

## MINUTES

### MINUTES OF A MEETING OF THE COMMISSION HELD ON WEDNESDAY 31<sup>ST</sup> OCTOBER 2012 AT 10.00 AM AT LISSUE HOUSE

**Present:**

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

**In attendance:**

Mr I Stevenson  
Miss K Murphy

**2012/9/1 Apologies**

Apologies had been received from Miss S Blain

**2012/9/2 Minutes**

The minutes of a meeting held on 19 September 2012, were approved by the Commission, and signed by the Chairman.

Proposed: Mr J Noble  
Seconded: Mr K Sharkey

**2012/9/3 Matters arising**

**(i) Remuneration Committee**

A vacancy has arisen on the Remuneration Committee due to the completion of J McGaughey's term on the Board.

**Action Point:** The Board agreed that Mr P O'Neill would replace Mr J McGaughey on the Remuneration Committee.

*Withheld – Commercially Sensitive*

**(ii) Invest NI**

The Chief Executive advised the Board that a meeting had been sought with Mr M Mawhinney (INI). He was hopeful that the meeting would take place within the next few weeks.

**(iii) Consultations**

**Action Point:** The Chief Executive is to compile a draft reply to the DARD Strategic Plan 2012-2020 consultation, and circulate it to the Board for comment before the 16<sup>th</sup> November 2012.

**(iv) Livestock Rustling**

The Board voiced their concern regarding the recent spate of thefts of livestock.

**Action Point:** The Chairman, Chief Executive, and Mr I Mark are to confer regarding drafting a letter to the Minister voicing LMC's concerns about recent criminal activity.

**2012/9/4 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 now been held with all the large plants.

**Action Point:** Meetings have to be arranged with three of the smaller levy paying processors (Oakdale, Lakeview and Ballymena Meats).

**(ii) Conflict of Interest**

The Chairman advised the Board that P O'Neill and M McCormack were Members of the Agrisearch Board of Trustees, and complemented them on the great work being done by Agrisearch. He also informed the Board that the usual protocol in relation to conflict of interest would apply, if it arose.

The Chairman congratulated P O'Neill on his appointment as the Chairman of NIFCC and advised that the usual protocol in relation to conflict of interest would apply, if it arose.

**2012/9/5 Chief Executive's Report**

**(i) Grievance Procedure**

The Chief Executive briefed the Board on changes made to the Grievance Procedure in light of discussions with EEF and Internal Audit

**Action Point:** The amended Grievance Procedure was approved by the Board.

Proposed: Mr J Noble  
Seconded: Mr K Sharkey

**(ii) Business Monitor**

The Chief Executive advised the Board on progress against targets in the LMC Business Plan, and that as some planned activity may not go ahead, or cost as much as budgeted, some resources will be re-allocated

**Action Point:** The Board noted the Business Monitor.

**(iii) Property Condition Report**

The Chief Executive advised the Board of the list and urgency of repairs required at Lissue House.

**Action Point:** The Board agreed to spend £30 000 on emergency repairs to Lissue House, as advised in the condition survey report (subject to DARD approval).

**Action Point:** The Board agreed to discuss further essential repair work identified in the condition survey report at a later date.

**(iv) NIFCC AGM (LMC Owners Representative)**

**Action Point:** It was agreed that M McCormack would replace J McGaughey as an LMC Owner Representative.

**2012/9/6 Summary of Management Accounts – 6 months to September 2012**

The Chief Executive went through the summary of accounts with the Board. He advised that there was likely to be an under-spend in departmental expenditure, and proposed that the under spent funds be reallocated to the BVD initiative, enhancement of the FQAS advertising campaign and a FQAS anniversary event.

**Action Point:** The Board agreed to reallocate to the activities highlighted by the Chief Executive.

The Chief Executive informed the Board that it was envisaged that there would be a small surplus at the end of the financial year (March 2013), and that DARD had been informed of anticipated easement.

**2012/9/7 Discussion and Approval of LMC Equality Scheme**

The Chief Executive briefed the Board on the results of consultation on the equality scheme, and the audit of inequalities action plan, and advised

the Board that it would have to undergo certain training (Staff were trained on 24/10/12).

**Action Point:** It was agreed that the LMC Website should be made AAA accessible.

**Action Point:** It was agreed that training would be organised for the Board.

**Action Point:** The Equality Scheme was approved by the Board for submission to the Equality Commission.

Proposed: Mrs M McCormack

Seconded: Mr I Mark

**2012/9/8 Notes of Senior Management Team Meeting – 24 September 2012**

Noted.

**2012/9/9 Quarterly Section Reports**

Noted.

**2012/9/10 LMC Brussels Report – September 2012**

Noted.

**2012/9/11 Date of next meeting**

It was confirmed that the date of the next meeting would be Tuesday 27<sup>th</sup> November 2012.

**2012/9/12 Any Other Business**

***Northern Edition Farming Papers***

**Action Point:** The Board agreed that a subscription be set up for the LMC Chairman for Irish Farmers Journal (Northern Edition), Farm Week, and Farming Life.

***Balmoral 2013***

The Chief Executive briefed the Board on options available to LMC should it wish to have a presence at the 2013 Balmoral Show, in terms of location, and the cost of establishing a stand.

**Action Point:** The Board agreed to LMC having a presence at the 2013 show, and the associated costs.

***Christmas 2012***

**Action Point:** It was agreed that the December Board Meeting will be held off-site.

*The Meeting ended at 12.30pm*