

**MINUTES OF A MEETING OF THE COMMISSION HELD ON MONDAY 25TH
JULY 2016 AT 10.00AM AT PREMIER INN, LISBURN.**

Present:

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

In attendance:

Mr I Stevenson
Miss S Blain

2016/8/1 Apologies

Apologies had been received from Mr P McElroy and Mr G Maguire.

2016/8/2 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.

2016/8/3 Chairman's Report

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

- Launch of LMC Advertising Campaign 27 June 2016
- Farm Safety Partnership Affiliation 5 July 2016
- Agricultural Levies Meeting 5 July 2016
- Quarterly Meeting with DAERA Sponsor Team 21 July 2016
- Meeting with P O'Neill, Irish Farmers Journal
- DAERA Awards at Loughry
- ABP Charity BBQ

The Chairman also reported that business cases had been approved by DAERA enabling the rental of the new premises and first aid work on Lissue House to go ahead.

He informed the Board that:

- the Business and Strategic Plan;
- increase in delegated limits to £200k; and
- access to reserves

had been approved by the DAERA Minister.

The Board welcomed the positive responses from sponsor department.

2016/8/4

Chief Executive's Report

(i) Approved Business and Strategic Plans

Action Point: The Board agreed that LMC will give a briefing to the Agricultural Press outlining the proposed LMC activities for the 2016/17 financial year when the move to the new premises is completed.

(ii) Update on Relocation to New Premises

The Chief Executive updated the Board on progress on the relocation of LMC to new premises on the Lissue Road. A heads of terms arrangement is in place which allows LMC access to the building to install services etc, while a formal lease agreement is drawn up.

(iii) *Withheld – commercially sensitive*

(iv) 67th Annual Meeting of European Federation of Animal Science (EAAP) - 29 August to 2 September 2016

The Chief Executive advised the Board that the EAAP annual meeting is being held at the Waterfront Hall, Belfast. LMC is one of the sponsors and has received one complimentary ticket for the whole conference. Additional tickets can be purchased for all or part of the conference.

Action Point: The Chief Executive will circulate a copy of the conference programme to the Board. Members should inform the Chief Executive if they wish to attend any part of the conference.

(v) SIAL 2016

The Chief Executive updated the Board on the arrangements for the LMC/Invest NI event at Sial 2016. A restaurant has been booked in Paris on the Sunday night of the SIAL show (16/10/2016). N Hardy (Invest NI) has sent out invitations to possible attendees and there seem to be a positive response so far. A Hamilton (Invest NI) is also hoping to arrange for a Minister to be in attendance.

The Chief Executive advised that LMC has been offered the option of taking some space on the NI stand at SIAL 2016 but he was doubtful if this was a something from which LMC would benefit.

Action Point: The Board declined the offer of stand space at SIAL 2016 and agreed that LMC should focus on hosting the event on 16 October 2016.

Action Point: The Chief Executive will investigate travel options and costs for LMC staff and Board Members to attend SIAL 2016.

(vi) Revised LMC Polices for Approval

The following revised policies were circulated to the Board:

- a. Publication scheme;
- b. Anti-fraud;
- c. Staff code of conduct;
- d. Equal opportunity policy;
- e. Learning and development policy; and
- f. Smoke free policy.

Action Point: The Board approved the revised policies.

Proposed: Mr H Sinclair
Seconded: Mrs O Chesney

2016/8/5 LMC Delegated Limits

The Chief Executive advised that DAERA has offered to increase the LMC delegated limits to £200k. This increase would be in place until March 2017 when it would be reviewed. The Board welcomed this offer from DAERA and discussed the need to review LMC internal controls to reflect the increase in delegated limits.

Action Point: The Board agreed to formally accept DAERA's offer to increase the delegated limit. The Chief Executive will arrange.

The following interim controls were put in place until the next formal meeting of the LMC Audit and Risk Assurance Committee (ARAC).

- Expenditure below £30k, existing controls remain in place
- Expenditure between £30k and £200k, business cases will be prepared and submitted to the Chairs of the LMC Board and LMC ARAC for approval. In the absence of either of the Chairs, another Board Member will take their place.
- Expenditure over £200k, existing controls remain in place.

Action Point: The Chief Executive will advise DAERA of the interim control measures being put in place.

2016/8/6 Meeting with DAERA Minister

The Chief Executive advised the Board that the meeting with the DAERA Minister had been confirmed as 1 August 2016 at 3.30pm in Dundonald House. Board Members were asked to confirm their attendance with the

Chief Executive. The Board prioritised a number of issues it wished to discuss with Minister.

Action Point: The Chairman and Chief Executive will confirm an agenda with the Minister's office and circulate to Board Members in advance of the meeting.

2016/8/7 'Love NI Meat' Month Events – August 2016

The Chief Executive outlined the LMC activities during the Love NI Meat Month, including the advertising campaign, U105 cookery competition, involvement in Grow, Meat, Eat, Drink Awards and cookery demonstrations at Tesco stores.

Action Point: The Chief Executive will circulate full details of events to Board Members.

2016/8/8 LMC Business Monitor for Q1 2016-17

The business monitor for the first quarter had been circulated to Board Members and was noted.

The Chief Executive gave more details on a number of areas.

Action Point: The Board agreed to table the Euromonitor report at the next Board meeting.

2016/8/9 Any Other Business

None

2016/8/10 Date of Next Meeting

It was agreed that the next Board meeting would be held at 10.00am on Monday 26th September 2016.