

**MINUTES OF A MEETING OF THE COMMISSION HELD ON MONDAY 22ND
FEBRUARY 2016 AT 11.00AM AT LISSUE HOUSE, LISBURN.**

Present:

Mr G McGivern (Chairman)
Mrs O Chesney
Mr J Lennon
Mr P McElroy
Mr G Maguire
Mr H Sinclair

In attendance:

Mr I Stevenson
Miss S Blain

2016/2/1 Apologies

No apologies had been received.

2016/2/2 Declaration of Interests Pertaining to Agenda Items for Discussion

The Board agreed that none of the agenda items required any Board Members to abstain from discussions.

2016/2/3 Minutes

The minutes of a meeting, held on 25th January 2016, were approved by the Commission, and signed by the Chairman.

Proposed: Mrs O Chesney
Seconded: Mr P McElroy

2016/2/4 Matters arising

(i) Conflict of Interest Declarations

Action Point: Board members should return any outstanding conflict of interest forms to the Chief Executive as soon as possible.

(ii) BSE Negligible Status

The Board noted that the issue had been included in the LMC strategic plan.

(iii) FQAS and Red Tractor Assurance (RTA)

The Chief Executive advised that a response had been received from RTA which did not provide much clarity regarding lifetime assurance. LMC will continue to maintain a watching brief on the issue.

(iv) *Withheld – commercially sensitive*

(v) Agri-Food Marketing and Promotion

Action Point: The Chairman and Chief Executive will seek a meeting with the Chairman of the Agri-Food Strategy Board.

Action Point: The Board agreed to invite the Chief Executive of Quality Meat Scotland to the March Board meeting.

(vi) *Withheld – commercially sensitive*

2016/2/5

Chairman's Report

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

- NIMEA
Wide ranging discussions.
- NSA
The business side of the industry and a focus on genetics
- Invest NI
Felt this had been a positive meeting. Quarterly meetings proposed in the future
- ABP
Met with newly appointed Managing Director NI
- UFU Beef and Lamb Committee
Full LMC Board attendance at meeting in Dungannon.
Very useful meeting. Consider inviting committee to Lissue House for an industry evening.
- DARD Departmental Board
Full LMC Board attendance. Felt there was a willingness to progress some of the issues discussed.

2016/2/6

Chief Executive's Report

The Chief Executive had circulated a report prior to the meeting.

(i) Management Accounts to December 2015

The Chief Executive highlighted the main variances and the proposed reallocation of expenditure

Action Point: The Board agreed to the reallocation of expenditure.

(ii) Stakeholder Meetings

Already discussed in Chairman's report.

(iii) Pay Remit 2015/2016

The Chief Executive advised that DFP guidance had recently been received for the Pay Remit 2015/2016 process. A maximum of 1% increase for staff in post applies.

Action Point: The Board agreed to apply the maximum increase for the pay remit 2015/2016 submission.

2016/2/7 Property Matters

The Board had inspected the outbuildings affected by the recent trespassing.

Action Point: The Board agreed to demolish some structures and make safe the remaining outbuildings. Signage should be erected indicating dangerous site. The Chief Executive will take forward the Board's decisions.

2016/2/8 Consideration of Revised Draft LMC Strategic Plan 2016-2019

The Chief Executive advised that some minor changes had been made to the draft plan following comments from DARD.

Action Point: The Board approved the revised draft LMC Strategic Plan for re-submission to DARD.

Action Point: The Chief Executive will clarify the requirements to publish the Strategic Plan when approved by DARD.

2016/2/9 Consideration of Revised Draft LMC Business Plan 2016-17

The Chief Executive advised that some minor changes had been made to the draft plan following comments from DARD.

Action Point: The Board approved the revised draft LMC Business Plan for re-submission to DARD.

2016/2/10 Updated LMC Policies for Consideration & Approval

The following updated LMC policies were considered by the Board

- Health & Safety Policy
- Clear Desk Policy
- Grievance Procedure
- Disciplinary Rules & Procedures

Action Point: The Board approved the updated policies.

2016/2/11 Risk Management/ Health & Safety

The Audit and Risk Assurance Committee Chairman gave a verbal report of the ARAC meeting held on 22 February 2016.

Action Point: Draft minutes of the ARAC meeting held on 22 February 2016 will be available for the March Board meeting.

2016/2/12 Any Other Business

Action Point: The Board agreed to discuss the upcoming EU referendum at the next Board meeting.

2016/2/13 Date of Next Meeting

It was agreed that the next Board Meeting would be held at 10.00am on Monday 21 March 2016 at Lissue House.

Meeting ended at 1.45pm.