

**MINUTES OF A MEETING OF THE COMMISSION HELD ON MONDAY
20 MARCH 2023 AT 10.00AM AT LISSUE WALK, LISBURN AND VIA ZOOM**

Present:

Mr G McGivern (Chairman) via Zoom
Mr H Sinclair
Mr J Stewart
Mr G Maguire (via Zoom)

In attendance:

Mr I Stevenson
Miss S Blain

2023/3/1 Apologies

An apology had been received from Mr J Lennon.

2023/3/2 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.

2023/3/3 Minutes of Commission Meeting Held on 27 February 2023

The minutes of a meeting, held on 27 February 2023, were approved by the Commission and signed by the Chairman.

Proposed: Mr J Stewart
Seconded: Mr H Sinclair

2023/3/4 Matters Arising

- **Meeting with DAERA Permanent Secretary**

An invitation had been sent to the Permanent Secretary to join the Board at its next Board meeting.

Signed _____
Chairman

- **Declarations of Interest and Board Self-Assessment**

Action Point: The Board members were asked to return all outstanding documents to the Chief Executive.

- **Update on LMC Business Plan 2023-2024**

The Chief Executive updated the Board on the development of the Business Plan 2023-2024. Difficult decisions will need to be made to achieve a balanced budget.

2023/3/5 Chairman's Report

The Chairman updated the Board on a number of areas and issues.

- **Board Membership** – The Chairman advised that the short listing of candidates for interview had been completed in the last week. Interviews are due to be held next week. The Chairman did not have any update on the recruitment of the Board Chairman.
- **LMC Activities and Staff Engagement** – The Chairman highlighted the depth and breadth of LMC activities as detailed in the Chief Executive's report. The level of work going on and staff engagement was commended by the Board.

2023/3/6 Chief Executive's Report

In advance of the meeting the Chief Executive had circulated several papers relating to this section of the meeting.

- **FQAS Industry Board** – The Board had been provided with draft minutes of the latest FQAS Industry Board meeting.

Action Point: The LMC Board approved the recruitment of an assistant to the FQAS Manager, as recommended at the FQAS Industry Board meeting, to free up FQAS Manager time to take forward strategic projects.
- **Carbon Programme** – The Chief Executive gave an update on the ongoing work around the Carbon Programme. The Board had also been circulated with a draft project plan detailing timelines for the Carbon Survey Programme.

Signed _____
Chairman

Action Point: The LMC Board approved the recruitment of additional staff resource for the Carbon Programme, once there has been approval of the DAERA business case.

Action Point: The LMC Board requested a breakdown of the staff costs and other direct costs associated with Carbon Programme as part of the accounts routine for the year ended March 2023.

- *Withheld - commercially sensitive*
- *Withheld - commercially sensitive*
- **Balmoral Show** – This year’s Balmoral Show will take place across four days: Wednesday 10th – Saturday 13th May 2023.

Action Point: Board Members will advise the Chief Executive of their availability to attend the show in order to create a rota for the LMC stand across the four days.

- **Financial Matters-** LMC has recently submitted to DAERA the Estimated Provisional Outturn of forecast expenditure to March 2023 against the outcome of the internal Third Monitoring Round. Two main areas were highlighted amounting to an estimated variance of £250k. One related to higher than budgeted slaughter figures during financial year resulting in additional income of approximately £150k. The other was due to fewer FQAS inspections being carried out resulting in a £100k underspend (mainly as a consequence of higher than usual rates of inspection cancellations by farmers during the financial year).
- **Senior Management Team Meetings** -The Board had been provided with minutes of SMT meetings held on 9th January and 10th February 2023. Following the recent approval of the pay remit submissions for 2020 and 2021, LMC is going to undertake the recruitment for the vacant Senior Market Analyst and the pending maternity cover vacancy in the Marketing and Communications Manger position.

Action Point: Mr J Stewart agreed to be part of the interview panel for the above recruitments.

- **LMC Bursary Sponsorship at CAFRE-** The presentation of the LMC Bursary will take place at Greenmount on 31 March 2023.

Action Point: Mr H Sinclair agreed to attend the event and make the presentation.

Signed _____
Chairman

2023/3/7 Risk Management / Health & Safety**• Draft Internal Audit Report 2022-23**

The ARAC Chairman advised that the draft Internal Audit report had been received. It gave a satisfactory opinion with two recommendations. There were no priority one recommendations.

2023/3/8 Any Other Business

None.

2023/3/9 Date of Next Meeting

The next LMC Board meeting will be held on Monday 24 March 2023 at 10.00am in Lissue Walk.

The Board meeting ended at 12.05pm.

Signed _____
Chairman