

UK WEIGHING FEDERATION
PRIVATE & CONFIDENTIAL

Minutes of the fifteenth Annual General Meeting of the UK Weighing Federation, held on Thursday, 22nd October 2015 at The Hilton hotel, York at 14:00. This meeting also included a Regional Meeting.

Present:

Nick Catt	Weightron Bilanciai Ltd	President
John Swinburne (JAS)	Precia-Molen UK Ltd	Vice President
Richard Herbert	Herbert Group Ltd	Treasurer
John Cox	A&D Instruments Ltd	
Kevin Cartwright	Avery Berkel	
Pam Shields	Avery Weigh-Tronix	
Lance Read	Avery Weigh-Tronix	
Nikki Meakings	AWM Ltd	
James Hobbs	AWM Ltd	
Michel Steiger	Bizerba (UK) Ltd	
Gareth Taylor	Bizerba (UK) Ltd	
Paul Hodgkinson	County Scales Limited	
Tom Marren	Coventry Scale Company Ltd	
Neil Keegan	Coventry Scale Company Ltd	
Richard Smith	D Brash & Sons Ltd	
Steve Cox	Dini Argeo UK Ltd	
Marco Cavallini	Dini Argeo UK Ltd	
Julian Hope	Herbert Group Ltd	
Stephen Hart	Ian Fellows Ltd	
Edwin White	John White & Son (Weighing Machines) Ltd	
Brian Onyangi	John White & Son (Weighing Machines) Ltd	
Chris Hammond	Lorrimar Weighing Ltd	
Martin Parrack	Lorrimar Weighing Ltd	
Antony Kitching	Lorrimar Weighing Ltd	
Dan Hills	Metroweigh Limited	
Phil Webb	Mettler Toledo Ltd	
Andrew Clarke	MWS Ltd	
Mark Cheetham	MWS Ltd	
Jim Harper	MWS Ltd	
Sam Jones	Precision Instruments	
Alan Jones	Precision Instruments	
Ian McVicar	Scotweigh	
Linda McVicar	Scotweigh	
Richard Millan	Select Scales	
Ian Webster	Select Scales	
Paul Moody	Solent Scale Services Ltd	
Jeremy Sage	Stringer & Co (Scales) Ltd	
Tom Wray	Weightek Limited	
Emlyn Roberts	Weightron Bilanciai Ltd	
Jim Winzer	Wessex Scales & Food Machinery	

In attendance: Ian Turner	Technical Officer
Chris Goodacre	Secretariat
Martyn Wilkie	Ishida
Dennis Ager	RD
Chris Buck	Abacus Weighing

Welcome & Introduction

NC welcomed everyone to the Royal York Hotel, York and went through some general housekeeping points.

1. Apologies

Apologies had been received from 24 people. The following companies sent their apologies:

Martin Course Mettler Toledo Ltd
Mark (Charlie) Haworth Bizerba (UK) Ltd
24-7 Weighing Solutions Ltd
A B & Sons Limited
Accurate Weight Co Ltd
Accuweigh Limited
ADF Scale Co Ltd
AMCS Group
Avon Scale Company Ltd
Axle Weight Technology Ltd (AXTEC)
Berry Weighing Ltd
Dataweigh Systems Ltd
Delta Scales
Design Initiative Ltd
E H Oakley & Co Ltd
Flintec UK Limited
Hereford Scale Co
Inspiron Labelling Solutions Ltd
Legal Metrology Consultancy Services
Measurement Systems Consultancy Ltd
Mersey Weigh
Mettler Toledo Ltd
Promtek Limited
Seca Ltd

2. Minutes of the last Annual General Meeting

The minutes of the 15th Annual General Meeting held on 22nd October 2015, had previously been distributed. There were no other amendments and the minutes were proposed as being approved by John Swinburne, Precia Molen and seconded by Emlyn Roberts, Weightron Bilanciai as being a correct record; this was unanimously agreed. They were formally signed by the President.

3. President's Report

Ladies & gentlemen – I would like to thank you for attending the AGM today. It is important for you to be involved in the sector and the weighing federation.

Since taking over the presidency last October, the UKWF have been involved in lobbying against unnecessary deregulation. The combined effort of all the members and UKWF lobbying directly resulted in a very successful meeting at Portcullis house in January which was attended by 31 UKWF members and 14 MPs. We continued to press the then secretary of state and with the letters from members we finally started to receive replies We received letters from the then Secretary of State for Small Business, Anna Soubry and the Secretary of State

for Business, Innovation and Skills, Sajid Javid advising us to lobby through NMRO but it was apparent that this was not being passed back to government. After this meeting the NMRO was disbanded and taken over by the BDRO which opened doors for us. We met with the BDRO who were then disbanded and replaced by RD

All lobbying activities were suspended around the Brexit vote.

The UKWF sent out lobbying letters to MPs post Brexit and received a favourable reply from Lord Bridges of Healy to meet with his team and voice our opinions over what Brexit means to our industry. This meeting took place 3 weeks ago and was a success, but at that meeting it was evident that the government did not have a plan A for Brexit as things were quite hectic at the temporary offices where new teams were being put together hastily. We met with Phil Earl who is responsible for all manufactured goods and fisheries, which is not a small task. We were one of the first trade associations to make contact with the Department for Brexit and the meeting that we had would be the first of many.

So within one year the UKWF has gone from being relatively unknown, to now being at the table with RD and to now being t the Brexit team and thanks to the members lobbying efforts supported by the board, we are now able to have a voice with government. we will continue with this approach as we are at the beginning of a critical stage for our businesses and our industry. Please speak to members that do not regularly attend our meetings and persuade them to attend in future as our industry's future is at stake. We cannot rely on the few to look after the many, its your trade association and we are here to represent your views.

I hope you find these meetings informative and are encouraged by the progress we are making.

I would like to thank John Swinburne for all of his efforts for the last five years in his role as UKWF President and Vice president and for taking up the challenge when I was injured and unable to take on my presidential duties earlier on this year.

Richard Herbert proposed and Steve Hart seconded that the President's Report be formally adopted; this was unanimously agreed.

4. Annual Accounts 2015

Richard Herbert reviewed the accounts for the year to 31st December 2015; which had previously been distributed.

The accounts were approved by the Board of Directors on 21st July 2016.

Income was £96,000 in 2015 which is slightly down on 2014 income due mainly to having held less training courses.

We had expenditure of £81,000 that was also down on 2014 again mainly due to having no expenses for training courses as we did not run many. Our two main expenditures are the secretariat contract and our technical officer, Ian Turner and I think we get good value from both of those.

That gives us a surplus after tax of £13,674

There were no questions on the accounts so Richard Herbert asked that the Accounts and Auditors Report for 2015 are formally adopted.

This was proposed by Paul Moody of Solent Scales and seconded by Kevin Cartwright of Avery Berkel and agreed unanimously.

5. Officers & Board of Director Elections

Board of Directors

According to the Memorandum and Articles of Association, at each Annual General Meeting three Directors shall retire from office by rotation but are eligible for re-election. As reported in the notice to all members, dated 29th September these are:

Nick Catt	Weightron Bilanciai
Jeremy Sage	Stringer & Co (Scales) Ltd
Martin Course	Mettler Toledo

The following directors remain in Office:

Steve Hart	Ian Fellows Ltd
Kevin Cartwright	Avery Berkle
Charlie Howarth	Bizerba
Pam Shields	Avery Weightronics
John Swinburne	Precia Molen
Richard Herbert	Herbert Group
Paul Moody	Solent Scales

All Directors subject to re-election expressed their willingness to stand.

With the total number of persons nominated for election or re-election not exceeding the maximum permitted number of Directors, it has not been necessary to hold a postal ballot.

The board proposal therefore is that Nick Catt, Jeremy Sage and Martin Course are duly elected by rotation.

Seconded by: John Swinburne, Precia Molen

This was unanimously agreed.

Officers

The Officers, according to the Memorandum and Articles of Association were recommended for election at the AGM by the Board of Directors.

a. President

The Board of Directors had duly nominated Nick Catt of Weightron Bilanciai for election as President. This was seconded by Richard Herbert Herbert Group and unanimously carried.

b. Vice President

For the post of Vice President, the Board had nominated Pam Shields of Avery Weightronix. The proposal was seconded by Kevin Cartwright Avery Berkel and unanimously carried.

c. Treasurer

Richard Herbert of Herbert & Company had been nominated by the board for election as Treasurer. The proposal was seconded by Pam Shields Avery Weightronix and unanimously carried.

6. Re-Appointment of Auditors

It was proposed that dng. Dove Naish of Eagle House, 28 Billing Road, Northampton NN1 5AJ be re-appointed as Auditors to the Federation for the coming year. This proposal was seconded by Jeremy Sage, Stringer & Co and agreed unanimously.

7. Close of Annual General Meeting

Nick Catt declared the AGM closed and opened the Regional Meeting.

Regional Meeting

1. Technical Update

Nick Catt introduced Ian Turner, Technical Officer for the Federation.

Ian Turner (IT) gave a presentation to the members on a number of topics, The presentation can be found on the UKWF website. The following comments and Questions were added:

EN45501, we are receiving inconsistent responses from NMO on technical issues under this standard and IT will have a meeting with NMO to iron out these issues.

We have been appointed as the chairman of the UK Standards approval committee for EN45501. Ian Turner has been appointed to replace John Anthony.

Implementing regulations, the government believe that regulations will be implemented by the end of the year. It is important as we move towards Brexit that we have this legislation on the statute books, so we are very keen to see this pushed through so at the point when we leave the EU we have the same regulations in place as the EU.

A number of people in the UKWF have incurred business costs due to the inconsistency in having statute book regulations and the directive technically implementing new regulations.

Question – Nick Catt, Weightron Bilanciai – what seems to be the delay moving from October to the end of the year?

IT – a lot of legislation was outstanding at Brexit and administration efforts have been slow at getting these adopted, but there are no underlying political reasons for this.

Brexit has ended 45 years of working to EU legislation. We are working on lobbying already to get the UK standards to comply with the International standards. A number of letters have been sent and the two issues we are lobbying on at the moment are UK Weights and Measures law should mirror the EU requirements and international standards. The other thing we have been lobbying for is the continued existence of a UK Notified Body – we need a body in the UK post Brexit.

Questions - Julian Hope, Herbert Group - Are we taking the opportunity to mention low voltage directive and EMC as everyone needs to comply with European directive on these?

IT – we had just focussed on Legal Metrology aspects but that is a good point and we will expand to LV & EMC etc.

Dennis Ager RD commented

RD are very keen to listen to views on these issues. Where we end up will be due to examples and evidence with facts and figures that are presented to RD, so please volunteer any relevant information.

Nick Catt, Weightron Bilanciai – surely one of the fears to consider is: If we get rid of the Notified body (the NMO) and if we do not mirror the EU legislation the UK will not have a notified body or anyone who can make any type of amendments or updates or new type approvals for us, because if we don't mirror European legislation and we have no NMO, what do we do?

IT- it is fundamental that UK manufacturers are not working at a disadvantage as there are a lot of companies in this room that are importing from EU states, so they will continue to follow the EU directives because they are manufactured in the EU.

One of the fundamental parts of international business is confidence in our Legal Metrology system. If we are going to sell things to other countries, they need to know that we have a

robust Legal Metrology system that reflects the international standard. That is a fundamental point we need to push when lobbying.

UKWF Code of Practice – this has been developed and improved and is now available on the website. It has been endorsed by RD and is the first time every that our guidance has been supported by government, so make use of this in advertising this to your customers as a mark of quality.

Questions - Paul Hodgkins County Scales – how will UKWF be policing the new code to ensure companies do not call services calibration when they do not comply.

IT – we have some ideas for the future which NC will go through in his presentation later. It will be policed but whether we do this pro actively or re actively has yet to be decided. We are trying to push the UKWF to a higher level of standards..

Questions - Paul Hodgkins, County Scales - What about non members

IT – we can only police our members but we can but we can complain to relevant bodies about non members not complying to standards.

Nick Catt advised we need to decide, do we have the resources to police this – probably not without increase in fees. If you know others are not complying or you feel you have been unjustly treated in a situation where you know other members are not complying with this new regulation then you need to report this in to UKWF.

IT in reality we can only police our members but we can keep an eye out for non members and report them. We can react to a complaint but we cannot guarantee the outcome.

Paul – County Scales : Everyone does not use the same rules.

Nick Catt – the long game for the UKWF is to work with Government alongside RD, for RD to raise the standards in the NHS requiring this code to be used. Now the standards are out there but the NHS are working to a budget where they don't have enough funding , and the two things are interlinked. So if there's a non member that is going out undercutting us, then all we can do is work alongside government, and there's a door open with RD and it's for them to say we are putting patients at risk, what can we do about it, That's not going to happen overnight. We have previously had discussions with NHS supply chains who always pass us on to someone else. We would like to become the body that proposes the codes to be adopted.

John Swinburne, Precia Molen – UKWF are trying to differentiate between UKWF members and non members and make being a member stand for something, that is for you to advertise to your customers to say this is why you need to be working with a UKWF member, as they have higher standards.

Chris Buck, Abacus Weighing - are UCAS calibrations practice and certification and certificates covered by CoP

IT - No as UCAS calibrations certificates are a completely different entity to UKWF calibration certificates and therefore are not in compliance with the code. If there is any confusion with the reference to calibrations certificate issued by a UKWF member but under the UCAS code, to others, we will re address this.

Nick Catt, Weightron Bilanciai - will schemes be set up in local colleges for apprenticeships?

IT – the idea is to have something around approved courses at local colleges. The largest part of the apprenticeship is on the on training then there will be a weighing federation module on legal metrology. This will be a large task.

Primary Authority is the notion by which the advice given by a Local Authority has statutory status. This is to stop different advice from different local authorities. This is one of our long running projects for the UKWF to become a primary authority under the primary authority scheme. I have had lengthy talks with Hertfordshire County Council on this matter, and looked into the idea of our customers gaining earned autonomy if they have their scales calibrated

using our code, they would have earned autonomy from inspections. There is a lot more progress to be made on this item.

John Swinburne, Precia Molen – can we expand on this for the members present. The whole idea is to create a win/win situation, as Nick Catt mentioned under section 70 report the government thinks they are testing 6% of equipment and the UKWF think it is much less than this percentage, possibly around 2%-3%. If they are making judgements based on a sample this small, that's not a good sample. We think we can feed information into this report to give them accurate information and for the effort in doing that in return gain some autonomy. It gives us, as members, something to sell to our customers as if you buy into the scheme, and use UKWF member you will not have the interruption of an inspection causing disruption to their business. We believe in this strongly and resource as Trading Standards continues to diminish, this could give a real benefit if UKWF members can get this earned autonomy.

Nick Catt thanked Ian Turner for his presentation.

2. Presentation from Presentation from Dennis Ager of the Regulatory Directorate - Changing Legal Metrology Enforcement in the UK – RD Vision for the future

NC introduced Dennis who gave a presentation on RD Vision for the Future, which is available to view on the website.

Dennis thanked the UKWF for inviting him to speak at this meeting. The issue dominating all conversations is Brexit, which is bringing up more questions than answers. RD will be happy to listen to your concerns. UKWF is one of the most vocal groups to raise concerns in the weighing sector. There have been a lot of changes in the last 6 months and I will go through these and then advise where we are heading.

Creation of BEIS - department for Business merged with department for energy to form Business Energy and industrial strategy department. This is important for lots of reasons. After Brexit there will be a repeal bill and all EU laws will be adopted into UK law and then we will deal with what we want to do with them and if and when they get amended. Its hard to say what the priorities will be. Keep lobbying ministers, Margo James will be a significant contact. The UKWF will be responding directly at their meetings, but we also need members to write to their own MP as your input on this is vital.

Question - John Swinburne, Precia Molen –. Legal Metrology is a resource issue and this is currently diminishing. Are RD focussed on Legal Metrology enforcement more than employment law etc. We would like some reassurance that if we present you with examples we want to feel that you are listening as we are keen to work with the department. Sometimes some of the ministers and civil servants do not understand the day to day issues that UKWF members see. In the recent experience we had over the control of test weights we response to the paper and our expert views were totally ignored and RD had not grasped the basic concepts. We are the voice of industry and our knowledge is real, not theoretical. Dennis Ager - NMRO was an executive agency of government which was in effect an arms length organisation. Now with RD you have a minister who has a direct oversight to oversee what is going on. This minister is Margo James and she is accountable to parliament on this process. If MPs are writing in to her it will help raise any issues. Margo's portfolio is quite diverse. She is minister for small business and corporate responsibility. This includes consumer protections issues that she is responsible for and

Question - Pam Shields, Avery Weightronix – we wouldn't disagree with finding smarter solutions but we do want to be at the forefront of these discussions as we have strong views. If we can help you find a new way to facilitate enforcement we would like to and we would like to know if you would be open to considering these. Earned autonomy in return. Dennis Ager – government reviewed Trading Standards a year ago and the overriding issues that come out advised we could not look at these alone as they were so closely involved with other regulatory bodies.

Question - Jeremy Sage, Stringer Scales – you mentioned proportionate regulation. Our industry is regulated by international standards and type approvals and this would seem to be an all or nothing situation, or will this be done differently?

Dennis Ager – different governments deal with regulation in different ways. There are two main tools; legislation or taxation. The challenge is how to implement regulation and how to enforce. RD brief is to make the system work, where regulation is required we will make it work. Primary Authority is a significant step to assist with this. Primary Authority take up is now good and will be opened up to other types of business including trade associations.

Lots of RD Staff are not career civil servants but they have been brought in as they have the right skill set and expertise. This is very much behind the way forward for more innovative approach to legislation and enforcement. You have pointed out in the presidents report that there are some concerns on the risk based assessment. Risk based assessment is the governments preferred way forward for enforcement. You can't inspect everywhere all the time, and if we can help increase the accuracy of the framework which maybe we could help guide local authorities and work on together.

Questions - Chris Buck, Abacus Weighing – Whats the criteria for becoming one. And who appoints a Primary Authority and

Dennis Ager – Primary Authority started off as a statutory scheme allowing businesses to partner with a local authority covers a wide range of regulatory areas and when it was introduced it related to businesses that traded across county boundaries. Businesses reported that Local Authorities were inconsistent in their application of regulations so they brought in Primary Authority to provide assured advice which other Local authorities had to respect. Who puts these forward? In practice a lot of businesses choose to partner with an authority where they are based. There is an eligibility criteria and a formal process to nominate the party and to check they have the right skills.

If you take your sector – in Legal Metrology there are still local authorities who have good legal metrology advise and you could choose to use these authorities. You do not need to use an authority in your area.

Question - Richard Herbert, Herbert Group – You mentioned Supporting regulator what is this?

Dennis Ager – this is the opening up of the Primary Authority scheme to more people particularly small businesses, trade associations etc.

Questions - Jeremy Sage, Stringer Scales – The fundamental issue seems to be that the enforcement authorities are fragmented. We would love to see a national framework for enforcement of weights and measures is there any chance of this or is it so entrenched in local authorities there is no will to change.?

Dennis Ager – starting to see a move to bringing things back into the centre from this government. We may start to see some resetting of what can be delivered locally and what can be done elsewhere. There are some regulatory functions that need to be done locally but some that can be done nationally and there are serious questions to ask.

Jeremy Sage, Stringer Scales – would it be a good idea for us to push for a central W&M authority

Dennis Ager – if that is what would be beneficial to your sector then you should be lobbying for it.

Question - Ian McVicar, Scotweigh – if a primary authority has given a ruling to one company – would this apply to others?

Dennis Ager – once advice has been given then it can be published and other authorities can see what has been issued.

NC Thanked Dennis for attending,

3. Presentation from Nick Catt, President of UKWF – Future Vision for the UKWF

Nick Catt gave a presentation on the Future Vision for the UKWF which is available on the website.

Additional Points

The directors have been looking at the long term future of UKWF and we are concentration on Quality, Skills and Marketing. Board members are serving on sub committees and we will be inviting members who can support these to join these committees.

Not everyone has quality system at present but UKWF needs to up their game and become more professional so that RD and government can buy in.

Question -Tom Wray, Weightek – has there been a lot of feedback on SOLAS yet?

Nick Catt - IT released the SOLAS requirements guidance notes on the UKWF website last week that the NMO released. CECIP & UKWF have looked at the advise and state that all non-automatics need to be type approved and verified. All automatics need to be suitable. This has been a long running issue including different member states and we have taken most of our advice from the marine coastguard agency. Please check the website for details.

Question - Richard Herbert, Herbert Group - What happens if I don't have a quality system in my company going forward?

Nick Catt – businesses will have to have an audited system to be accepted as an ordinary member with immediate effect. We are asking existing members that do not already have an ISO system, to adopt a quality system within 36 months. We will offer you advice and support in gaining this accreditation.

Question – Unknown – are the criteria written down and will it say that existing members will need that quality system by a certain date, and what about now members?

Nick Catt – businesses will have to have an audited system to be accepted as an ordinary member with immediate effect. For existing members - There are not that may that do not have quality system in place and we hope they understand the implications of why we are doing this.

John Swinburne, Precia Molen – Let me clarify this. If, as a member, you are carrying out calibrations, calibration must be mentioned in your scope of your quality system so it has been independently assessed.

Manufacturers who import into UK, how will their management system be audited from a calibration point of view? They issue certificates in one country and this filters through to UK market. For example Dini Argeo is able to calibrate equipment do they have their calibrations quality checked?

Question – Unknown – What is the timescale for the apprentice scheme, will they be out next September or one after?

Nick Catt - We have set up a skills group and they will work out the delivery of the apprenticeship and a Legal Metrology module. This is a large piece of work.

John Swinburne – timescales are directly related to the amount of assistance that we get from the membership.

Ian Turner government are likely to issue the framework by the end of the year. Then we need to discuss the way forward.

Edwin White, John White & Sons – marketing consultancy will they devise the strategy or will they execute it.

Nick Catt – good question. The board is not able to come up with all the marketing so we are looking for a company to come up with a strategy on how to market and how to keep it fresh.

Tom Wray, Weightek – poor scale fitters of Instagram.

- 4. **AOB**
None

5. **Meeting Ends**

NC thanked everyone for attending and reminded everyone about the dinner at the Hotel

The meeting was then declared closed.

Signed _____

Date _____