

Minutes of the 135th meeting of the **safefood** Advisory Board
Held on Thursday, 9 May, 2019 at 10:30
Canal Court Hotel, Newry

PRESENT:

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

IN ATTENDANCE:

Mr Ray Dolan, Chief Executive (RD)
Dr Aileen McGloin, Director, Marketing and Communications (AMcG)
Dr Gary Kearney, Director, Food Science (GK)
Ms Angela Cahill (AC) (attending on behalf of PF)
Dr Marian O'Reilly (MOR) (attending on behalf of CFN)
Ms Alison Dries (secretary) (AD)

APOLOGIES:

Mr Stephen Moutray (SM)
Prof Dolores O'Riordan (DOR)
Mr Alan McGrath (AMG)
Ms Patricia Fitzgerald, Director, Corporate Operations (PF)
Dr Clíodhna Foley-Nolan, Director, Human Health and Nutrition, (CFN)

1. Meeting of Advisory Board members – without Executive present

Noted: The members of the Advisory Board met without the Executive present.

2. Matters arising from the Meeting of Advisory Board members – without Executive present

Noted: There were not matters arising.

3. Introduction and apologies

Noted: The Chair welcomed all members of the Advisory Board to the Canal Court, Newry.

Noted: The Chair thanked all attendees for travelling to Newry.

Noted: The apologies for DOR, SM and AMcG were noted.

4. Conflicts of interest

Noted: The Chair asked members if there were any conflicts of interest relating to the agenda. No conflicts of interest were raised.

Noted: The CEO and Chair have reviewed the Annual Declarations of interests for Advisory Board members and concluded that none of the interests disclosed currently pose a conflict of interest.

5. Minutes of meeting held on Thursday, 21 March, 2019

Noted: The minutes were adopted with no amendments

Proposed: MO

Seconded: ER.

6. Matters arising from the minutes

Noted: There were no matters arising from the minutes.

7. Audit and Risk Committee 2018 Annual Report

Noted: AC informed the Audit and Risk Committee has published its Annual Report for 2018. The report was circulated to Board Members prior to the meeting.

Noted: AC informed the internal auditor is recruited through a tender competition from an external agency.

8. Data Protection Officer 2018 Annual Report

Noted: AC informed of the main points covered in the Data Protection Officer's 2018 Annual Report. There was no major areas of concern relating to GDPR. The new rules increased the workload of the organisation in 2018.

9. Presentation: Influencing nutrition related policy on the island of Ireland

Noted: MOR presented on how **safefood**'s work in nutrition influences policy on the island of Ireland.

- The Food Poverty Network was established in partnership with the FSA NI to bring stakeholders together.
- **safefood** maximises shared learning and partnerships in policy areas across the island of Ireland. This is shown in through 'The All-island obesity action forum' which brings together 31 organisations across the IOI, meeting twice a year, hosting 2 conferences per year and publishing a monthly newsletter.
- **safefood** provided input into the NI 'Fitter Future for all' and ROI 'Healthy weight for Ireland' publications.
- **safefood** provided input into policy on the island of Ireland through the following channels.
 - NI Obesity Strategy
 - Department of Health Obesity Prevention Steering Group (OPSG)
 - Regional Obesity Prevention Implementation Group (ROPI)
 - ROI Obesity Strategy
 - Department of Health Obesity Policy Implementation
 - Healthy Eating Group - Guidelines 1-5 year olds
 - Food Reformulation Group
 - Royal College of Physicians of Ireland Obesity Group
 - Health Research Board Centre for Diet and Health
 - Healthy Weight for Children, Health Service Executive (HSE)
- **safefood** influences policy in different settings
 - Communities – setting up the Community food Initiatives

- Schools – **safefood** is part of the food in schools forum NI and was involved in the development of the Nutrition Standards for school meals published in 2017 in the ROI.
- Healthcare – **safefood** is involved in the nutrition standards in hospital food for staff and visitors in both ROI and NI.

Noted: MOR informed through **safefood**'s North-South working the catering standards for ROI were turned round very quickly as a lot of the work and learning had been done in NI.

Noted: ER informed the presentation highlighted the breadth of work and skills taking place in **safefood**.

Noted: a discussion around the presentation topics took place covering influencers, free air time to healthy eating advertisers, advocate in Government.

Noted: MOR was asked if there was any feedback from schools on the Nutritional Guidelines for schools meals? MOR confirmed this is the first year the guidelines are being followed by schools. Receipts of purchases of food need to be handed into Government and any purchase for food high in fat, salt or sugar will not be reimbursed. Feedback of the programme should be available next year.

Noted: The Chair thanked MOR for her presentation.

8. Chief Executive's report

Corporate

Noted: In the absence of an NI Assembly and the NSMC, **safefood**'s 2017, 2018 and 2019 Business Plans and the **safefood**'s 2017-2019 Corporate Plan await formal approval.

Noted: The outcome of a survey of staff and Advisory Board members is being analysed for incorporation in the first draft of the Corporate Plan 2020-2022. The plan will be circulated to the Board for comment.

Noted: The Director of Corporate Operations and Corporate Operations Manager met both sponsor departments to discuss the latest draft of the new Financial Memorandum (FM) template for N/S Bodies, which has been developed by the Departments of Finance in both jurisdictions. The CEO subsequently wrote to the sponsor departments noting that **safefood**'s previous comments have not been addressed and setting out the dissatisfaction generally amongst the N/S Bodies with the new Template.

Noted: **safefood** is finding it difficult to recruit for the positions of ICT Assistant and HR and Compliance Executive due to the pay scale.

Campaigns

Noted: Development of the Start campaign is in progress and due for launch from 13 – 31 May. The Campaign will feature in the Balmoral Show NI (15-18 May).

Noted: The handwashing campaign titled 'Rufus the messy monster' printed materials have now been delivered to pre-school providers in NI. A storybook is in development for the next phase of the campaign.

Noted: World food safety day is taking place on 7 June, with a focus on *Campylobacter* awareness. **safe food** will develop a consumer awareness campaign to run across digital and social media, posters in supermarkets and shopping trolley handles. Artwork for the campaign will also be shared with retailers.

Other activities

Noted: Updates on CFI and the Minimum nutritional standards in healthcare facilities were covered in the presentation.

Noted: There were no particular updates for Knowledge Networks

9. Financial Report

Noted: AC referred to the summary Financial Results until the end of April 2019. The year end close down for 2018 is taking place. Nothing in particular to report on the 4 months of 2019.

10. AOB

Noted: No other business was raised.

Date of next meeting: Thursday, 20 June, 2019, Limerick