



Minutes of the 127th meeting of the **safefood** Advisory Board

Held on Thursday, 22 March 2018 at 10:30

Food Safety Authority Ireland office Dublin.

PRESENT:

Ms Helen O'Donnell (HOD) (Chair)

Mr Paul Gibbons (PG) (Vice Chair)

Dr Mary Upton (MU)

Dr Eddie Rooney (ER)

Ms Wendy McIntosh (WMI)

Ms Margaret Jeffares (MJ)

Mr Brendan Kehoe (BK)

Mr Stephen Moutray (SM)

Mr Mervyn Oswald (MO)

IN ATTENDANCE:

Mr Ray Dolan, Chief Executive (RD)

Ms Patricia Fitzgerald, Director, Corporate Operations (PF)

Dr Cliodhna Foley-Nolan, Director, Human Health and Nutrition
(CFN)

Dr Aileen McGloin, Communications Manager – Digital and Health
(AMcG)

Mr Colm McGuinness, HR and Governance Executive (CMcG)

Ms Angela Cahill, Corporate Operations Manager (AC)

Ms Alison Dries (secretary) (AD)

APOLOGIES:

Prof Dolores O'Riordan (DOR)

Mr Alan McGrath (AMG)

1. Introduction and apologies

Noted: The Chair welcomed all members of the Advisory Board to the meeting in the Food Safety Authority in Dublin.

Noted: The Chair thanked all attendees for travelling to Dublin and facilitating the change of venue due to flooding in the **safefood** Dublin office.

Noted: The Chair thanked Dr Pamela Byrne, CEO of the Food Safety Authority for hosting the **safefood** Advisory Board meeting.

Action: AD to write to Dr Pamela Byrne on behalf of the Board thanking her and her colleagues for their hospitality

Noted: Apologies for DOR and AMG were noted.

2. Conflicts of interest

Noted: The Chair asked members if there were any conflicts of interest and no conflicts of interest were noted.

3. Minutes of meeting held on Thursday, 25 January, 2018

Noted: The minutes were adopted with no amendments

Proposed: BK

Seconded: SM

4. Matters arising from the minutes

Noted: There were no matters arising from the minutes

5. Declarations of interest

Noted: The Chair advised members that Declaration of Interest forms should be completed and returned to AD at Board Members' earliest convenience.

6. Feedback from the Audit Committee

Noted: The Audit Committee met prior to the board meeting.

Noted: ER and PG briefed the Advisory Board on the following items;

- Two reports from the Internal Auditors relating to 2017 (financial controls and procurement control). **safefood** had performed well under both reports providing strong assurance to Members on **safefood**'s control mechanisms.
- A representative from the internal auditor firm attended the meeting.
- The area of special focus for the 2018 internal audit is spend on research as it is good governance to have independent oversight.
- Other matters discussed were **safefood**'s risk register and the operation of both the Protected Disclosure and the Anti-fraud and corruption policies. No disclosures had arisen under these policies during 2017.

7. Presentation

Noted: Ray Howard and Sinead Conroy from South East Cork Area Development (SECAD) presented on the third term of the Community Food Initiative (CFI).

Noted: **safefood** appointed SECAD to administer the CFI and their role is to support the CFI leaders of each project.

Noted: The third term of the CFIs follows a community development approach with a social inclusion brief to reach out to the most disadvantaged on the island of Ireland.

Noted: Each of the CFI's is supported by a steering group, membership includes public bodies, local authorities, CFI leaders, Community organisations and Agencies e.g. citizens information.

Noted: A key element is to enable each CFI to develop their own steering group or network and legacy is a key word whereby the CFI can continue long after funding has stopped.

Noted: The Resurgam Trust and Inishowen Development Partnership facilitated Focus groups to inform **safefood**'s Start campaign. CFI leaders will now incorporate the Start campaign resources into their healthy eating programmes.

Noted: SECAD confirmed that these are the only CFIs operating on the island of Ireland.

Noted: **safefood** funds the CFIs as their contribution to the North/South food poverty network. Other bodies in the food poverty network provide other elements but none are totally focussed on food.

Noted: SECAD advised that they are asking each group to identify their 'standout' project so these can be collated as best practise.

Noted: The Chair thanked Sinead and Ryan for their presentation.

8. Chief Executive's report

Noted: The CEO thanked all Dublin staff for the patience during the recent upheaval in the office caused by flooding through the roof of the office. Thanks were also given to Corporate Operations, in particular IT for their support.

Corporate

Noted: In the absence of a Northern Ireland Assembly and the North South Ministerial Council, the 2017 and 2018 Business Plans and the 2019-2020 Corporate Plan await formal approval.

Noted: A new records management system is currently been set up.

Noted: Updates to the staff Manual have been incorporated and issued to all staff to reflect revised policies.

Noted: Recruitment is taking place for the role of Human Resource and Governance Executive and a temporary vacancy for the role of Director of Marketing and Communications.

Campaigns

Noted: The Start campaign will be featuring across T.V., radio, outdoor and digital/social advertising from the 9th April for 4 weeks. New features to this campaign will focus on the spend comparison between treat foods and fruit and vegetables.

Noted: The handwashing campaign is scheduled for quarter 3 2018.

Publicity

Noted: **safefood** was mentioned in the press during February relating to Energy drinks, the new Marketing Code of Practice and managing treat foods.

Events

Noted: The following Diary notices were given for events;

10th April – 5th September 2018 SME Workshops: “Knowledge is Power, What you need to know about food poisoning bacteria”

28th May – 31st May 2018 Global Food Integrity Summit

Education

Noted: The cost involved with translating the education resource ‘Mediawise’ is being explored. This resource was promoted at the National Teachers Organisation annual Congress in April.

Noted: All registered schools in Northern Ireland will be notified by letter that the exam for **safefood** for life is no longer available due to Chartered Institute of Environmental Health’s decision to surrender of recognition for the Level 2 Award in Food Safety Catering.

Customer Engagement

Noted: figures across social and digital media channels are very strong. Recipes for pancake Tuesday was **safefood**’s busiest day on the website ever.

Publications

Noted: The research report ‘Iodine status on the island of Ireland’ was launched to press and uploaded to the website.

Other activities

Noted: A **safefood** Advisory Committee working group on strategic partnerships met in February to discuss the importance of networks/alliances to further assist **safefood** in delivering on its food safety and nutrition/healthy eating remit.

Noted: Work is continuing in Knowledge Network, Including webinars, expert group meeting and distribution on the newsletter.

Noted: The position for Lead Dietitian/Nutritionist to head the implementation of the Standards in Health and Social Care in Northern Ireland was re-advertised in January. Interviews for the position will be completed on the 9th April.

Noted: The work on the Minimum Nutritional Standards for Healthcare Facilities was selected to be presented at ECO2018, the 25th European Congress on Obesity.

9. Financial Report

Noted: Corporate Operations are currently finalising the financial statements for 2017. The external auditors are due in **safefood** in May.

Noted: PF's presentation of the Financial Report for the first two months for 2018 was presented with no particular points to note so early in the year.

10. Presentation on General Data Protection Rules (GDPR)

Noted: PF and CMcG presented on new legislation coming into force in May 2018 regarding GDPR which builds on existing regulation and the work undertaken by **safefood** to ensure compliance. This is a European Union wide initiative which carries huge penalties for companies and personnel not complying.

Noted: The Chair thanked PF and CMcG for their presentation and wished CMcG well in his new role.

11. Tour de table

12. AOB

Noted: The Board would like to write to Ms Fiona Gilligan, Director of Marketing and Communications wishing her well on her secondment for 18 months to the Department of Health.

Date of next meeting: Thursday 10 May, in Dublin.