



Minutes of the 59th meeting of the Advisory Board of **safefood**
held on Friday 1st February 2008 at 11.00 am
safefood's Boardroom, Block B, Abbey Court, Lower Abbey St, Dublin 1

PRESENT:

Mr John Dardis (Chairman)
Mr Campbell Tweedie (CT)
Ms Lynn Ni Bhaoighealláin (LNB)
Mr Joe Byrne (JB)
Mr Brian Cunningham (BC)
Ms Aoife Healy (AH)
Ms Susan Heraghty (SH)
Mr Seamus Sheridan (SS)
Mr Con Traas (CT)
Ms Jane Wells (JW)

IN ATTENDANCE:

Mr Martin Higgins, Chief Executive (CEO)
Mr Ray Dolan, Director of Corporate Operations (RD)
Dr Clíodhna Foley-Nolan, Director, Human Health & Nutrition (CFN)
Ms Fiona Gilligan, Director of Marketing (SD)
Dr Thomas Quigley, Director, Food Science (TQ)
Mr Peter Dewhurst, Finance Manager (PD)
Dr Margaret Patterson (MP)
Ms Eileen O'Connor (EOC) Secretary

APOLOGIES:

Mr Neven Maguire

1. INTRODUCTION AND APOLOGIES

- Noted:** The Chairman welcomed the new Advisory Board Members and noted all apologies. He said that he looked forward to working with **safefood** and to making a contribution to food safety.
- Noted:** The Chairman thanked the previous Advisory Board for its excellent work and in particular its Chairman, Cllr Bertie Kerr.
- Noted:** Members and staff introduced themselves and gave a brief synopsis of their background and current projects.
- Action:** The CEO asked Members to provide him with any updates to their biographical details which will be posted on the **safefood** website.

2. MINUTES OF MEETING HELD ON 7TH DECEMBER 2007

- Noted:** The CEO explained that copies of the minutes had been sent to all of the previous Board Members for approval and no changes have been received.
- Agreed:** The minutes were adopted with no amendments.

3. MATTERS ARISING FROM THE MINUTES

- Noted:** There were no matters arising from the minutes.

4. WELCOME TO SAFEFOOD - PRESENTATION

- Noted:** The CEO gave an introductory presentation to the new Members of the Advisory Board.
- Noted:** The Chairman thanked the CEO for his presentation and welcomed questions.

5. "THE LATEST SCORE" RETROSPECTIVE OF EARLIER SAFEFOOD WORK - PRESENTATION

- Noted:** FG, Director of Marketing & Communications, **safefood** gave a presentation on "The Latest Score" to bring the Board up to date on the work of **safefood**.
- Noted:** The Chairman complimented FG on her presentation and **safefood** on providing an excellent template for future work.

6. HOUSEKEEPING ARRANGEMENTS

RD explained that **safefood** funding was provided 30% by the Department of Health Social Services and Public Safety (DHSSPS) in NI and 70% from the Department of Health and Children in RoI. **safefood** has to comply with regulations and procedures emanating from the two sponsor departments and the North South Ministerial Council (NSMC).

Noted: RD gave a brief detail of the North South Pension Scheme.

Noted: Members were given a copy of the **safefood** Annual Report 2006 and informed that it was for their information in the first instance and not for distribution as the report has not yet been formally laid before the Assembly and the Oireachtas.

Noted: Members were informed that the Financial Memorandum was available if they would like a copy or to view it. They had also been given copies of:

- The Code of Conduct
- Annex 2 Part 2 to British Irish Agreement Act 1999 and North South Co-operation (Implementation Bodies) (Northern Ireland) Order 1999 including Functions and Structure of Food Safety Promotion Board (safefood)
- **safefood** Corporate Plan 2008 – 2010

Noted: RD briefed Members on travel expenses requirements, based on Civil Service rates and explained that EOC could book their accommodation requirements for meetings.

Noted: PD outlined the process for claiming expenses and he explained that board fees are paid in two parts with one payment in April and one in November.

Action: Members will forward their PRSI and National Insurance numbers to EOC.

Noted: If Members have any questions or need any further information on housekeeping duties they are welcome to contact PD, EOC or the CEO if they need any further briefing.

7. PROPOSED DATES FOR MEETINGS 2008

Agreed: Six Advisory Board meetings will take place per year, with four taking place in Dublin and two in Cork. Members agreed on the following dates for the remainder of 2008:

Friday 4th April in Dublin
Friday 30th May in Cork
Friday 29th August in Dublin
Friday 7th November in Cork
Friday 12th December in Dublin

8. ANY OTHER BUSINESS

Noted: The CEO reminded Members that they are invited to attend a seminar for new board members of North South Implementation Bodies on 18th February at the Armagh City Hotel.

Action: The CEO informed that he would place the Corporate Plan on the agenda for the next meeting and asked Members to look through the Corporate Plan prior to the next meeting. He also asked if members had any other issues they would like raised.

Action: FG explained that a media release will take place, information will be given on the new Board including biographies etc. She asked Members to forward details of any of their local press which they would like to be contacted.

The Chairman thanked Board Members and staff and said that he looked forward to a fruitful and happy relationship.

There being no further business the meeting ended.

DATE OF NEXT MEETING

The next board meeting will be held on Friday 4th April 2008 at 11.00am in Dublin.