

Minutes of the forty third meeting of the Advisory Board of the Food Safety Promotion Board held on Friday, 16 December 2005, at 11.00 am at **safe food's** Boardroom, Block B, Abbey Court, Abbey Street, Dublin 1.

PRESENT:

Cllr Bertie Kerr (Chairman)
Prof Charles Daly (Vice-Chairman)
Prof Don Anderson
Mr Leslie Craig
Ms Carmel Foley
Mr Odran Flynn
Mr Pat McColgan
Ms Catherine Murphy
Mr Damien O'Dwyer
Prof Sean Strain

IN ATTENDANCE:

Mr Martin Higgins, Chief Executive
Mr Peter Dewhurst, Finance Manager
Mr Ray Dolan, Director, Corporate Operations
Dr Cliodhna Foley-Nolan, Director Human Health & Nutrition
Dr Thomas Quigley, Director, Food Science
Dr Margaret Patterson, Scientific Advisor
Ms Suzanne Doran, Director of Marketing and Communications
Eileen O'Connor, Secretary

APOLOGIES:

Prof Patrick Fottrell
Ms Anne Speed

1 **INTRODUCTION AND APOLOGIES**

Noted: The Chairman welcomed everybody and noted all apologies.

Noted: The Chairman welcomed Ms Eileen O'Connor, recently appointed as PA to the Chief Executive Officer, and expressed the boards thanks to Ms Elaine Guiney, temporary PA to Senior Management, for her excellent work carried out whilst the post was vacant and wished her well in her future career.

2 **MINUTES OF MEETING HELD ON 11 NOVEMBER 2005**

Agreed: The minutes were adopted with minor amendments.

3 **MATTERS ARISING**

Noted: It has been agreed that North-South bodies will write collectively to the Secretariat in Armagh to seek a review on pay and conditions in the bodies as there are a number of anomalies that require resolution.

4 **CHIEF EXECUTIVE'S REPORT**

The report was presented by the Chief Executive Officer, and the following are the main areas discussed.

Human Resources

Meetings With Other Agencies

Noted: Further to attending the Heads of European Food Agencies meeting in London, in November, the Chief Executive Officer will keep the Board updated as information becomes available especially on concerns regarding imports from third world countries.

Corporate Day

Noted: The Chief Executive Officer thanked the Vice-Chair for his help in organising the visit to University College Cork (UCC).

NSMC Facilitation Meeting

Noted: Members are awaiting communication regarding tenure from NSMC Joint Secretariat in Armagh.

Annual Report

Noted: It is intended that the 2004 Annual Report be printed by the end of December and issued in January.

Internal Audit

Noted: The Chief Executive Officer undertook to supply Members with information on the outcome of the internal audit. The next area for internal audit in 2006 is Scientific Research Projects in relation to housekeeping procedures.

Noted: There have been two resignations from the Audit Committee, and a further member will be stepping down shortly. The Chief Executive will arrange for the appointment of a new committee.

Scientific Advisory Committee (SAC)

Noted: The Scientific Adviser to the SAC has begun the process of developing a work plan for the committee. In order to avoid duplication of work and make best use of resources there is engagement with other food safety bodies on the island with regard to research strategy.

Enteric Reference Laboratory

Noted: The Chief Executive Officer is due to meet a representative of the Health Service Executive (HSE) to discuss the HSE's plans in relation to Reference Laboratory Services.

Consumer Focused Review (CFR)

Noted: An in-house matrix has been developed to focus on key consumer issues. The topic of the next review will cover salad vegetables and fruit. The Chief Executive Officer agreed to include the CFR Matrix as an agenda item for the next meeting in order to give members more specific information.

Christmas Campaign

Noted: The "Don't Wash Your Bird" Christmas campaign has been extremely successful generating a lot of media coverage and the helpline has been very busy.

Education

Noted: The Director of Food Science is co-ordinating the development of an Education Strategy for the organisation. He will come back to the board for its views. Education to be included on the agenda for the next meeting. Key issues for Board Members include safe storage and labelling.

5 **PRESENTATION: MARKETING & COMMUNICATIONS**

Noted: The Director of Marketing & Communications gave a presentation on the communications challenges facing the organisation.

6 **DATE OF NEXT MEETING**

The next board meeting will be held on Friday, 3rd February 2006 in Dublin.

7 **ANY OTHER BUSINESS**

Noted: There being no further business the Chairperson wished board members and staff of **safe food** a very Happy Christmas.

The meeting closed.