

**MINUTES OF A MEETING OF THE COMMISSION HELD ON MONDAY
22 JULY 2019 AT 10.00AM AT 1A LISSUE WALK, LISBURN**

Present:

Mr G McGivern (Chairman)
Mrs O Chesney
Mr J Lennon
Mr P McElroy
Mr G Maguire
Mr H Sinclair

In attendance:

Mr I Stevenson

2019/7/1 Apologies

Miss S Blain.

2019/7/2 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.

**Compliance with the Management Statement & Financial
Memorandum, Sponsor Manual and Managing Public Money NI**

Confirmed.

2019/7/3 Minutes of Commission Meeting Held on 24 June 2019

The minutes of a meeting, held on 24 June 2019, were approved by the Commission and signed by the Chairman.

Proposed: Mr G Maguire

Seconded: Mr H Sinclair

2019/7/4 Minutes of Joint DAERA / LMC Board Meeting Held on 20 June 2019

The minutes of the joint meeting, held on 20 June 2019 at Dundonald House were noted by the Commission. It was agreed that the meeting had been a very useful engagement and welcomed that it had been well attended by Executive and Non-Executive members of the DAERA Board.

Signed _____
Chairman

2019/7/5 Matters Arising

- *Withheld – commercially sensitive*

2019/7/6 Correspondence

- **DAERA Consultation on Bovine EID Numbering Format**

The Board agreed that LMC would not respond to this consultation.

- **DAERA Consultation on BPS Entitlement Values Post 2019**

The Board agreed that LMC would not respond to this consultation.

2019/7/7 Chairman's Report

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

- **Quarterly Assurance Meeting on 8 July 2019**

The Chairman provided a brief summary of the quarterly assurance meeting with the DAERA Sponsorship Team on 8 July 2019 at Dundonald House which had been attended by the Chief Executive and himself. The Chairman commented on the strength of LMC's relationship with DAERA.

2019/7/8 Chief Executive's Report

The Chief Executive referred Board members to the written report provided with the Board papers and highlighted a number of points:

- **Resilient Farmer Tour**

The Board noted the excellent programme for a Rural Rethinking Conference which was being held on the morning of Monday 7 October 2019 in the Glenavon Hotel Cookstown to coincide with the visit of Doug Avery. The Chief Executive advised that LMC had provided the names of a number of key stakeholders who would be invited to the event by Rural Support.

Signed _____
Chairman

Action Point: All Board members indicated their availability to attend with the exception of Mr G Maguire who had business commitments at the Anuga Food Fair in Cologne on the same day.

- **Quarterly Assurance Meeting**

The Board discussed a number of the key topics which featured prominently at the quarterly assurance meeting on 8 July 2019 as referenced earlier in the Chairman's report. These included plans for Board member recruitment, review of LMC, sponsorship arrangements within DAERA and a draft partnership agreement between Departments and Arms-Length Bodies.

Action Point: The Chief Executive will further develop plans for an LMC Board and key stakeholder event in the Autumn to take soundings on the big strategic issues facing industry and what LMC can do to support stakeholders as things evolve.

Action Point: The Chief Executive will feedback to DAERA Sponsor Branch the Board's initial views on the draft partnership agreement in particular the needs of LMC stakeholders to be properly reflected in the agreement and LMC's holding of and access to its reserves.

Action Point: The Board agreed to invite the new sponsorship team from DAERA to a Board meeting once the new arrangements have been put in place for LMC.

Action Point: With the full support of the Board Mr P McElroy advised that he was content to stay on for a short period of extension as a Board member and ARAC Chairman if the recruitment for his replacement could not be completed by DAERA by the end of January 2020.

- **LMC Publication Scheme**

Action Point: The Board approved the final Gifts and Hospitality Register for LMC for 2018-19 for publication on the LMC website.

2019/7/9

On-Board Advanced Training Follow-Up

The Board discussed progress on the action plan from the on-board advanced training which the Board had undertaken in June 2017.

Action Point: The Chief Executive will populate the action plan template with a progress report for the next Board meeting in September 2019.

Signed _____
Chairman

2019/7/10 Risk Management/Health & Safety

• **Draft Minutes of ARAC Meeting on 24 June 2019:**

The Board noted the draft minutes. The Chief Executive advised that the Annual Report and Accounts (ARA) for 2018/19 had now been finalised and certified and would go to the DAERA Board for approval. In the absence of a Minister the ARA cannot be laid or published. Mr P McElroy informed the Board that he would be having his annual meeting as ARAC Chairman with the Head of Sponsor Branch on 20 August 2019.

• **Sponsorship Risk Assessment:**

The Board reviewed progress on the improvement actions in the Triennial Sponsorship Risk Assessment of LMC.

Action Point: The Board agreed that it was happy to implement the action of confirming compliance with the MSFM, Sponsor Manual and MPNI in monthly minutes of LMC Board meetings.

2019/7/11 LMC Whistleblowing Policy

Action Point: The Board approved the LMC Whistleblowing Policy.

2019/7/12 LMC Business Monitor for Q1

The Board noted the Business Monitor report for April to June 2019 and commented that it was a good concise record of progress on implementing the Business Plan for 2019/20. The Board discussed the upcoming retirement of LMC's Education Services Manager and the importance of the schools programme within the work which LMC undertakes on behalf of stakeholders.

Action Point: Board members and key LMC stakeholders will be invited to a buffet lunch in Moira on 23 September 2019 to celebrate 20 years of the LMC Schools Programme.

Signed _____
Chairman

2019/7/13 Any Other Business**• CAFRE Awards Ceremony:**

Mr H Sinclair reported on his attendance at the CAFRE Awards Ceremony at Greenmount Campus on Thursday 27 June 2019 and that it was excellent to see so many good young people coming through.

• Third Country Exports:

The Board noted that officials from the USA's Food Safety and Inspection Service (FSIS) were currently in all parts of the UK to conduct an audit of UK controls for equivalence on beef and lamb. The Chief Executive reported that LMC, along with the other UK levy bodies, had supported and arranged pre-audits of plants in June 2019 by a former Senior Director of FSIS to help prepare for the official visit.

2019/7/14 Date of Next Meeting

The next meeting of the Board will be held on 23 September 2019 at 10.00am at Lissue Walk.

The meeting ended at 12.40pm

Signed _____
Chairman