Talk

In addition to the presentation IT raised the following points:

EN45501

IT explained that the EN45501 had been published and a one month voting period had begun. IT confirmed that the UK Weighing Federation and the NMO would be voting in favour. IT stated that he was working on a cross reference table so that the changes could be seen in detail and would then be offering training with regards to these changes.

Julian Hope asked for the best estimate of the transition period. IT stated that this had not been agreed but predicted a twelve month period. CECIP had recommended an eighteen month transition, but IT doubted this would be the case. Graham Spink enquired when an 'idiot's guide' would be available and IT confirmed this would be released around the end of May.

New Blue Guide

IT stated that the last Guide had been issued in 1992. There was nothing fundamental in the new edition but it lightly reflected modern thinking. IT confirmed that the new Guide could be downloaded from Europa.

Product Safety and Market Surveillance Package

IT explained that this had unfortunately ground to a halt on 'made in' requirements. However, when this was finally approved members should be aware of safe guard procedures.

New Legislative Framework

IT stated that with regards to NAWI, MID were compiling new directives which would have a two year transition period. An important point would be that the new directive would clarify the responsibility of everyone in the supply chain including distributors. IT stated that over the next two years training packages would be put together in conjunction with the NMO and Trading Standards. IT clarified that requirement for instruction manuals to be in all languages would be one of the new directives.

Graham Spink asked if a way around this issue could be that most people have a grasp of the English language. IT confirmed that this would not be the case and that instructions would have to be intelligible. IT stated that translation problems could arise with the machinery directive as specific sentences would need to be included in the instructions. JAS enquired whether instructions would be required to go with the product or whether they could be downloaded from the internet. IT replied that at the moment they would be required to go with the product, but there would be further discussions regarding this. IT stated that a further requirement would be that the name and address of the manufacturer and importer would have to be included with the product.

Medical Weighing

IT reported that at the end of January a meeting regarding medical weighing had taken place at Federation House, as it had been brought to his attention that some calibrations in conjunction with hospitals were not in line with the Code of Practice. The meeting had been called to decide how to tackle this issue and what to do in the future. IT stated that the long term solution lay with working with coordination of the NHS.

IT stated that it had been decided at the meeting that a Working Group should be formed to include a representative from the NHS, but to date IT had not found anyone from the NHS willing to attend. Mike Scott asked if CQC had been contacted and IT stated that they had but had been informed that they were looking into it. IT further confirmed that BMA were not interested. Julian Hope suggested the best way to gain the NHS' attention was to use contacts who carry out site visits to prove that the scales are not compliant and IT confirmed that he hoped this would be the case.

Richard Regan asked if ISO was accepted as a standard, where did this leave the Code of Practice. IT confirmed it left the Code in need for review. IT stated that the ultimate aim was that the NHS would issue technical specifications in tenders. IT commented that in due course the Code may have to be reviewed. Graham Spink asked if the interim measures were diluting the Code. IT stated that it was not, as the Code would need to be formally reviewed by the Working Group if it was not working for members.

JAS stated that it was important to remember that commercial pressures were on every organisation and that the Code of Practice was there to try and maintain standards and promote best practice and single point calibrations did not fit with this. JAS felt that the NHS

needed to clarify their specifications and not allow hospitals to issue tenders outside the Code of Practice. Steve Cox commented that periodic verification on medical scales was a requirement in Europe but not in the UK and NHS Trusts would only do what they were required to do. Currently NHS requirements stated "regularly checked" not calibrated. Marjorie Fairley suggested contacting the Health Minister and IT stated this it would probably be the next move. IT stated that the NHS supply chain had framework agreements and this was what should be targeted but maybe pressure from an MP would be required.

Mike Scott stated that the Working Group could allocate work to others and suggested meeting in 2-3 weeks to keep up momentum. JAS agreed with Mike Scott and stated that it would be beneficial for the Working Group to meet to allocate work to others.

Changing the Code - Load Cells

IT stated that the timescale of 2-3 days had not yet been agreed. JAS stated that they were attempting to obtain a period of time in which a machine would be required to be re-verified, but this was still under debate. IT explained that that this would be beneficial for customers and for the industry. Trading Standards were to look at the practical and operational difficulties as very few authorities had weighbridge testing units and therefore it was difficult to obtain one at short notice.

WG7- Software

IT recounted the Working Group 7 meeting regarding software. JH enquired whether self-declaration was to be disregarded. IT explained it was very early to say and a hypothetical idea as this may not happen. IT stated that the likelihood would be up to the manufacturer to demonstrate.

Other Legislative Changes

IT confirmed legislative changes which included the removal of the Knitting Yarns Order 1988, the removal of small baker's exemption certificates, changes to the Consumer Rights Bill and a new application form and guidance note for UK self-verification

The review of National Physical Laboratory (NPL)

IT stated that this had ground to a halt and was unsure of what the outcome would be.

US-EU Talks

IT stated that they were looking to get the weighing and measuring sector on the agenda for these talks which could make the export of goods to the US easier

3. Alma Consulting – R&D Tax Credits

Stuart Trinder, of Alma Consulting, presented on the benefits of R& D Tax Credits and the criteria for companies to apply. A copy of the presentation can be found on the UKWF website.

4. Workshops

Everyone was split into two groups and one person from each group was chosen as facilitator.

After an allotted time, each team gave their feedback to their question:

Green Team:

"What Workshops or Seminars would Benefit Members?"

Steve Cox provided his teams' feedback:

Steve explained that the group discussed what the most relevant workshops or seminars would be and suggested the following:

- ATEX training
- Metrology – a comparison of modules as there was a level of uncertainty.
- SV training
- Food Legislation and Labelling - regarding the legal requirement of what customers should state on a label and where.
- Weight Legislation Course
- EN45501 Course

The team also suggested half day training sessions to be built into meetings, for example regional meetings. Videos of training sessions were also suggested, to be available on the UKWF website.

JAS enquired whether the ATEX training would be for sales staff or engineers. Steve clarified the training would be more for sales staff covering the different levels of ATEX inspection, which would be the next step from the current ATEX course.

Red Team:

“How can the UK Weighing Federation add more value to Membership?”

George Christie provided his teams' feedback:

George explained that they discussed UKWF membership and felt the following would add more value:

- To create more awareness of training.
- With regards to the Code of Practice, this may have additional member benefits if it was implemented more.
- For the UKWF to negotiate purchasing advantages, for example, fee reductions on bank charges for small businesses, or reductions for car hire.
- Improved marketing literature to give customers details of the benefits of working with a Federation member.
- Enhanced awareness of Ian Turner – George reported that the team felt that enhanced meeting attendance would help promote this.
- An open forum on the UKWF website only open to members who could post questions and answers. George stated that the team acknowledged that this may, in principle, bring down meeting attendance. However, forum subjects could be revealed and discussed at meetings.
- For the UKWF to try and explore how to find a realistic way of increasing attendance at meetings, for example a points system.

JAS thanked everyone for their feedback and for taking part. The views of the members are appreciated and will be taken on board for consideration.

5. Any Other Business

Paul Moody enquired whether the member company details on the Federation's website could be listed by location rather than alphabetically by company name. Paul explained that if he received an enquiry from a company outside his catchment area it was difficult to locate which company covered specific areas. Jeremy Sage stated that this had been discussed at length when the website was developed and it had been decided not to tie companies into geographical areas as some members had several offices. Jeremy stated that there was a search option on the website which searched through members profiles. Therefore if a member had stated in the profile areas they cover, this can be searched.

Graham Spink enquired whether a record was kept of members who attend meetings. JAS stated that a record had been kept since 2008 and he was now visiting companies who had not attended meetings. JAS conveyed the importance of members attending meetings, to

enable them to be kept updated on the activities of the Federation. Graham enquired of the percentage of members who do attend and JAS confirmed that this was roughly 25%. JAS felt it was invaluable to members to hear the Technical Officer's report, as although the presentation was available on the website, the explanations were not.

Graham suggested labelling the companies who attend as "active members" to give an incentive to attend or perhaps include a clause in the membership criteria that companies should attend meetings. JAS stated that the latter had been discussed at the preceding Boarding Meeting, but unfortunately the Federation cannot force members to attend. JAS felt it would be more effective for members to feel that they did not want to miss a meeting.

Chris Buck stated that most service engineers were unaware of the Federation. JAS suggested the idea that each member should bring one extra staff member with them to each meeting. Jim Cameron agreed with JAS and stated that it was not the Federation's responsibility to inform each member of staff, but the managers of each member company.

Jeremy Sage suggested that when member contact forms are sent out, each member should additional contacts to enable the Secretariat include them in any Federation emails.

Meeting Ends

JAS thanked everyone for attending and for their input, and said he looked forward to seeing everyone at the AGM in Bristol on Thursday 2nd October 2014.