

MINUTES

MINUTES OF A MEETING OF THE COMMISSION HELD ON TUESDAY 26 FEBRUARY 2013 AT 10.00 AM AT LISSUE HOUSE

Present:

Mr P O'Rourke (Chairman)
Mr P O'Neill
Mr K Sharkey
Mr I Mark
Mrs M McCormack

In attendance:

Mr I Stevenson
Miss S Blain

2013/2/1 Apologies

An apology was received from Mr J Noble.

2013/2/2 Minutes

The minutes of a meeting held on 25 January 2013, were approved by the Commission, and signed by the Chairman.

Proposed: Mr K Sharkey
Seconded: Mr P O'Neill

2013/2/3 Matters arising

(i) LMC Board Performance - Self-Assessment Checklist

The completed self-assessment checklist had been circulated and noted.

Action Point: The Board agreed to repeat the Self Assessment exercise on an annual basis.

(ii) Letter to DARD re. Board Size

A letter drafted by the Chairman had been circulated to the Board which recommended that the Board size remain at six members.

Action Point: The Board approved the draft letter and the Chief Executive will arrange to forward it to DARD.

(iii) Meeting with the DARD Minister

Following on from a meeting held with K Morrison (DARD), LMC had sent a letter to DARD to request a meeting with the Minister. An acknowledgment letter has been received, but no date agreed as yet.

(iv) NIFCC Contract

The Chief Executive advised that the extension of the LMC contract with NIFCC by 12 months has been taken forward. The strengthening of some reporting issues is currently work in progress.

(v) Assured Food Standards

The Chief Executive reported that the opinions of other UK regions had been sought. AFS had been advised of these opinions and has been requested to put a formal agreement in place detailing what services the regional bodies will receive for the proposed fee. LMC is waiting on a response.

(vi) Conflict of Interest Forms

All Board Conflict of Interest forms have been received.

(vii) FQAS Logo

LMC has written to all butchers to invite them to renew/apply to register for a licence to use the FQAS logo.

Action Point: A list of licensed butchers will be published on the LMC website. Work will also be undertaken with processor plants re. FQAS accreditation.

Mr Ian Mark joined the Meeting at 10.30am

2013/2/4

Chairman's Report

(i) Meeting with Invest Northern Ireland

A meeting will be held on the afternoon of 26 February 2013 to discuss the development of a beneficial working relationship between LMC and Invest Northern Ireland.

(ii) Meeting with DARD Minister

A letter has been sent to Dr Mark Browne requesting a meeting with the Minister to give an annual update on LMC activities. (See 2013/2/3 iii).

(iii) DARD Agriculture Committee

The Chairman advised that he and the Chief Executive would be attending a meeting of the Agriculture Committee on 12 March 2013.

Withheld – Commercially Sensitive

2013/2/5 Chief Executive's Report

Withheld – Commercially Sensitive

(i) Draft LMC Strategic Plan 2013-2016 and Business Plan 2013-2014

The Board had met to discuss in detail the draft LMC Strategic and Business Plans on 25 January 2013. Following this meeting the draft plans had been updated in line with Board comments and submitted to DARD for review.

The Chief Executive reported that DARD has advised that it was comfortable with the content of the draft plans although it required the budgets to be balanced.

Action Point: The Board approved the draft Strategic and Business plans, subject to balancing amendments to the budgets. The draft plans will now be submitted to the DARD Departmental Board for approval.

2013/2/6 Management Accounts to December 2012

LMC management accounts for the 9 months to December 2012 had been circulated to the Board.

The Chief Executive reported that expenditure had remained largely on target for the business plan activities however income was ahead of budget. The Board discussed the major factors for the increased income. The Chief Executive advised that part of the additional income may be used to enhance the FQAS media campaign planned for March 2013. The total value of the projected easement would not be available until a final decision was made on this potential expenditure.

Action Point: The Board agreed that DARD should be advised of projected easements as soon as possible.

2013/2/7 Audit Committee Meeting - 12 February 2013

The Chief Executive reported on the February 2013 Audit Committee meeting and updated the Board on progress of outstanding External/Internal Audit recommendations.

2013/2/8 Code of Practice for Board Members of LMC

The Board reviewed the current Code of Practice.

Action Point: The Board agreed that contact names in LMC Code of Practice are updated to reflect the current Board membership.

Action Point: The Board agreed that both LMC and Cabinet Office Codes of Practice are adopted by the LMC Board.

2013/2/9 Strategic Items for Future Board Consideration

The Board discussed the strategic items which should be addressed by LMC over the next twelve to eighteen months. Issues were placed in order of priority and will be incorporated into future Board meetings

2013/2/10 Any Other Business

(i) NIFDA Dinner 15 March 2013

M McCormack, K Sharkey, I Mark and J Noble were invited to attend the NIFDA dinner.

(ii) FQAS Inspections

The Board Members advised the Chief Executive of feedback from Farmers regarding FQAS inspections.

Action Point: The Chief Executive and FQAS Manager will discuss these issues with NIFCC upon receipt of specific details of the issues from Board Members.

2013/2/11 Date of next meeting

It was confirmed that the date of the next meeting would be Wednesday 27 March 2013 at Lissue House.

