

**MINUTES OF A MEETING OF THE COMMISSION HELD ON
WEDNESDAY 30TH APRIL 2014 AT 10.30 AM
AT LISSUE HOUSE**

Present:

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

In attendance:

Mr I Stevenson
Miss S Blain

2014/4/1 Apologies

An apology was received from Mrs M McCormack

2014/4/2 Minutes

The minutes of a Meeting held on 25 March 2014 were approved by the Commission, and signed by the Chairman.

Proposed: Mr P O'Neill

Seconded: Mr I Mark

2014/4/3 Matters arising

(i) Beef Market Situation

The Chief Executive advised the Board that the next quarterly bulletin would focus on beef supply, and that the following one would address the specification issue.

(ii) LMC Property Management

The Chief Executive advised that four applications had been received for the Property Manager Role.

Action Point: The Remuneration Committee will meet to evaluate the applications. The Chief Executive will arrange.

(iii) IMS World Meat Congress 14-16 June 2014

The Chief Executive advised that LMC will fund 8 attendees to attend the World Meat Congress in Beijing.

(iv) LMC Business Plan 2014/15

The Chief Executive advised that the Business Plan had been amended to deliver a balanced budget, as requested by DARD.

The Business Plan should be approved at the Departmental Board Meeting on 12th May 2014.

(v) Conflict of Interest Forms

The Chief Executive reported that he had reviewed the conflict of interest forms to ensure that all relevant information had been included.

(vi) Internal Audit – Internal Quality Assessment

The Chief Executive reported that the completed assessment had been forwarded to DARD Internal Audit.

2014/4/4 Chairman's Report

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

(i) Meeting with DARD Sponsor Branch

The Chairman and Chief Executive had met with Colette McMaster (DARD) and the possibility of arranging a meeting with the Minister was discussed.

Action Point: The Chairman will circulate to Board Members, confirmation of the issues to be discussed with the Minister, if the meeting is arranged before the next Board Meeting.

2014/4/5 Chief Executive's Report

(i) Board Members Fees and Expenses

The Chief Executive advised that guidance had been received from DARD regarding payment of fees and expenses to Board Members.

Action Point: The Board agreed to adopt the guidance, with effect from 1 April 2014.

(ii) Corporation Tax

The Chief Executive advised that LMC's corporation tax position had been agreed with HMRC.

(iii) LMC Management Accounts – 31 March 2014

The Chief Executive circulated draft management accounts to the Board, and highlighted the main areas.

(iv) LMC Equality Scheme Summary

The Board had received a summary of the Equality Scheme in the papers for the Board meeting. The document is also available on the LMC Website.

(v) Board Action Points – Summary

The Board noted the updated action point summary.

(vi) *Withheld – Commercially Sensitive*

Mr R Lyle, Mr D Lyle, and Miss B Smyth from Lyle Bailie joined the meeting at 12.15pm, along with C Kenny and C Smith from LMC.

2014/4/6 Presentation from Lyle Bailie International on LMC Advertising Campaign

The Board welcomed the representatives from Lyle Bailie, and invited them to make their presentation.

Miss Smyth led the main presentation, and both R Lyle and D Lyle provided additional commentary, and analysis, as required.

Following the presentation the Board posed some questions to Lyle Bailie, and further debated issues raised.

The Chairman concluded the debate, and thanked Lyle Bailie for attending the Board Meeting.

Mr R Lyle, Mr D Lyle, and Miss B Smyth, C Kenny and C Smith left the meeting at 12.50pm.

The Board had some further discussion about the advertising campaign.

Action Point: The Board requested that the Chief Executive enquire from Lyle Bailie, the food industry norm for brand awareness following a food advertising campaign.

2014/4/7 Draft LMC Governance Statement

A draft LMC Governance Statement had been circulated to the Board.

Action Point: The Board approved the draft Governance Statement, subject to a few small amendments.

2014/4/8 Quarter 4 Business Monitor for 2013/14

The Chief Executive highlighted the main issues in the Business Monitor.

2014/4/9 Balmoral Show Rota

Action Point: The Board Members agreed their attendance on a rota for Balmoral Show 2014.

Mr K Sharkey left the meeting at 1.20pm

2014/4/10 Quarter 4 Business Section Reports for 2013/14

The Board noted the Business Section reports.

2014/4/11 Any Other Business

No items notified in advance by Board Members.

2014/4/12 Date of Next Meeting

It was agreed that the next Board Meeting be held at 11.00am in Lissue House on Wednesday 28th May 2014

The meeting ended at 1.30pm.