

## MINUTES

### MINUTES OF A MEETING OF THE COMMISSION HELD ON TUESDAY 27 MARCH 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  
Mr J Noble

**In attendance:**

Mr I Stevenson  
Miss S Blain

**2013/3/1 Apologies**

None.

**2013/3/2 Minutes**

The minutes of a meeting held on 26 February 2013, subject to an amendment, were approved by the Commission, and signed by the Chairman.

Proposed: Mr K Sharkey  
Seconded: Mrs M McCormack

**2013/3/3 Matters arising**

**(i) LMC Board Size**

The Chairman and Chief Executive had met with DARD officials, who confirmed that DARD would instigate a recruitment to replace Mr J Noble, who was stepping down from the Board in February 2014.

*Mr P O'Neill joined the meeting at 10.20am*

**(ii) Meeting with the DARD Minister**

The Chairman advised that a meeting has been arranged with the DARD Minister on 29<sup>th</sup> April 2013.

**Action Point:** The Board approved a proposed agenda for the meeting, which will be forwarded to DARD for consideration

**(iii) Assured Food Standards**

The Chief Executive advised that LMC has spoken to the Chief Executive of AFS, and has verbally agreed to a revised fee with no inflationary increases. A written agreement will be put in place detailing what services LMC will receive for the agreed fee.

**(iv) Conflict of Interest Forms**

**Action Point:** The Chief Executive and Board Members will advise the Chairman when issues raised at Board Meetings may present conflicts of interest.

**(v) FQAS Logo**

The Chief Executive reported that all NI butchers were being invited to renew/apply for a licence to use the FQAS logo in their premises. The approved list will be published on the LMC website.

**(vi) Meeting with Invest NI**

The Chairman updated the Board on the recent meeting with Invest NI. LMC and Invest NI agreed to meet quarterly to aid better communication.

**(vii) DARD Agriculture Committee**

The Board was updated on LMC's attendance at the meeting of the DARD Agriculture Committee. The Chairman and Chief Executive both felt it had been a constructive meeting.

*Withheld – Commercially Sensitive*

**(viii) Audit Committee**

Mr J Noble (Audit Committee Chairman) reported on the recent Audit Committee meeting.

**(ix) Agri-Food Strategy Board – Draft Extract**

The Chief Executive has forwarded the comments of the LMC Board to the Agri-Food Strategy Board.

**(x) LMC Strategic Plan 2013-2016 and Business Plan 2013-2014**

The Chief Executive advised that the DARD Departmental Board had approved both plans at its meeting on 11 March 2013. LMC has yet to receive official written confirmation.

**(xi) Management Accounts to December 2012**

The Chief Executive reported that DARD had approved the enhanced FQAS media campaign. LMC has also advised DARD of forecasted easements for the financial year.

**(xii) Code of Practice for Board Members of LMC**

The revised LMC Board Code of Practice has been forwarded to DARD sponsor branch for comment.

**(xiii) NIFDA Dinner**

The LMC award had been won by Linden Foods.

**Action Point:** The Board felt that LMC should continue with participation in the NIFDA Food and Drink Awards.

**2013/3/4 Chairman's Report**

The Chairman reported on meetings he had attended since the last Board Meeting.

**(i) LMC Conference**

The Board complemented all those who took part in the arrangements for the conference. It had been a successful event, with a good range of speakers.

**Action Point:** The Board requested that the Chief Executive consider how LMC could improve engagement with the production side of the red meat industry.

**2013/3/5 Chief Executive's Report**

**(i) Internal Audit Annual Report and Opinion**

The satisfactory opinion was noted by the Board.

**(ii) Conflict of Interest (Updated Guidance)**

**Action Point:** The conflict of interest guidance was approved by the Board.

**(iii) Conflict of Interest - Review of Staff Declarations**

The Chief Executive reviewed all staff conflict of interest declarations, and has decided no further action is required.

**(iv) Revised Mobile Phones in Vehicles Policy**

**Action Point:** The Board approved the revised policy.

**(v) Verbal Update from FQAS Board Meeting 26 March 2013**

The Chief Executive updated the Board on issues discussed at the FQAS Board Meeting.

**2013/3/6 Any Other Business**

**(i) LMC Equality Scheme**

The Chief Executive advised that the LMC Equality Scheme had been formally approved by the Equality Commission.

**(ii) World Police and Fire Games**

LMC has been approached by Food NI to provide sponsorship for the World Police and Fire Games.

The Chief Executive advised the Board that LMC had initially declined as it was unable to develop, from the information provided, a satisfactory economic appraisal to support this expenditure.

UFU has now encouraged LMC to provide sponsorship. In response LMC has asked Food NI to provide a robust proposal, and to complete an economic appraisal to support this.

**(iii) Rural Development Programme**

**Action Point:** Mr K Sharkey and the Chief Executive will investigate if there is a rural development programme which is of interest to LMC.

**2013/3/7 Date of Next Meeting**

It was agreed that the next Board Meeting would be held at 10.00am at Lissie House on Wednesday 24<sup>th</sup> April 2013.

*The Meeting ended at 12.20pm*