



Minutes of the 92nd meeting of the Advisory Board of **safefood**
Held on Friday, 22nd March 2013 at 10.30am
At **safefood** Offices, Dublin

PRESENT:

Ms Lynn Ni Bhaoighealláin (LNB- Chair)
Mr Thomas Burns (TB)
Ms Helen O Donnell (HOD)
Ms Julie Andrews (JA)
Ms Hannah Su (HS)
Dr Mary Upton (MU)

Safefood

IN ATTENDANCE:

Mr Ray Dolan, Director of Corporate Operations (RD)
Ms Fiona Gilligan, Director of Marketing & Communications (FG)
Dr Gary Kearney, Director Food Science (GK)
Mr Peter Dewhurst, Corporate Operations Manager (PD)
Ms Angela Cahill, Finance Manager (AC)
Ms Fredrica Doyle, PA

APOLOGIES:

Mr Campbell Tweedie (CT)
Ms Darina Allen (DA)-(Vice Chair)
Mr Edward Spellman (ES)
Ms Jane Wells (JW)
Mr Brendan Kehoe (BK)
Mr Alan Mc Grath (AMG)

1. Introduction and apologies

Noted: The chair opened the meeting and apologies were received from six members of the board and Mr Martin Higgins CEO.

2. Minutes of the meeting held 7th December

Noted: The minutes of the 91st meeting were reviewed, agreed and proposed by JA and MU.

3. Matters arising from the minutes

There were no matters arising from the minutes.

4. Chief Executive Report

Corporate

The NSMC has approved the 2012 Business Plan. The 2013 Business Plan is with the sponsored departments for comment and approval. The 2012 audit fieldwork by the C&AG has just been completed.

There was a 2013 – 2014 Corporate Plan event held on 5th March with managers, directors and a facilitator . The next Advisory Board Meeting in May will be presented with the final draft.

Stakeholder

The CEO met with Minister O'Neill from DARDNI and discussion took place regarding emerging issues.

Audit Committee

AC gave a report on the audit committee that took place before the board meeting. Mr Alan Myles of Tourism Ireland has joined the committee. The committee agreed the internal audit programme for 2013, to include a review of the Statement of Internal Financial Control and an audit report on research funding. They also received an update on the risk register. The C&AG are to be given the opportunity to attend a meeting in

the future. The Director of Food Science will attend the next meeting to brief the committee.

Marketing and Communications

Operation Transformation was very successful and recieved very positive feedback. **safefood** will meet with RTE to see how it will continue in the future.

RD thanked all the **safefood** staff who were involved in the Operation Transformation road shows around the country. Several Board members gave feed back and suggestions on the sponsorship

Take Away My Way schools cookery competition closed on 21st March and recieved over 1,200 entries. The judging will take place in April / May.

LNB suggested the competition might be opened up to youth groups and community centres and others where young people could participate. FG said she would investigate this suggestion.

Social Media

FG presented website figures which were encouraging largely due to Operation Transformation.

Publications and Reports

A discussion took place around the soon to be published Telephone Survey IID Report. GK provided an overview. The main aim is to get an accurate figure on the burden of disease, as most cases go unreported. There will be a copy available of the report if any board member is interested.

Tastebuds

A new promotional flyer is available and copies were distributed.

All-island Obesity Action Forum

Noted : The forthcoming workshop in June takes place in Belfast.

Community Food Initiatives

PD provided the background on the initiatives. The 2013-2015 programme will be launched in Belfast on 11th April in the offices of NICVA.

Knowledge Networks

GK provided an overview, particularly referring to the diary notices for forthcoming conference events in Dublin.

Research

GK informed the board that the internal evaluation of eight new research projects would be completed shortly, and he outlined the approach applied.

Emerging food safety issues

GK provided a background to the concept of a core group for horizon scanning emerging issues. The concept was in the early development and the group when formed would operate on a sector by sector basis. The approach was endorsed by the Board

5. Presentataion of 2013 Business Plan

PD gave a presentation on the 2013 Business Plan, concentrating on the 2013 initiatives on food poverty, communications, knowledge networks and research. Both HOD and MU stressed the key role of partnerships, MU emphasised evaluation as the main element that must not be forgotten.

A discussion followed on the calories on menus initiative, on the question of carbon footprints and the dilemma arising between local and globally produced food in this regard.

6. Tour de table

The Board congratulated JA on her appointment as Director of the Linen Hall Library in Belfast.

7. Any Other Business

RD outlined that the next Board meeting is planned to take place in Cork on Friday 10th May in the Maryborough Hotel. He invited all board members to the Corporate Day on Thursday 9th May commencing at lunch time in the **safefood** offices at Little Island.

Action: *safefood* to contact members with regard to the arrangements for the Corporate event and the next Advisory Board meeting.

Noted: There being no other business the meeting closed.

Date of next meeting: 9.30 – 12 noon May 10th 2013 in Maryborough Hotel Cork