



Minutes of the 113<sup>th</sup> meeting of the **safefood** Advisory Board  
Held on Friday, 11<sup>th</sup> March 2016 at 10:30 am  
**safefood** offices Dublin

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**PRESENT:**

Mr Paul Gibbons (PG) (Chair)  
Dr Mary Upton (MU)  
Mr Brendan Kehoe (BK)  
Mr Thomas Burns (TB)  
Ms Helen O'Donnell (HOD)  
Ms Hannah Su O'Callaghan (HOC)  
Mr Alan McGrath (AMG)  
Ms Julie Andrews (JA)  
Mr Campbell Tweedie (CT)  
Mr Mervyn Oswald (MO)  
Ms Margaret Jeffares (MJ)

**IN ATTENDANCE:**

Mr Ray Dolan, Chief Executive (RD)  
Ms Patricia Fitzgerald, Director of Corporate Operations (PF)  
Dr Gary Kearney, Director of Food Science (GK)  
Ms Fiona Gilligan, Director of Marketing and Communications (FG)  
Mr Dermot Moriarty, Manager of Marketing and Communications (DM)  
Dr Joana Caldeira Fernandes da Silva, Chief Specialist in Nutrition (JCFdS)  
Ms Alison Dries (secretary) (AD)

**APOLOGIES:**

Prof Dolores O'Riordan (DOR)

## **1. Introduction and apologies**

**Noted:** The Chair welcomed all members of the Advisory Board to the meeting.

**Noted:** The apologies of DOR were noted.

**Noted:** Some members of the Board advised that attending the May meeting in Cork would prove very difficult due to the elections in NI taking place. To accommodate this, the following changes to the original meetings schedule were agreed

- the May meeting is to be held in Dublin,
- the August meeting is to be held in Cork, and
- the October meeting is to be held in Belfast.

**Action:** AD to circulate a revised schedule of meetings for 2016.

**Noted:** The Chair offered good wishes and congratulations to Julie Carroll on her upcoming wedding on the 16<sup>th</sup> March.

**Noted:** The CEO met with former Board member Jane Wells last week. All agreed to invite Jane to attend the refreshments at the Board meeting to be held in Belfast.

## **2. Minutes of meeting held on 22<sup>nd</sup> January 2015**

**Agreed:** The minutes were adopted with no amendments.

## **3. Matters arising from the minutes**

**Noted:** No matters were arising from the minutes

## **4. Discussion around 2016 campaigns**

**Noted:** Verbal updates and some presentations were bade by the Marketing and Communications, Human Health and Nutrition and Food Science Directorates on the work being carried out and their plans for 2016 and then the discussion was opened to the table.

**Noted:** The significant campaigns taking place in 2016 which were discussed are:

- Childhood obesity (messaging around portion size, treats, sugary drinks, physical activity, screen time and sleep)
- Food safety (4 Cs focussing on the older age groups)
- Folic acid
- Community food initiatives (SECAD partnership, focus on food preparation skills and targeting 14 leader programmes across the island of Ireland)
- Cost of a healthy food basket.

Comments and feedback provided by Members were discussed and noted.

## **5. Chief Executive's Report**

### Financial Statements 2014

The Annual Report was laid before the NI Assembly in January and was published thereafter.

### Financial Statements 2015

The draft financial statements were issued to the sponsor departments in February and we have been advised that the audit fieldwork will be undertaken by the Comptroller and Auditor General's Office in June.

### Cork Facilities

The lease agreement for the vacant part of the ground floor in the Cork premises has been finalised with the tenant, the Office of Government Procurement (OGP). Work on an office fit-out commenced and is expected to be completed by 31<sup>st</sup> March.

### Audit Committee

The Audit Committee met prior to this morning's Board meeting. The Committee discussed an updated risk register and a representative from the Internal Auditors presented on the findings of field work carried out in November 2015. Low grade issues were reported.

### Pre-school training on allergen controls

A pilot training programme focussing in allergen control to pre-school childcare providers took place in 2015. This training proved to be very successful with huge demand shown. A full training programme will be rolled out this year.

Minimum Nutrition Standards for caterers in health and social care trusts (join project with the FSA in NI and PHA)

JCFdS gave an overview of this project. The team initially looked at in-house catering in health and social care settings but this has broadened to encompass private caterers and vending machines operating in these settings. Draft standards have been developed and discussions are ongoing in relation to next steps and how these might be rolled out including the funding for this.

**6. AOB**

**Noted:** FG advised that research into the sugar content of Easter Eggs will be released next week.

**Date of next meeting:** Friday, 6<sup>th</sup> May, in Dublin