

MINUTES

MINUTES OF A MEETING OF THE COMMISSION HELD ON WEDNESDAY 4 MAY 2011 AT 10.00 AM AT LISSUE HOUSE

Present:

Mr P O'Rourke (Chairman)
Mr P O'Neill
Mr K Sharkey
Mr J McGaughey
Mrs M McCormack
Mr J Noble
Mr C Tweedie

In attendance:

Mr D Rutledge
Miss S Blain

Mr C Tweedie left the meeting at 11.15am

Mr D Rutledge and Miss S Blain joined the meeting at 11.20pm

2011/5/1 Apologies

None.

2011/5/2 Minutes

The minutes of a meeting held on 16 March 2011, taken as read, were approved by the Commission and signed by the Chairman.

Proposed: Mr P O'Neill
Seconded: Mrs M McCormack

The minutes of a meeting held on 5 April 2011, subject to an amendment, taken as read, were approved by the Commission and signed by the Chairman.

Proposed: Mr J Noble
Seconded: Mr J McGaughey

2011/5/3 Matters arising

None

Signed: Chairman

2011/5/4 Chairman's Report

- (i) Chief Executive Appointment update

The Chairman advised that there had been further discussions with PWC and that the Board had formally adopted the CEO job specification

Withheld – Commercially Sensitive

- (ii) UFU meeting

The Chairman updated the Board on his attendance at a UFU meeting with the Chairman of the European Agricultural Committee.

2011/5/5 Chief Executive's Report

- (i) Annual report & Accounts 2010/11

Withheld – Commercially Sensitive

Action Point: The Board suggested a number of amendments to the text of the annual report which the Chief Executive will incorporate into a revised draft for DARD.

Action Point: The Chief Executive requested that Board Members advise Karen Murphy of any updates to their personal profiles by 13 May 2011.

Action Point: The Board approved the draft annual report and accounts 2010/2011.

Proposed: Mr P O'Neill
Seconded: Mrs M McCormack

Action Point: The Board agreed to produce 100 black and white copies of the annual report and accounts as per the quotation from TSO.

- (ii) Balmoral Show

Action Point: The Board agreed a rota for Board Members attending Balmoral Show.

Signed: Chairman

The Chief Executive advised that a Balmoral briefing meeting would be held at Lissue House on 10 May 2011 at 3pm and Board Members were invited to attend.

- (iii) LMC Redundancy Process

Withheld – Commercially Sensitive

Action Point: The Board agreed to proceed with the recruitment of a FQAS Manager.

Proposed: Mr P O’Neill
Seconded: Mr K Sharkey

- (iv) RPA update

The Chief Executive updated the Board.

Withheld – Commercially Sensitive

- (v) Audit Committee

Action Point: The Board approved a draft letter to the outgoing Chairman of the Audit Committee, Mr David Gray.

- (vi) LMC Board Membership

Action Point: The Board approved a draft letter to DARD regarding future membership of the LMC Board.

2011/5/6 Marketing Report

The report was noted.

2011/5/7 Classification Services Report

The report was noted.

2011/5/8 Executive Committee Notes of 22 March 2011

Noted.

2011/5/9 Date of Next Meeting

It was confirmed that the date of the next meeting would be 31 May 2011 at 11.30am at Lissue House.

Signed: Chairman

2011/5/10 Any Other Business

(i) Chief Executive's Handover Checklist

The Chief Executive circulated a handover checklist to Board Members which detailed strategic, operational and routine matters which will need to be considered and addressed by the Chief Executive Sub-Committee of the Board.

(ii) Staff Meeting

Action Point: The Board agreed to hold a meeting with staff immediately after the Board meeting to outline how LMC will proceed in the short-term until a new Chief Executive is appointed.

(iii) Retirement of the Chief Executive

The Board acknowledged the valuable contribution the Chief Executive had made to the NI Red Meat Industry during his time with LMC and wished him well for the future.

The Board presented the Chief Executive with a gift to mark the occasion of his retirement.

Withheld – Commercially Sensitive

The meeting ended at 2.10pm

Signed: Chairman