

## MINUTES

### MINUTES OF A MEETING OF THE COMMISSION HELD ON MONDAY 28<sup>TH</sup> SEPTEMBER 2015 AT 2.00PM AT LISSUE HOUSE

**Present:**

Mr P O'Rourke (Chairman)  
Mrs O Chesney  
Mr H Sinclair  
Mr J Lennon  
Mr P McElroy

**In attendance:**

Mr I Stevenson  
Miss S Blain

**2015/8/1      Apologies**

No apologies had been received.

**2015/8/2      Minutes**

The minutes of a meeting, held on 29<sup>th</sup> July 2015, were approved by the Commission, and signed by the Chairman.

Proposed: Mrs O Chesney  
Seconded: Mr H Sinclair

**2015/8/3      Matters arising**

**(i)      Stakeholder/Levy User Group Engagement**

The Chief Executive reported on a recent course he had attended, which he felt had provided a useful way to analyse stakeholders, from which to develop a programme of engagement.

**Action Point:** The Board agreed to table this item at the November Board Meeting, with the aim of developing a programme of stakeholder engagements by the year end.

**(ii)      Audit and Risk Assurance Committee Membership & Terms of Reference**

**Action Point:** Three new members were appointed to the Audit and Risk Assurance Committee:

Mrs O Chesney  
Mr J Lennon  
Mr H Sinclair

Proposed; Mr P McElroy  
Seconded: Mr P O'Rourke

**Action Point:** The Chief Executive will instruct the Corporate Governance Officer to update the Audit and Risk Committee Terms of Reference with the new Membership, and arrange appropriate training.

**2015/8/4 Chairman's Report**

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

**(i) Follow-up to Board Self-Assessment**

The Chairman advised that Mrs C McMaster (DARD Sponsor Branch) will attend a number of LMC Board Meetings during the year; commencing in January 2016.

**(ii) New Board Member Recruitment**

The Chairman reported that interviews for the new Board Member would be held on 7 October 2015. The appointment will be effective from November 2015.

**(iii) Presentation to NI Assembly Agriculture & Rural Development Committee**

The Chairman and Chief Executive updated the Board Members on the recent meeting with the Agriculture & Rural Development Committee.

LMC felt that it had been a constructive meeting.

Subsequent to the meeting Farming Life had printed an article by Mrs J Dobson, MLA.

The Chairman advised the Board that he had responded to Mrs Dobson, and invited her to meet with LMC to further discuss LMC's programme of activities. He had not received any reply to date.

**(iv) Anuga 2015**

The Chairman advised that Mr H Sinclair has agreed to attend Anuga 2015 with the Chief Executive on behalf of LMC.

2015/8/5

## **Chief Executive's Report**

### **(i) FQAS Update**

The Board Members had been circulated with the minutes of the last meetings of the Industry Board, and Standard Setting Committee.

The Chief Executive outlined the main issues facing FQAS:

Lifetime assurance; and  
Future funding of the scheme.

**Action Point:** The Board agreed that the Chief Executive and Industry Development Manager should consider the options available, and meet with processors, and producers to seek an industry-wide agreement on the key issues.

### **(ii) Draft NILGOSC Admission Agreement**

The Chief Executive explained the background to the draft admission agreement.

**Action Point:** The Board approved the draft NILGOSC admission agreement.

Proposed: Mrs O Chesney

Seconded: Mr J Lennon

### **(iii) Consideration of Proposal for Year of Food and Drink 2016**

The Chief Executive reported on the meeting LMC had with NIFDA regarding a joint event between NIFDA, Queens University and LMC for the Year of Food and Drink 2016.

**Action Point:** The Board agreed in principle to the proposal, and asked the Chief Executive to further explore the options.

### **(iv) Livestock Genetic Improvement Project**

LMC is joint funding the Livestock Genetic Improvement Project, which is being carried out by Abacus Bio New Zealand.

The Chief Executive reported that Abacus Bio New Zealand representatives are due to be in Northern Ireland on 5<sup>th</sup> & 6<sup>th</sup> November 2015. It is proposed that a stakeholder event would be held on 6<sup>th</sup> November 2015.

**Action Point:** The Chief Executive will confirm details of the event to Board Members.

**(v) LMC Bank Accounts**

The Board agreed that LMC will open a Liquidity Manager Account, and a Bonus Access Deposit Account with the Ulster Bank, Bow Street, Lisburn.

These will replace the existing Business Reserve and Business Reserve 30 day accounts held with the Ulster Bank.

Proposed; P McElroy  
Seconded; Mr H Sinclair

**(vi) LMC Management Accounts 30 June 2015**

**Action Point:** The Board noted and approved the management accounts.

**2015/8/6 Risk Management**

**Audit & Risk Assurance Committee**

See 2015/8/3 (ii)

**Action Point:** New Members of the Audit and Risk Committee will be circulated with a copy of the current LMC Risk Register.

**2015/8/7 Notes of Senior Management Team Meetings**

Noted.

**2015/8/8 Any Other Business**

**(i) Health & Safety**

**Action Point:** The Board agreed to include Health & Safety as a standing agenda item under Risk Management.

**2015/8/9 Date of Next Meetings**

It was agreed that the next Board Meetings at Lissue House will be:

26<sup>th</sup> October at 11.00am  
23<sup>rd</sup> November at 10.00am  
2<sup>nd</sup> December at 10.00am

*The Meeting ended at 3.45pm*