

**MINUTES OF A MEETING OF THE COMMISSION HELD ON MONDAY
26 MARCH 2018 AT 10.00AM AT LISSUE WALK, LISBURN.**

Present:

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

In attendance:

Mr I Stevenson
Miss S Blain

2018/4/1 Apologies

No apologies had been received.

2018/4/2 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.

2018/4/3 Minutes of Commission Meeting held on 26 February 2018

The minutes of a meeting, held on 26 February 2018, were approved by the Commission and signed by the Chairman.

Proposed: Mr P McElroy
Seconded: Mrs O Chesney

2018/4/4 Matters Arising

- **Skills Audit of Board**

Action Point: The Chairman and Chief Executive will draft a skills template to be presented at the next Board meeting.

- *Withheld – commercially sensitive*

2018/4/5 *Withheld – commercially sensitive*

2018/4/6 **Chairman’s Report**

The Chairman reported on meetings / events he had attended since the last Board Meeting:

- **School Cookery Demonstration**

The Chairman had attended a school cookery demonstration at Down High School. He was very impressed with the professional and informative nature of the demonstrator.

- **World Butchers’ Challenge Gala Dinner**

LMC had been acknowledged as a key sponsor of the event and the Chairman and Chief Executive presented awards at the dinner for the world’s best beef and lamb products.

- **UFU Annual Dinner**

The Chairman and Chief Executive had attended with their wives. LMC had been acknowledged as a key sponsor of the 100th anniversary event.

2018/4/7 **Chief Executive’s Report**

- **Red Meat Supply Chain Integrity Programme- New Zealand**

The Chief Executive updated the Board on his recent trip to New Zealand.

An official report on the visit will be produced which will include input from all UK participants on the trip and will also consider areas of future collaboration between NZ and the UK.

Action Point: The Chief Executive has been asked to provide an article for the IFJ Northern Ireland on the visit.

- **Financials**

The Chief Executive advised that LMC remains on target to finish the financial year with all business objectives met on time and within budgetary plans.

- **IMS World Meat Congress 30 May-2 June 2018**

The Chief Executive advised that the 2018 congress is taking place in Dallas, Texas.

Action Point: The Board agreed that one staff member and one Board member would attend the congress.

- **Invest NI- Australia and NZ Technical Learning Visit**

The Chief Executive advised that an outward technical learning visit for the red meat sector was being planned by Invest NI in September 2018.

Action Point: The Board agreed that LMC would support one staff member, one processor and one producer to participate in the trip.

2018/4/8 Risk Management / Health and Safety

- **NAO Cyber and Information Security Guide**

The Board had been circulated with a copy of the NAO guide. This will be considered by the ARAC.

- **GDPR**

The Chief Executive reported on the preparation work being undertaken in advance of GDPR. Internal Audit is also looking at this area in its current audit.

2018/4/9 Draft LMC Strategic Plan 2018-21

The Board considered the draft document and discussed the main issues contained in the plan.

Action Point: The Board approved the draft strategic plan. The Chief Executive will now forward the plan to DAERA for its approval.

2018/4/10 Draft LMC Business Plan 2018-19

The Board considered the draft document and discussed the business activities planned for the next year

Action Point: The Board approved the draft business plan. The Chief Executive will now forward the plan to DAERA for its approval

Withheld – commercially sensitive

2018/4/11 Board Self-Assessment

The Chief Executive reported that self-assessment forms had been sent out to all Board members.

Action Point: Board members are requested to complete the forms as soon as possible and return to the Chief Executive. Responses will be collated and presented to the Board for review.

2018/4/12 Any Other Business

None.

2018/4/13 Date of Next Meeting

The next meeting will be held on 30 April 2018 at 8.30am at Lisburn Island Centre.

The meeting ended at 12.30pm.