

MINUTES

MINUTES OF A MEETING OF THE COMMISSION HELD ON TUESDAY 28 MAY 2013 AT 12 NOON 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

2013/5/1 Apologies

None.

2013/5/2 Minutes

The minutes of a meeting held on 24 April 2013 were approved by the Commission, and signed by the Chairman.

Proposed: Mr J Noble
Seconded: Mr P O'Neill

2013/5/3 Matters arising

(i) Follow up Meeting with Director Food Farm & Rural Development

The Chief Executive updated the Board on the meeting.

(ii) Property – Asset Management Unit (AMU) in SIB

The Chief Executive met with representatives of AMU and discussed future maintenance issues regarding Lissue House.

(iii) World Police and Fire Games

The Chief Executive had spoken to Food NI who advised that sponsorship packages are available for individual events £2000 - £10000. The Board discussed the options available in relation to the current LMC business plan.

Action Point: The Board agreed not to provide sponsorship. The Chief Executive will inform Food NI.

(iv) Invest NI

The Chief Executive had sent the agreed LMC response to Invest NI.

Action Point: The Chief Executive will seek to arrange a meeting with Acting Director Mr P McArdle, following the retirement of Mr M Mawhinney.

(v) Governance Statement

The Chief Executive reported that he had not received any comments from Board Members

(vi) GB/NI Price Differential Project

The Chief Executive advised that a draft report had been received. The Steering Group will meet on 29 May 2013 to discuss the draft report and provide feedback to Oxford Economics. *Withheld Commercially Sensitive.*

(vii) Balmoral Show

The Chief Executive advised the Board that the Balmoral Show had been a very positive event for LMC. The Chairman congratulated all staff who contributed to the success of the high profile LMC stand.

2013/5/4 Chairman's Report

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

(i) Meeting with the DARD Minister

The Chairman reported that the meeting with the DARD Minister had been very positive. All items on the agenda had been discussed.

(ii) Recruitment of Board Member

The Chairman advised the Board the recruitment of the new Board Member was due to start on 8 August 2013 and should be completed by 12 December 2013.

(iii) Annual Appraisal of Chief Executive

The Chairman reported that he had completed the annual appraisal of the Chief Executive, reviewing the previous year and setting objectives for the year going forward.

2013/5/5 Chief Executive's Report

Withheld Commercially Sensitive.

2013/5/6 LMC Audit Committee

The Audit Committee Chairman gave a verbal update of the meeting held on 28th May 2013.

NIAO had been complimentary on the accounts preparation and indicated that a clean audit opinion was being recommended to the C&AG. A number of issues had been discussed which may be included in the RTTCWG. The Audit committee was content with the issues raised.

The Annual Audit Committee Report was circulated to the Board.

Action Point: The report was approved by the Board.
Proposed: Mr K Sharkey
Seconded: Mr I Mark

The Chairman complemented Mr J Noble on his work as Chair of the Audit Committee.

2013/5/7 Draft Annual Report and Accounts

The Draft Annual Report and Accounts was approved by the Board, subject to a minor amendment as recommended by the Audit Committee.

Proposed: Mr I Mark
Seconded: Mr P O'Neill

2013/5/8 Summary Management Accounts for the year ended 31 March 2013

The Chief Executive highlighted the key figures in the management accounts. The Board welcomed the satisfactory results for the year.

2013/5/9 Policies/Procedures for Review/Approval

The following policies and procedures were circulated to the Board for approval.

(i) LMC Board Code of Practice

Proposed: Mr J Noble
Seconded: Mrs M McCormack

(ii) LMC Anti-Fraud Policy

Proposed: Mr P O'Neill
Seconded: Mr I Mark

(iii) LMC Staff Code of Conduct

Proposed: Mr K Sharkey
Seconded: Mrs M McCormack

Action Point: The approved policies will be cascaded to employees via the Corporate Governance Officer.

2013/5/10 Agri-Food Strategy Board Report

The Chief Executive outlined the main recommendations contained in the report. The next step will be for DEL, DETI and DARD to put in their response to the report.

LMC also needs to analyse the AFSB report and highlight the important issues. The Board discussed if there were areas in the report that LMC could drive/lead or if LMC was already doing some of it?

Mrs C McMaster (DARD) had indicated to the Chief Executive that she would welcome a joint DARD/LMC event in September 2013, with LMC in the lead role, to promote the red meat industry in wake of horsemeat scandal. The Board felt this sort of initiative would fit well within LMC activities/role.

Action Point: The Board requested that the Chief Executive consider LMC's response to the AFSB Report and also DARD's request.

2013/5/11 Any Other Business

Post –FQAS Advertising Campaign

Action Point: The Board requested the Industry Development Manager give a presentation at the next Board Meeting on the feedback from the recent FQAS Advertising Campaign.

2013/5/12 Date of Next Meeting

It was agreed that the next Board Meeting would be held at 10.00am at Lissue House on Wednesday 26th June 2013.

The meeting ended at 2.35pm