

**<draft> MINUTES OF THE UKCPI COUNCIL**

**10.00am, Wednesday 25 Nov 2020**

**By Zoom conference call**

Mr T Appleton Procter & Gamble UK & Ireland

Ms A Barker SC Johnson

Ms C Berto Henkel UK

Mr N Bolton Procter & Gamble UK & Ireland

Mr M Cunningham PZ Cussons

Mr I Croft Robert McBride

Ms R Eckley Unilever UK

Mr G Edwards ACDOPRO

Mr R Furse (Chair) RB

Dr G Marsh Procter & Gamble UK & Ireland

Mr P Malpass (Sec) UKCPI

Mr B Maxwell Dri Pak

Mr R Keeling AirPure

Mr G Horne Astonish

Mr P Woodhead Selden Research

Ms A McClafferty Unilever UK

Mr S Stewart UKCPI

Ms C Salter UKCPI

**Apologies:**

Mr D Butterfield Ecolab

Mr C Beevor Unilever UK

Mr J Gourbeault RB

Mr K Kotsanopoulos Diversey

**1. Welcome**

Mr Furse opened the meeting and made the following statement:-

*“At all UKCPI Council meetings including this one, UKCPI and UKCPI members shall adhere to UKCPI’s competition law policy and shall not share, directly or indirectly, commercially sensitive information including but not limited to pricing, terms and conditions of supply, business planning or marketing plans. Should the meeting discuss matters that fall outside of UKCPI's legal remit or contravene that policy; the Chairman will close the meeting.”*

RF also welcomed Neil Bolton and Ian Croft to their Council meeting.

**2. Minutes of the last meeting**

The minutes from the meeting held on 9 Sept 2020 were agreed with one amendment to comments attributed to Charlie Beevor and a Unilever position on post-consumer waste plastic content.

AA asked if UKCPI should engage with HMT on the plastics tax and the complexity of recovering tax from packaging sent overseas. PM felt that this was outside of the scope of UKCPI’s expertise but we could review and support any position generated by INCPEN the expert group on packaging.

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**3. Matters and actions arising**

All actions are either complete or covered by today’s agenda.

**4. Internal work groups update**

**Indoor Air Quality**

PM reported that he had a meeting with Ricardo and Defra earlier this month and subsequently delivered fresh input on emission factors to allow Ricardo to update their NAEI database helping ensure a more accurate representation of the modest contribution to NMVOC from cleaning products.

Ricardo was very appreciative of the input and thanked UKCPI member companies for their input. He offered to share updates as they are produced. Usefully a Defra indoor air team member was present in the meeting and then cc in all mail correspondence.

PM suggested that we were now in a good place in terms of our contribution which will make the discussion with Defra on proportionate measures more attainable. Internally we have general alignment from members on the VOC definition to be used, the banding on VOC content and basics of proposed on line disclosure.

Given the slow pace of development of The UK Clean Air Strategy and ‘chap 6’ recommendations RF agreed that we can pause the internal group until such times in 2021 that Defra starts work on Chapter 6.

PM agreed to maintain a close watch on developments both through Defra contacts and with other trade associations.

**Clearcast review**

PM reported that he had failed to get sufficient input from multi national member experts on the sub group and questioned whether this review could continue with only one companies recommendations.

Assurances were given by the members of this working group that input would be forthcoming in the coming weeks.

**Action:** on members of the Clearcast work group to submit comments in coming weeks.

**5. Annual Report and Accounts 2019/2020**

PM reported that UKCPI income for the 12 months Oct 2019 through to Sept 2020 was up against budget due to a slight increase in member fee income (new members as well as increased company turnover) and also benefitted from a COVID fund to support local businesses. In addition, both travel and meeting costs were significantly reduced for 6 months of this financial year due to COVID restrictions. This resulted in a surplus of some £43k which was added to the reserves, now equivalent to 9 months operating requirement.

The Council agreed to the Annual Report and Accounts.

**6. Budget 2020/21**

PM reported that he had prepared the budget with a conservative fee income (as not all fees had been received todate) and had assumed COVID restrictions on travel and meetings would continue to impact expenditure for at least 6 months of the current financial year.

There was a query of stationary and print costs – post meeting PM checked and confirmed that this was due to printer ink and office supplies.

**8. ARC Committee (28.10.20) debrief**

Taken as read or topics covered by this agenda.

**7. EU Exit / future UKCPI priorities**

PM introduced the pre read designed to gather input from Council on the future scope of UKCPI support to members given changes to the regulatory landscape, UK policy development and member responsibilities post EU exit.

Seven questions were posed with a brief but useful discussion on all – PM requested that members send him further comments in the coming weeks.

A summary of the response to the questions during the meeting:

1. Do we extend the scope of our **regulatory ‘expertise’**? *In crude ranking of importance to members we currently cover BPR, CLP, Det Regs, Reach, explosive precursors, UN GHS &TDG and certain aspects of other legislation, usually time limited, as requested by a consensus of members.*

GB Reach should be considered to go back on UKCPI agenda given new responsibilities for UK downstream users.

We will need to understand the impact of changes in one regulation on other requirements now across geographies e.g. classification of ethanol as a CMR will impact pkg & transport.

Plastics will feature for some time – do we become expert in this or work with other groups.

1. Do we extend the **geographic scope** of UKCPI regulatory advice, should for example members wish to export to Canada?

Should UKCPI look into opportunities now outside of the EU trading block e.g. the Trans Pacific Partnership (TPP)

UKCPI focus should be on short term and geographically ‘local’ issues likely around UK/GB/NI rather than overseas – continue to sign post to more expert / appropriate organisations

1. The **Northern Ireland Protocol** will feature heavily during the first half of 2021. Should UKCPI build links with HSE-NI, although policy (enforcement?) is dictated by HSE UK.

Keep trying to build relationships/understanding of NI HSE

Keep abreast of GB / NI and NI / RoI challenges for BPR, CLP, Det Regs

Support from UKCPI covers NI; support for issues relating to RoI comes from AISE / ICDA

Useful to have dialogue with RoI authorities but need to use ICDA as conduit

1. Do we increase **UKCPI expertise in areas** such as transport / haulage and export requirements or simply continue to ‘signpost’ members concerns to the correct authorities and contacts?

Carry on as today ie signpost to best support

1. Should we consider the **use of external consultants** to support UKCPI / plug gaps or do we better engage with the experts we already have in member companies e.g.DGSA’s? If the latter are members willing to lead work groups (AISE model).

Use of internal company experts preferred especially if companies have common concerns

1. On what basis do we engage, if at all on **EU regulations and EU policy initiatives** such as The Green Deal. Or do we just monitor to be still able to provide advice and refer specific queries to AISE? *AISE have 16 staff engaged on EU regulations and influencing EU policy.*

Leverage AISE membership on EU regulations – companies go direct to AISE or directed via Steve

1. How do we manage the **devolved Government’s policy initiatives** that may impact our sector? *Cf single use plastic and potential wipe restrictions consultation in Wales and now in Scotland, ie x4 regimes to monitor not just one.*

UKCPI needs to understand what areas are devolved, which policy areas are segregated

**AOB**

**All Party Parliamentary Group (APPG)**

PM reported that he had been approached last week by Stephen Kerr (formerly MP for Sterling) retained by the British Cleaning Council (BCC as he had heard UKCPI was about to reform the All Party Parliamentary Group on Cleaning and Hygiene.

The BCC is also about to form an APPG on cleaning and hygiene.

PM sought guidance given pros and cons of joining forces but having a broader range of interests to represent (BCC is a group of 20 associations covering window cleaners, housekeeping, training, BACS) [www.britishcleaningcouncil.org](http://www.britishcleaningcouncil.org)

**Action** Council agreed that PM continue the discussion with Stephen Kerr and BCC.

**Shannon Coombes President, Canadian Consumer Speciality Products Association**

ppt attached

**The next Council meeting** will be held by Zoom at 10.30am, Wed 24 Feb 2021

***All 2021 dates***

**Council – By Zoom**

24 February (joined by President of American Cleaning Institute)

2 June

8 September

24 November Council and AGM and Annual Dinner (Westminster)