

MINUTES

MINUTES OF A MEETING OF THE COMMISSION HELD ON WEDNESDAY 29th JULY 2015 AT 11.20AM AT LISSUE HOUSE

Present:

Mr P O'Rourke (Chairman)
Mrs O Chesney
Mr H Sinclair
Mr J Lennon

In attendance:

Mr I Stevenson
Miss S Blain

2015/7/1 Apologies and Welcome

An apology had been received from Mr P McElroy.

The Chairman welcomed Mrs Chesney, Mr Sinclair, and Mr Lennon to their first meeting of the LMC Board.

2015/7/2 Minutes

The Chairman recommended the minutes of a meeting, held on 24th June 2015, for adoption by the Board.

Action Point: The Board adopted the minutes, which were signed by the Chairman.

2015/7/3 Matters arising

(i) Recruitment of New Chairman and Board Member

The Chairman updated the Board on the upcoming process for the recruitment of LMC Chairman, and additional Board Member. The new appointments would be effective from 7 November 2015.

Withheld – Commercially Sensitive

(ii) Stakeholder/Levy User Group Engagement

Action Point: The Chief Executive will develop a programme for stakeholder/user group engagement for discussion at the next Board Meeting.

(iii) LMC Annual Report and Accounts for Year Ending 31 March 2015

The Chief Executive reported that the LMC Annual Report and Accounts for year ended 31 March 2015 were laid in the Northern Ireland Assembly on 3 July 2015, and posted on the LMC Website. Hard Copies of the report have been sent to Board Members.

(iv) Correspondence

The Chief Executive confirmed that responses had been sent, as agreed, at the previous Board Meeting.

(v) Risk Management

The Chief Executive had advised Mrs C McMaster (DARD) of the Board's wishes regarding the terms of appointment of the new LMC Chairman.

2015/7/4 Chairman's Report

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

2015/7/5 Chief Executive's Report

The Chief Executive circulated a handout to board members identifying key strategic issues over the next few years. The Chief Executive gave further detail on the issues listed, and the Board recognised the challenges which may face LMC.

2015/7/6 Revised LMC Retention and Disposal Schedule (for approval)

The Chief Executive indicated that further changes had been made to the schedule.

Action Point: The Board approved the revised LMC Retention and Disposal Schedule.

2015/7/7 Audit and Risk Assurance Committee Terms of Reference (for review)

Action Point: The Board will appoint new members to the Audit and Risk Assurance Committee at the next Board Meeting.

2015/7/8 First Quarter 2015/16 Business Monitor

Action Point: The Business Monitor was noted by the Board.

2015/7/9 Report from Business Sections

Action Point: The Board noted the quarterly reports from the business sections.

2015/7/10 Risk Management

Nothing to report.

2015/7/11 Any Other Business

(i) Conflict of Interest Declaration

Action Point: The Board agreed to consider any conflict of interest declarations at the start of each Board Meeting.

2015/7/12 Date of Next Meeting

It was agreed that the next Board Meetings at Lissie House will be:

23rd September at 11.00am

26th October at 10.00am

18th November at 10.00am

2nd December at 10.00am

The Meeting ended at 12.50pm