

**MINUTES OF A MEETING OF THE COMMISSION HELD ON TUESDAY
17 DECEMBER 2019 AT 10.00AM AT 1A LISSUE WALK, LISBURN**

Present:

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

In attendance:

Mr I Stevenson
Miss S Blain

2019/10/1 Apologies

An apology had been received from Mrs O Chesney.

2019/10/2 Declaration of Interests Pertaining to Agenda Items for Discussion

The Board agreed that Mr H Sinclair would abstain from discussions relating to item 2019/10/7 Corporate UFU membership. None of the other agenda items required any Board members to abstain from discussions.

**Compliance with the Management Statement & Financial
Memorandum, Sponsor Manual and Managing Public Money NI**

Confirmed.

2019/10/3 Minutes of Commission Meeting Held on 28 October 2019

The minutes of a meeting, held on 28 October 2019, were approved by the Commission and signed by the Chairman.

Proposed: Mr G Maguire
Seconded: Mr P McElroy

2019/10/4 Matters Arising

➤ **Quality Assurance**

The Chief Executive reported that a 5.5% increase in Red Tractor fees for 2019/2020 had been agreed with Assured Food Standards.

Signed _____
Chairman

➤ *Withheld – commercially sensitive*

➤ **Follow-up on meeting held with NI Farm Groups on 28 October 2019**

Action Point: The Chief Executive will formally respond to survey carried out by the groups and discussed at the meeting.

2019/10/5 Correspondence: Partnership Agreement Template

A partnership agreement template forwarded by DAERA had been circulated to Board members with the Board papers. The Chief Executive advised that DAERA has indicated it wants to work with LMC to agree a partnership agreement document in the coming months.

2019/10/6 Chairman's Report

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

➤ **Future of Food Event, Armagh – 21 November 2019**

The Chairman attended this event which had been organised as part of Armagh City, Banbridge and Craigavon Borough Council's Enterprise Week 2019. The event was chaired by Wendy Austin, presenter of BBC Radio Ulster's *Inside Business* and featured Peter Hannan from Hannan Meats, chef Paula McIntyre MBE, Brian Irwin from Irwins Bakery, and Ronan McClaughlin, development chef with Linden Foods.

➤ **Meeting with New Zealand Trade Delegation- 29 November 2019**

The Chairman and Board met with the representatives of the New Zealand Ministry of Foreign Affairs and Trade.

➤ **Meeting with Australian High Commission – 12 December 2019**

The Chairman and Chief Executive met with representatives of the Australian High Commission at LMC headquarters.

➤ **Royal Ulster Winter Fair – 12 December 2019**

The Chairman had attended the Royal Ulster Winter Fair. He noted that many of the entries were from the dairy sector and there was a great buzz around the fair.

Signed _____
Chairman

➤ *Withheld – commercially sensitive*

2019/10/7 Chief Executive's Report

The Chief Executive referred Board members to the written report provided with the Board papers and highlighted a number of points:

➤ **New Zealand Delegation**

LMC Board Members attended an informative meeting on 29 November 2019 with representatives of New Zealand's Ministry of Foreign Affairs and Trade.

➤ **LMC Board Meeting – 29 November 2019**

As the November 2019 LMC Board meeting had been cancelled, the Board members in attendance at the NZ meeting on 29 November 2019 (G McGivern, G Maguire, P McElroy, H Sinclair and J Lennon) stayed on for a short period to agree direction on a number of issues:

- **DAERA/ALB Engagement event on 16 January 2020**

Action Point: It was agreed that P McElroy and J Lennon would attend on behalf of the LMC Board.

- *Withheld – commercially sensitive*

- **Stakeholder Event**

Action Point: The Board agreed that the stakeholder engagement event with the LMC Board should be rearranged for early to mid-January 2020.

- **Board Meeting Schedule**

The Board discussed its schedule of meetings for 2020.

Action Point: The final schedule will be agreed at the December 2019 Board meeting.

➤ **Joint DAERA/LMC Board Meeting – June 2020**

Action Point: The Chief Executive will confirm the proposed date of 23 June 2020 at Ballykelly with DAERA and advise all Board Members.

Signed _____
Chairman

➤ **UK Assurance Scheme Meeting – 21 November 2019**

The Chief Executive updated the Board on the current position regarding the Memorandum of Understanding between Red Tractor, LMC, QMS and WLBP. There is now a draft Common Framework document which is being considered by all parties.

➤ **Corporate Membership of UFU**

Action Point: The Board agreed the LMC should take up Corporate membership of the UFU and review it annually.

Mr H Sinclair joined the meeting

2019/10/8 Quarterly Management Accounts to September 2019

Management accounts for the six months to September 2019 had been circulated to the Board. The Chief Executive reported that financial performance is in line with approved budget for the year.

2019/10/9 Research Project on Options for Supporting the Suckler Beef and Sheep Sectors in NI

The Chief Executive advised the Board that the Andersons Centre had been the winning tenderer. The project will start on 20 December 2019 and should be completed by end of February 2020. The project board will comprise of representatives from LMC, NIMEA, UFU and DAERA. The Board is keen that LMC ensure that the PR surrounding the project is positive and informative.

2019/10/10 Proposal for NI Livestock Production and Genetic Improvement Programme

The Chief Executive had provided a paper on the proposal for Board consideration.

Withheld – commercially sensitive

Signed _____
Chairman

2019/10/11 Risk Management/ Health & Safety

➤ **Draft Minutes of ARAC meeting held on 28 October 2019**

Draft minutes of the ARAC meeting held on 28 October 2019 had been circulated to the Board.

➤ **Draft Risk Management Strategy**

Action Point: The Board approved the draft risk management strategy.

➤ **Draft Risk Register**

The Board considered the draft risk register and proposed an amendment to R4 – Loss of staff and specialist skills. The Board felt the risk should be raised to high in light of recent experience.

Action Point: The Board approved the draft risk register subject to the proposed amendment being made.

2019/10/12 LMC Policies for Approval

The following the new/updated policies were circulated to the Board for approval:

- Staff Code of Conduct
- Disciplinary Procedures
- Grievance Procedures

Action Point: The Board approved the policies.

2019/10/13 Schedule of Meetings for 2020

Action Point: The Board agreed a revised schedule of meetings for 2020.

2019/10/14 LMC Planning Discussion

The Chief Executive outlined the key issues he felt would continue to impact the red meat industry over the next twelve months:

- Brexit out-workings
- Consumption of red meat
- Agricultural and trade policy developments
- Climate change and sustainability
- China and wider market access

Signed _____
Chairman

- Convenience and health
- Productivity and profitability of the farming sector

The Board discussed these and other relevant issues. The Board considered which, if any, LMC could play a role in contributing to or influencing.

Action Point: The Chief Executive will draft a preliminary business plan for the 2020-2021 year for further discussion by the Board.

2019/10/15 Any Other Business

None.

2019/10/16 Date of Next Meeting

The next meeting of the Board will be held on 27 January 2020 at 10am at Lissue Walk.

The Board meeting ended at 1.00pm.

Signed _____
Chairman