

**MINUTES OF A MEETING OF THE COMMISSION HELD ON MONDAY
27 FEBRUARY 2017 AT 11.00AM AT 1A LISSUE WALK, 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

2017/2/1 Apologies and Condolences

No apologies had been received.

The Board expressed its condolences to the Chief Executive on his recent bereavement.

2017/2/2 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.

2017/2/3 Minutes

The minutes of a meeting, held on 9 January 2017, were approved by the Commission and signed by the Chairman.

Proposed: Mr H Sinclair
Seconded: Mrs O Chesney

2017/2/4 Matters Arising**(i) Supply Chain Tours**

The Chief Executive advised that supply chain tours were going ahead. LMC would facilitate the arrangements.

(ii) School Cookery Demonstrations

Action Point: The Chief Executive will arrange for a list of upcoming school cookery demonstrations to be circulated to Board members.

Action Point: The Chief Executive will extend an invitation to the Chair of the UFU Beef and Lamb Committee to attend a cookery demonstration.

(iii) Brexit

The Chief Executive reported that following a stakeholder event hosted by LMC in December a paper has been produced to represent a red meat industry view.

Action Point: LMC will present the industry view to the DAERA minister.

(iv) Livestock Genetics

The Chief Executive reported that Mr Steven Morrison (AgriSearch) was unable to attend Board meeting today but had indicated his availability to attend the March meeting.

2017/2/5

Chairman's Report

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

- Attended a meeting of AFSB with industry representatives

Action Point: LMC will develop an agreed position with its stakeholders regarding the new marketing body. LMC will facilitate meetings between NIMEA and UFU to discuss the industry position. The Board requested the Chief Executive deal with this as a matter of urgency.

- Attended the quarterly meeting with the sponsor department
- Navigating Global Trade Seminar in RDS on 27 January 2017
- Supply Chain Forum event at Greenmount on 8 February 2017
- Meeting with Ms Margaret Ritchie MP on 10 February 2017
- Visit to Harper Adams with the Chief Executive 24 February 2017

Action Point: The Board asked the Chief Executive to invite Mr M McKendry (CAFRE Director - Greenmount) to a future Board meeting.

- Correspondence from Department of Finance regarding Board members remuneration

Action Point: The Board agreed not to apply the 1% increase to Board members remuneration for 2016/17.

2017/2/6 Chief Executive's Report

The Chief Executive had provided a written report in the Board papers for the meeting.

(i) LMC Management Accounts to 31 December 2016

The Chief Executive highlighted the main areas of activity.

(ii) Quarterly Assurance Meeting with DAERA

The Chief Executive updated the Board on issues discussed.

Action Point: The Board agreed to apply for a permanent extension to the delegated limits following the trial period.

(iii) FQAS Industry Board Meeting

The Chief Executive updated the Board on issues discussed.

Withheld – commercially sensitive

(iv) BVD

The Chief Executive advised the Board that the BVD scheme had opened on 1 February 2017. DAERA will reimburse LMC for the administrative costs of the running the scheme.

(v) Anuga 2017

The Chief Executive updated the Board on a meeting held with Invest NI to discuss plans for Anuga 2017.

Action Point: The Board asked Mr G Maguire to give feedback to the Chief Executive following his upcoming meeting with Invest NI to discuss arrangements at Anuga 2017.

The Chief Executive and Commission Secretary left the meeting at 12.15pm and re-joined the meeting at 12.45pm.

(vi) Pay Remit 2016-17

Action Point: The Board agreed to apply the maximum increase for the pay remit 2016-17 submission. No increase to be made to annual leave.

(vii) NIFDA Awards

Action Point: Board members are to advise the Chief Executive if they are available to attend the awards ceremony on 24 March 2017.

2017/2/7 Report from the Audit and Risk Assurance Committee meeting on 27 February 2017

The ARAC Chairman provided a verbal report to the Board.

Action Point: A copy of the draft ARAC minutes will be available for the next Board meeting.

2017/2/8 *Withheld – commercially sensitive*

Mrs O Chesney left the meeting at 2.10pm.

2017/2/9 Draft LMC Business Plan 2017-18 for consideration and approval

Action Point: The Board approval the Business Plan for 2017-18

Proposed: Mr J Lennon
Seconded: Mr P McElroy

2017/2/10 Approval of Business Case for LMC Media Campaign

The ARAC Chairman summarised the internal business case for the LMC Media campaign and advised that it had been approved by the ARAC.

2017/2/11 DAERA/LMC Board Meeting - 2.00pm on 22 March 2017 at Dundonald House

The Board members discussed the main topics they would like to be included on the agenda.

Action Point: The Chief Executive will liaise with DAERA to finalise the agenda.

2017/2/12 Quarterly Reports from the LMC Business Sections

Noted.

2017/2/13 Senior Management Team Minutes of 10 January 2017

Noted.

2017/2/14 Risk Management/Health & Safety

(i) Updated Health & Safety Policy for approval

Action Point: The Board approved the updated policy.

Proposed: Mr J Lennon
Seconded: Mr H Sinclair

(ii) Updated Risk Register

The ARAC recommended the updated risk register for approval by the Board.

Action Point: The Board approved the updated risk register.

Proposed: Mr P McElroy
Seconded: Mr J Lennon

2017/2/15 Any Other Business

(i) NILGOSC Admission Agreement

Action Point: The Board approved the signing of the NILGOSC Admission Agreement.

Signed by: Mr G McGivern
Mr P McElroy

2017/2/16 Date of Next Meeting

The next Board meeting will be held at 10.00am on 27 March 2017 at 1A Lissue Walk.

Meeting ended at 2.35pm