



Minutes of the 120th meeting of the **safefood** Advisory Board
Held on Friday, 24th March 2017 at 10:30am
safefood Dublin office

PRESENT:

Ms Helen O'Donnell (HOD) (Chair)
Mr Paul Gibbons (PG) (Vice Chair)
Dr Mary Upton (MU)
Mr Brendan Kehoe (BK)
Mr Alan McGrath (AMG)
Mr Mervyn Oswald (MO)
Dr Eddie Rooney (ER)
Ms Wendy McIntosh (WMI)
Mr Stephen Moutray (SM)
Ms Margaret Jeffares (MJ)

IN ATTENDANCE:

Mr Ray Dolan, Chief Executive (RD)
Dr Gary Kearney, Director of Food science (GK)
Ms Angela Cahill, Corporate Operations Manager (AC)
Ms Ann Cosgrove, Finance Manager (ANC)
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: All Declarations of interest have been received.

Noted: No conflicts of interest were received pertaining to this meeting.

2. Minutes of meeting held on 27th January 2017

Agreed: The minutes were adopted with no amendments.

Proposed: MU

Seconded: AMG

3. Matters arising from the minutes

Noted: No matters were arising from the minutes.

4. Governance training

Noted: Governance training was delivered by the Institute of Public Administration (IPA).

Noted: The training dealt specifically with the roles and responsibilities of board members and committee members, covering the following topics;

1. Anti- Fraud / Corruption policy
2. Protected disclosures
3. Audit Committee
4. An overview of Corporate governance
5. 5. Role of **safefood** Members
 - *Code of Conduct*
 - *Who does what?*

Noted: The Chair thanked Paul Turpin for delivering the training.

5. Chief Executive's report

Human resources

Noted: **safefood** advertised to fill a vacancy for a Technical Executive in the Human Health and Nutrition Directorate. The successful candidate is due to start in the position on the 3rd April.

Noted: The HR and Administration Executive has given **safefood** notice of her intention to take early retirement. The CEO formally wished her well for the future and thanked her for her hard work during her time with **safefood**.

Noted: The above position was advertised and interviews have taken place with no more information available at present.

Noted: At the end of February **safefood** was invited by the Department of Health, Social Services and Public Safety (DHSSPS) in Northern Ireland to resubmit the case for regrading. This is a long standing issue for **safefood**, the CEO gave an update for the benefit of recently appointed board members.

Noted: A discussion regarding the regrading issue took place.

Noted: The CEO confirmed that the above vacancy for a HR and Administration Executive is one of the five positions involved and the pay level is affecting recruitment.

Report from the Audit committee

Noted: ER gave an update on the Audit Committee. The meeting was attended by the Internal Auditor where a detailed discussion took place. ER was given good confidence in the procedures in place by the auditor.

Corporate Plan

Noted: Guidance from the North South Ministerial Council (NSMC) is still outstanding. **safefood** understands the delay relates to difficulties in reaching political agreement on the approach to efficiency savings in North South bodies. **safefood** is scheduled to meet with representatives of both Sponsor Departments on 29th March.

Community Food Initiative

Noted: Year one of the Community Food Initiative Programme 2016-2018 has completed and the administrators, SECAD, have presented their report. A networking event for the CFI leader groups took place on the 14th February in the Fettercairn Centre Tallaght.

Campaigns

Noted: competitive mini-tenders are currently being evaluated for the next phase of the childhood obesity campaign due to go live in quarter three 2017.

Noted: a competitive mini-tender for the folic acid campaign is being finalised for circulation to our three framework agencies.

Noted: The next phase of the food safety campaign will focus on parents and children aged 0-4 with an emphasis on communicating messages around encouraging handwashing behaviours from a young age.

Noted: Operation Transformation concluded in February with the five leaders losing a total of 63kg. The show is currently being evaluated through consumer research with IPSOS MRBI.

Events

Noted: The All-island obesity action forum is due to take place in the NICVA centre in Belfast on the 20th June. The theme of the workshop is 'Stigma in obesity – public health priority'.

Nutritional standards for schools

Noted: safefood is providing assistance to the Department of Health in proposing draft nutritional standards for school food programmes funded by the Department of Social Protection in ROI. The development of standards is referenced in the ROI obesity and action plan and the proposed standards will be based on the nutritional standards for school food NI.

Noted: The Nutritional standards for school food in NI are currently being reviewed by the NI food in schools forum which **safefood** is a member.

Publications

Noted: GK gave an overview of the recent research publication released by **safefood** 'The Impact of climate change on dairy production'. The report was launched at a seminar at Teagasc Food research centre in Dublin and a similar event is planned for Belfast.

6. AOB

Noted: MO enquired as to how board members could become more involved?

Noted: The Chair thanked board members for their interest in becoming more involved. This will be reviewed.

Date of next meeting: Friday, 12th May, in Dublin.