

**MINUTES OF A MEETING OF THE COMMISSION HELD ON MONDAY
23 JULY 2018 AT 10.00AM AT 1A LISSUE WALK, LISBURN.**

Present:

Mr G McGivern (Chairman)
Mrs O Chesney
Mr J Lennon
Mr H Sinclair
Mr P McElroy (by conference call)

In attendance:

Mr I Stevenson
Miss S Blain

2018/8/1 Apologies

An apology had been received from Mr G Maguire.

2018/8/2 Declaration of Interests Pertaining to Agenda Items for Discussion

The Board agreed that none of the agenda items required any Board members to abstain from discussions.

2018/8/3 Minutes of Commission Meeting held on 25 June 2018

The minutes of a meeting, held on 25 June 2018, were approved by the Commission and signed by the Chairman.

Proposed: Mrs O Chesney
Seconded: Mr H Sinclair

2018/8/4 Matters Arising

- **Long Term Meat Trends**

The latest LMC Quarterly (July 2018) had heavily featured the GIRA information presented at the seminar held in June 2018 on long term meat trends.

2018/8/5 Chairman's Report

The Chairman reported on meetings / events he had attended since the last Board Meeting:

- *Withheld – commercially sensitive*
- **Event in Aid of NI Air Ambulance 29 June 2018**

The event was held by Mr J Carson, a FQAS member, at his farm. It was a very successful event and was well supported by all stakeholders in the red meat industry including LMC.

- **Quarterly Sponsorship Meeting**

Although there was nothing major to report, it had been a useful meeting.

- **Joint DAERA/LMC Board Meeting 4 July 2018**

The Chairman felt this had been a useful and positive first engagement between the Board of LMC and the new Permanent Secretary, Mr D McMahon.

2018/8/6 Chief Executive's Report

- **GDPR**

The Chief Executive advised that the Corporate Governance Officer would be leaving the organisation to take up a new position.

The Chief Executive felt this provided an opportunity for LMC to incorporate the Data Protection Officer responsibilities into a wider corporate governance role. He proposed creating a LMC Corporate Governance Manager position (that will include the DPO responsibilities within it).

Action Point: The Board approved the Chief Executive's proposal.

Mr P McElroy recorded his personal regret at the departure of the Corporate Governance Officer.

- **Quarterly Accountability Meeting**

As noted by the Chairman, this had been a useful meeting covering a wide range of issues for the period April to June 2018.

- **Temporary Office Accommodation**

The Property Manager had been preparing the business case for the temporary office accommodation requirements which also included undertaking a detailed needs analysis. The draft business case should be submitted to DAERA Sponsor Branch for initial consideration by the end of the month.

Action Point: The Board requested the draft business case is circulated to Board Members before its submission to DAERA.

- **Financials**

The Chief Executive advised that the October 2018/19 monitoring round had recently been issued from DAERA.

Action Point: The Board agreed that LMC would make a bid of £150K in the October Monitoring round.

2018/8/7 *Withheld – commercially sensitive*

2018/8/8 **Final Report of Internal Audit Review of LMC for 2017-18**

The final report had been circulated to the Board.

Action Point: The Board approved the final report of the Internal Audit Review for 2017-18.

2018/8/9 **Risk Management/Health & Safety**

- **ARAC Minutes for meeting held on 25 June 2018**

Noted

- **Risk Register**

The draft risk register was discussed by the Board.

Action Point: The Board proposed an amendment to one of the risk categories.

- **Final Report to Those Charged with Governance 2017-18 (RTTCWG)**

Action Point: The Board approved the final RTTCWG 2017-18

The three Board members, whose terms in office had been due to end on 30 June 2018, have received letters to extend their appointments for six months.

2018/8/10 Quarterly Business Section Reports for April to June 2018

The reports were noted.

2018/8/11 Any Other Business

- **Draft LMC Business Plan 2018-19**

The draft Business Plan 2018-19 had been updated to include relevant KPI's.

Action Point: The Board approved the draft LMC Business Plan 2018-19

- **Draft LMC Policies**

The following draft policies had been circulated to the Board for consideration:

Data Protection Policy;
Privacy Notice for Employees; and
Flexible Working Policy.

Action Point: The Board approved the draft policies.

Proposed: Mr J Lennon
Seconded: Mrs O Chesney

2018/8/12 Date of Next Meeting

The next meeting will be held on 24 September 2018 at 10.00am at Lissue Walk.

The meeting ended at 12.30pm