

## MINUTES

### MINUTES OF A MEETING OF THE COMMISSION HELD ON WEDNESDAY 27<sup>th</sup> NOVEMBER 2012 AT 10.00 AM AT LISSUE HOUSE

**Present:**

Mr P O'Rourke (Chairman)  
Mr P O'Neill  
Mr J Noble  
Mr K Sharkey  
Mr I Mark

**In attendance:**

Mr I Stevenson  
Miss S Blain

**2012/10/1 Apologies**

Apologies had been received from Mrs M McCormack

**2012/10/2 Minutes**

The minutes of a meeting held on 31 October 2012, were approved by the Commission, and signed by the Chairman.

Proposed: Mr J Noble  
Seconded: Mr P O'Neill

**2012/10/3 Matters arising**

(i) *Withheld – Commercially Sensitive*

**(ii) Consultations**

The Chief Executive advised that LMC had submitted a response to the DARD Strategic Plan 2012-2020 consultation.

**(iii) Livestock Rustling**

The DARD Minister has acknowledged receipt of letter from LMC and advised that a formal response will be sent in due course.

**(iv) Property Condition Report**

The Chief Executive reported that DARD had approved the business case for repairs to Lissue House property. LMC had submitted request to CPD to source suppliers.

**Action Point:** The Board requested that the condition of the Gate Lodge

be evaluated.

**2012/10/4 Chairman's Report**

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

**(i) Meeting with NI Meat Processors**

The Chairman advised the Board that meetings had nearly been concluded with all NI meat plants.

**(ii) Implementation Group**

**Action Point:** The Chairman and Mr K Morrison (DARD) will arrange a meeting in January 2013 to discuss outstanding implementation group matters. A meeting will also be sought with the DARD minister.

**2012/10/5 Chief Executive's Report**

**(i) Feedback from the red meat processor meetings**

*Mr P O'Neill declared a conflict of interest. The Chairman noted the declaration and advised that if required Mr O'Neill should leave the meeting.*

The Chief Executive updated the Board on feedback from the meetings to date, highlighting the main issues raised by the red meat processors.

*Mr O'Neill left the meeting at 11.00am.*

**Action Point:** The Chief Executive will seek to agree a memorandum of understanding with the red meat processors regarding provision and use of information.

**Action Point:** The Chairman and Chief Executive will explore the possibility of co-option to the Board

*Mr O'Neill rejoined the meeting at 11.20am.*

The Chief Executive felt that the meetings had been held in a very positive atmosphere and some processors had expressed an interest in repeating the exercise on a six monthly basis.

**Action Point:** The Board requested the Chief Executive identify key issues raised at the meetings that LMC can focus on going forward.

**(ii) Draft template for Agri-Food Strategy Board Red Meat Sub-Group**

The Chief Executive, Economist and Industry Development Manager had examined the document and have suggested some amendments which had been circulated to the Board.

**Action Point:** The Board requested additional information regarding the proportion of NI cattle kill which came from restricted herds in the previous year.

**Action Point:** The Board agreed that it would welcome support for the LMC response from NIMEA and other bodies in the NI red meat industry.

**Action Point:** The Board agreed that LMC should be helping the red meat industry to champion the development of a number of key points from the document.

**Action Point:** The Board approved the draft template subject to a few minor amendments. The Chief Executive will submit the agreed document to DARD.

**(iii) LMC Retention and Disposal Schedule**

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

**(iv) LMC Whistleblowing Policy (updated)**

**Action Point:** The Board approved the LMC Whistleblowing Policy.

**(v) NIAO Report to Those Charged with Governance 2011/2012**

The Board noted that the RTTCWG 2011/12 had been agreed with NIAO.

**(vi) Draft LMC Board Terms of Reference**

**Action Point:** The Board approved the draft terms of reference subject to a few small amendments.

**2012/10/6 Audit Committee Self-Assessment**

The Board noted the completed Audit Committee self-assessment.

**Action Point:** The Board agreed that it should conduct its own self-assessment exercise. The Chief Executive will circulate a draft self-assessment tool for the December 2012 Board meeting.

**2012/10/7 Notes of Senior Management Team Meeting - 7 November 2012**

Noted.

**2012/10/8 Date of next meeting**

It was confirmed that the date of the next meeting would be Wednesday 19<sup>th</sup> December 2012.

**2012/10/9 Any Other Business**

***Price Differential Project***

The Chief Executive updated the Board and advised that the tendering exercise had been completed. The contract was about to be awarded and the Board would appraise of the successful tenderer when the relevant documents had been signed. The final report should be completed by the end of the financial year.

*Withheld – Commercially Sensitive*

***Bank Facilities***

The Ulster Bank had agreed to renew and make available to LMC certain facilities under the terms and conditions contained in a Facility Letter dated 25 October 2012. The Board considered the terms of the letter.

**Action Point:** The Board approved the terms of the Facility Letter and agreed that any two Board members would be authorised to do such acts, to take such steps and execute such documents as they in their absolute discretion consider fit in connection with the Facility Letter.

Proposed: Mr K Sharkey

Seconded: Mr P O'Neill

*The Meeting ended at 1.30pm*