

**MINUTES OF A MEETING OF THE COMMISSION HELD ON MONDAY 29
APRIL 2019 AT 10.00AM AT 1A LISSUE WALK, LISBURN**

Present:

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

In attendance:

Mr I Stevenson
Miss S Blain

2019/4/1 Apologies

An apology had been received from Mr J Lennon

2019/4/2 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.

2019/4/3 Minutes of Commission Meeting Held on 25 March 2019

The minutes of a meeting, held on 25 March 2019, were approved by the Commission and signed by the Chairman.

Proposed: Mrs O Chesney
Seconded: Mr P McElroy

2019/4/4 Matters Arising

➤ **Follow Up Ammonia Meeting with DAERA**

A further meeting has been arranged at Dundonald House on 8 May 2019.

Action Point: The Chief Executive will produce a summary of the meeting and circulate a copy of presentations to Board members.

- **Fane Valley Board - LMC Red Meat Promotion**

As noted at the previous Board meeting, the Chief Executive had provided Mrs Chesney with a summary of the work LMC is doing to promote red meat as an essential element of the human diet. Mrs Chesney reported that the Fane Valley Board had found the summary very useful as few of its members were fully aware of the level of work LMC is doing in this area.

- **Invest NI**

Action Point: LMC will seek to arrange a tri-partite meeting with Invest NI and NIMEA to discuss current and future initiatives in the red meat industry.

2019/4/5 Chairman's Report

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

- **KPMG Annual Lecture 27 March 2019**

The Chairman attended the lecture which was held at Queen's University Belfast. The keynote speaker was Mr Steve Rowe, Chief Executive at Marks and Spencer.

- **UFU Annual Dinner 4 April 2019**

The Chairman and Chief Executive attended the UFU annual dinner which was held at the Lough Erne Resort. The winner of the Belfast Telegraph Cup was Mr Thomas Gilpin.

- **Quarterly Sponsor Branch Meeting (See also 2019/4/6)**

The Chairman and Chief Executive attended the quarterly meeting on 8 April 2019.

Action Point: The Board felt that stakeholders should be consulted 12 months prior to the majority of Board members leaving to get their views on continuity within the Board. It also agreed that the number of Board members should remain at 6. The Chief Executive will inform DAERA of the Board's decisions.

➤ **IFJ Conference 11 April 2019**

The Chairman commented that turnout and media coverage for this conference had been very encouraging. LMC and IFJ had both received good feedback from stakeholders and the agri-press.

➤ **Engagement Workshop with DAERA 17 April 2019**

The Chairman and Chief Executive had attended a workshop involving DAERA senior management and its Arm's Length Bodies to consider how to take forward the new NI Code of Practice for Partnerships between Departments and Arm's Length bodies.

2019/4/6 Chief Executive's Report

• **Quarterly Sponsor Branch Meeting (See also 2019/4/5)**

The Chief Executive provided the Board with a brief summary of the main areas discussed at the quarterly meeting:

- *Withheld – commercially sensitive;*
- Outcome of Triennial Risk Assessment;
- Consideration of Draft Business Plan and Budget by Departmental Board;
- Board re-appointments; and
- Annual meeting between DAERA Board and LMC Board.

Action Point: All Board members indicated that they were available to attend the annual meeting with the DAERA Board on 20 June 2019. The Chief Executive will advise DAERA.

• **Internal Audit 2018-19**

The Chief Executive reported that a draft Internal Audit (IA) report had been received which indicted a satisfactory opinion and only one recommendation.

Action Point: LMC will provide a management response to the IA recommendation and the report will then be finalised and issued to LMC.

• **Balmoral Show**

The theme of the Balmoral stand is 20years of school cookery demonstrations and a rota for staff and Board members to work on the stand has been agreed.

- *Withheld – commercially sensitive*

2019/4/7 LMC Annual Report & Accounts 2018-19 – Board Member Profiles

Action Point: The Chief Executive reminded all Board Members to forward any changes to their personal profiles as soon as possible.

2019/4/8 Updated LMC Policies for Discussion and Approval

Action Point: The Board approved the following polices:

- Social Media Policy;
- Information Technology Security Policy;
- Email and Internet Use Policy; and
- Performance Appraisal Policy.

2019/4/9 LMC Board Self-Assessment Exercise 2018-19

The Chief Executive had circulated in the board papers the completed Board Performance Self-Assessment Checklist 2018-19 which recorded that all the core responsibilities of the Board had been met. Individual Board Members responses had been collated into one document.

2019/4/10 Risk Management/Health & Safety

Nothing to report.

2019/4/11 Quarterly Business Monitor to Year End 31 March 2019

Noted.

2019/4/12 Quarterly Section Reports for Qtr 4 (Jan- March 2019)

Noted.

2019/4/13 Senior Management Team Minutes – 11 March 2019

Noted.

Action Point: The Chief Executive will ask the Communications Officer to develop a pro-forma for Board Members to complete when attending events to record the key subjects discussed.

2019/4/14 Any Other Business**Farm Safety Partnership**

Action Point: The Board agreed to provide sponsorship for a visit to Northern Ireland by Mr Doug Avery who will meet and talk to farmers about difficulties he experienced in farming in New Zealand and how he made some life changing decisions that saved him and his business.

2019/4/15 Date of Next Meeting

The next meeting of the Board will be held on 28 May 2019 at 11.00am at Lissue Walk.

2019/4/16 *Withheld – commercially sensitive*

The meeting ended at 12.15pm