

**Yorkshire & Lincolnshire Seafood Training Network  
Minutes from Meeting at Humber Seafood Institute, Grimsby  
on 04 April 2019**

**Present:**

Nicola Ritchie	Seachill (Chair)
Lee Cooper	Seafish
Simon Dwyer	Grimsby Fish Merchants Association
Lesley Graves	National Federation of Fish Friers (NFFF)
Richard Wardell	Seafish

**Apologies:**

Emma Durham (Grimsby Institute)  
Ivan Jaines-White (Grimsby Seafood Village Training School)  
Andrew Kenny (National Federation of Fishmongers - NFF)  
Emma Mork (Grimsby Institute)  
Matthew Thompson (University of Lincoln)

**1. Welcome and Introductions**

Lee welcomed everyone to the meeting and introduced the new Chair of the Network, Nicola Ritchie. Everyone then introduced themselves and their organisations.

**2. Growing the Network – setting the scene for the future**

- a) Terms of reference – what are our core goals and missions?

Lee referred the Network to the Terms of Reference and a discussion took place. Nikki asked about the involvement in the Network from Young's Seafood. Lee explained that Seafish has conducted a survey of its approved trainer network to seek their views on training and that a training perceptions survey has recently been issued to businesses. Richard highlighted that he and Lee now develop and distribute a monthly Seafood Training Newsletter to individuals who've opted in to receive it. A paper copy of the March newsletter was handed to Lesley. Simon commented that the Grimsby Fish Merchants Association (FMA) has 50 members and that he would circulate an opt-in link to the members. Lee remarked that both the Seafood Training Academy (STA) and Seafish websites are currently being updated. This will allow more space on the STA website for each Network along with profiles of approved training centres and trainers. A discussion took place surrounding the frequency of a possible Network newsletter along with social media options.

**Actions:**

Richard to email the newsletter opt-in link to Lesley and Lesley to opt in.  
Richard to email the newsletter opt-in link to Simon and Simon to circulate to Grimsby Fish Merchants Association members.  
All to consider producing a Network specific brochure.

b) Review of our assets and resources as a partnership

Lee highlighted that the STA was formed in 2007 with the founding partners including Seafish, the Billingsgate Seafood Training School and the National Federation of Fish Friers. In 2012 the management of the STA was taken over by Seafish and Lee has a vision to add two Networks to the existing four. Richard handed out a paper copy of the STA prospectus and Simon enquired about the number of courses delivered.

Lee stated that the target is 1,000 training places per financial year. A couple of years ago this dropped to below 600 although for 2018/2019 the figure was more than 900. Lee confirmed that the compliance courses (food safety and health & safety) are the most popular. Lee continued by explaining that last year the Seafish food safety and health & safety open learning modules were made available to download free of charge from the Seafish website and to date over 150 individuals have completed an online test. Lee stressed that a candidate must make a payment to sit an invigilated exam which can lead to a nationally recognised qualification. Richard highlighted that an editorial and advert are to appear in three fish frying trade magazines along with the NFF News magazine, to promote these compliance courses.

Lee stated that new courses were being developed including a Food Authenticity training programme and a Customer Service training pack. Simon asked about training courses for people employed in a seafood business whose role is HR or accountancy. Lee explained that Network Partners including Grimsby Institute and the University of Lincoln offer suitable non-seafood specific courses.

Simon stated that there are about 80 to 90 mobile fish vans operating out of Grimsby and Seafish provided funding support to set up a website [grimsbyfishnearyou.co.uk](http://grimsbyfishnearyou.co.uk) to help to promote these businesses. Lee explained that Seafish is developing a HACCP plan for fishmongers and it would be good to engage with the mobile van owners. Simon suggested a discussion involving Chris Melville and Phil Coyne.

A discussion took place around fish smoking training and Lee highlighted that other assets include the Grimsby Seafood Village Training School, Grimsby Institute including Modal Training, the University of Lincoln and the NFFF Training Academy. Lee confirmed that the Customer Service Skills qualification is going to be updated with NFFF support. Lesley also discussed the needs of fish friers to learn about alternative methods of cooking fish.

**Actions:**

Lee to ensure that mobile fish vans are included in the consultation regarding the HACCP plan development for fishmongers.

Simon to provide Lee with the Mobile Fish Van Code of Practice.

Simon to organise a meeting in mid-May with Lee and Richard to discuss training opportunities for mobile fish vans.

Lee/Richard to consider a proposal for an alternative methods of cooking fish workshop.

- c) Longer term goals and aspirations and what is our offer?

It was summarised that effective communication along with promoting training and careers are the longer term goals whilst our offer had been discussed earlier in the agenda.

### **3. Engaging with stakeholders and the wider community**

- a) Who are our stakeholders?

A discussion occurred and it was agreed that our stakeholders are any business in Yorkshire & Lincolnshire that handles seafood and/or is making a living from dealing with seafood.

- b) Communication

- i) What is our message?

Lee stated that the network should aim to provide businesses with access to the training support they need and that the *Network is here to help them*. Simon highlighted that the Network must listen to what the customer wants and that accreditation isn't always required. Nikki added that accreditation is often required for compliance.

**Action:**

Lee/Richard to develop a price guide for training programmes, to include economies of scale.

- ii) Communication channels

Lee mentioned the Seafish and STA websites again and Simon suggested the development of an online course booking form for the Seafish website. Nikki and Lesley highlighted various social media options. A University of Lincoln brochure (provided by Mat Thompson) was circulated along with a copy of the NFF News (provided by Andrew Kenny).

**Actions:**

Richard to provide Simon with 50 paper copies of the STA prospectus along with a link to the electronic copy.

Simon to distribute the STA prospectus to Grimsby FMA members.

All to discuss social media options at the next meeting.

- iii) Working with others

Lee asked if there are other organisations such as an Apprenticeship provider that we should be working with. It was believed that the Network is working with key organisations although there could be other unknown organisations.

#### **4. Short and medium term actions**

A discussion took place and it was agreed that many of these had been covered earlier in the meeting and that sharing information was important.

#### **5. General discussion and any other business**

Nikki highlighted that a careers event is taking place in July at the Grimsby Auditorium. It was agreed that the Network should attend.

##### **Actions:**

Nikki to circulate details of the careers event.

Lee and Nikki to organise a Network teleconference call for mid-May.

Lee and Nikki to confirm the next meeting date, for late-June.