



An Rialálaí Agraibhia Agri-Food Regulator

Ref: (ARA/N5/4B)

Note of the Second Meeting of the Board of the Agri-Food Regulator which took place on 12 January 2024 at 11a.m. in the Boardroom, Agri-Food Regulator's Office, Backweston Campus, Celbridge, Co Kildare, Ireland, W23 X3PH

Present

Board of the Agri-Food Regulator:

Joe Healy, Chair
Paul Brophy
Karen Brosnan
John Comer
Margaret Dineen
Elaine Donohoe
Grace McCullen
Angus Woods

In Attendance

Agri-Food Regulator:

Niamh Lenehan, CEO
Beckie Reynolds (note-taker)
Aiden Kelly Agri-Food Regulator (Item 3)
Robert Levins Agri-Food Regulator (Item 3)



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Item 1: Opening

The Chairperson welcomed Members to the meeting. The Board agreed that the agenda for the meeting was acceptable and adopted same. The minutes of the Board Meeting of 13 December 2023 were agreed.

Item 2: Conflict(s) of Interest

There were no conflicts of interest noted.

Item 3: Strategy Statement Session

A brainstorming/discussion session for the purpose of developing a strategy statement for the Agri-Food Regulator as required under section 39 of the Agricultural and Food Supply Chain Act 2023 was undertaken.

Item 4: Terms of Reference / Codes of Conduct

Drafts of the following documents were discussed and approved:

- Terms of Reference for the Board
- Code of Conduct for Board Members
- Code of Conduct for Employees

Item 5: Appointment of Chairperson and member(s) of the Audit & Risk Committee

Margaret Dineen was appointed as Chairperson of the Audit & Risk Committee and Elaine Donohoe as a member. The Head of Corporate Services at the Agri-Food Regulator will act as Secretary to the Committee.

Item 6: CEO Update

The CEO outlined the main aspects of operational activity since establishment and gave an overview of expected activity including key dates for the period to end quarter 1. She also provided an update on recruitment activity and the intention to have a document management system in use for the next Board meeting.



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Item 7: Board Meeting Dates 2024

The following dates were agreed for further Board meetings in 2024:

- 12 February
- 27 March
- 17 May
- 4 July
- 4 September
- 15 October
- 9 December

Item 8: AOB

1. It was agreed that significant items of communication being issued by the Executive will be forwarded to Board members in parallel for their information.
2. The possibility of establishing a sub-committee in the area of communications was discussed.
3. It was agreed that Board members will inform the Chair and CEO (by email) of any interactions / requests / correspondences with stakeholders as relevant to their role as Board member. This is for the purpose of maintaining a central record.

Item 9. Next Board Meeting

The Board noted the next meeting would take place on Monday 12th February 2024.

The Chairperson thanked everyone for their participation and contributions.

THIS CONCLUDED THE BUSINESS OF THE MEETING