

**MINUTES OF A MEETING OF THE COMMISSION HELD ON MONDAY
24 APRIL 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 J Lennon
Mr G Maguire (via Zoom)

In attendance:

Mr I Stevenson
Miss S Blain

2023/4/1 Apologies

None.

2023/4/2 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.

2023/4/3 Minutes of Commission Meeting Held on 20 March 2023

The minutes of a meeting, held on 20 March 2023, were approved by the Commission and signed by the Chairman.

Proposed: Mr J Stewart
Seconded: Mr G Maguire

2023/4/4 Matters Arising

- **Meeting with DAERA Permanent Secretary**

The Permanent Secretary has confirmed that she will attend the May 2023 LMC Board meeting.

Signed _____
Chairman

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

All documents have been returned to the Chief Executive.

- **LMC Bursary Sponsorship at CAFRE**

Mr H Sinclair made the presentation of the LMC Bursary at Greenmount on 31 March 2023.

- **Staff Update**

The Chief Executive updated the Board on recent staff recruitment exercises.

- **Amalgamated Board Self-Assessment 2022-23**

The Chief Executive had amalgamated the individual Board Self-Assessments into one document which was reviewed by the Board.

Action Point: The Board agreed that it was an overall positive document with some further actions proposed.

2023/4/5 Chairman's Report

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

- **Beef NI Week** - There had been good exposure for the industry and LMC during the week with events and radio airtime. The wider message of sustainability was also promoted.
- **DAERA Engagement** – The Chairman and Chief Executive attended a DAERA engagement event for ALB's. It was more presentations than engagement with no discussions at the tables. DAERA valued its ALB's for science and innovation – LMC's work on carbon audits was cited as an example.
- **Board Membership** – The Chairman advised that all interviews for Board members had taken place and as Chair of the Panel he was writing up recommendations for appointment. As far as he is aware the process for appointment of the Chair is at a similar stage. DAERA is waiting for NIO to add LMC to Secretary of State legislation.

Signed _____
Chairman

2023/4/6 Chief Executive's Report

- **Carbon Programme** – The Chief Executive gave an update on the ongoing work around the Carbon Programme. The initial testing of 100 farms will commence after Balmoral Show. A lot will be learnt from these first carbon surveys - time involved, information available etc.
- **Annual Report and Accounts 2022-23** – The Chief Executive asked for the Chairman's and ARAC report to be provided as soon as possible.
- *Withheld - commercially sensitive*

2023/4/7 Draft Business Plan 2023-24

The Board reviewed and discussed the draft business plan. The scope of the draft business plan is business as usual until the outcome of the carbon business case is known and the Board agreed that this should be highlighted at the front of the Business Plan.

Action Point: The Board approved the draft business plan. The Chief Executive will submit the plan to DAERA for approval.

2023/4/8 Draft Partnership Agreement for LMC

Action Point: The Chief Executive will bring the draft Partnership Agreement to the next Quarterly Assurance meeting for discussion.

2023/4/9 LMC Business Monitor to year end 31 March 2023

Noted

2023/4/10 Risk Management / Health & Safety

- **Draft Internal Audit Report 2022-23**

The ARAC Chairman and Chief Executive had met with Internal Audit to discuss the draft report and had agreed the final wording of findings and recommendations.

Action Point: LMC will submit management responses to Internal Audit and a final document will be issued.

Signed _____
Chairman

- **Meeting with Internal and External Auditors**

The ARAC Chairman had met with internal and external auditors to discuss and agree the scope of the auditors work over the next year.

- **Review of LMC Risk Register**

An additional risk had been added at the senior management review in April 2023 regarding the implementation of a policy change regarding HMRC treatment of VAT on levy income from 1st April 2024.

Action Point: The Board approved the updated risk register.

2023/4/11 Any Other Business

None.

2023/4/12 Date of Next Meeting

The next LMC Board meeting will be held on Monday 22 May 2023 at 11.00am in Lissue Walk.

The Board meeting ended at 12.10pm.

Signed _____
Chairman