



**Minutes of the Extraordinary Meeting of the
Agri-Food and Biosciences Institute (AFBI) Board held at
AFBI Boardroom, Newforge Lane
on Wednesday 26 September 2018 at 4.00 pm**

Present – Board Members

Mr. Colm McKenna, Chair	Mrs Fiona Hanna	Mrs Maureen McKeague
Mr Colin Coffey, Deputy Chair	Dr Richard Horton	Mrs Sharon Smyth
Mr Ian Buchanan	Ms Joan Houston	Mr Richard Solomon

In Attendance – AFBI Executive

Dr Stanley McDowell, Chief Executive Officer
Mrs Josephine Kelly, Director of Finance & Corporate Affairs Division (FCAD)

1. Introduction

ACTION

The Chair welcomed everyone to the meeting.

2. Apologies

Apologies were received on behalf of AFBI Board members, Dr Michelle Costello-Smith, Ms Theresa Cullen, Ms Kate Burns and Mrs Roberta Brownlee. Apologies were also received from the acting Director of Veterinary Sciences Division, Dr Alistair Douglas and Director of Sustainable Agri-Food Sciences Division, Dr Elizabeth Magowan.

3. Conflict of interest / Register of Interests Declaration

There were no conflicts of interest declared.

4. AFBI Annual Report & Accounts 2016/17

4.1 AFBI Annual Report & Accounts 2016/17 - Update

The Board noted the update in relation to the 2016/17 Annual Report and Accounts which outlined the key actions since Version 9 was presented to the Audit & Risk Assurance Committee in June 2018.

Mrs Kelly also thanked everyone for providing feedback on the document and commended the efforts of all involved in arriving at the current position.

4.2 Draft AFBI Annual Report and Accounts 2016/17 – Version 12 **ACTION**

The Executive presented the draft Annual Report and Accounts 2016-2017 (Version 12) which had been presented to the Audit & Risk Assurance Committee earlier today. The Chairman of the Audit & Risk Assurance Committee provided the Board members with a synopsis of the discussions at the Committee meeting and that subject to the minor changes, the Committee was recommending that the draft 2016-17 Annual Report and Accounts be approved by the AFBI Board.

4.3 Draft Report to those Charged with Governance for year ended 31 march 2017

Mrs Kelly presented the Draft Report to Those Charged with Governance and highlighted that the NIAO will be recommending to the Comptroller and Auditor General that he certifies the 2016/17 financial statements with an '*unqualified*' audit opinion. Six recommendations have been made by the NIAO and management is in the process of providing management comments to the recommendations. The Executive confirmed that it did not foresee any issues that would prevent the presentation of a final copy of the report to the AFBI Board at its meeting in December 2018.

Exec

4.4 Audit & Risk Assurance Committee Chairman's Annual Report 2016/17 - Update

The Audit & Risk Assurance Committee Chairman's Annual Report 2016/17 had been presented to the Committee earlier today and the Board noted that the Committee was content.

A final version of the Report will be presented to the AFBI Board at its meeting in December 2018.

JH

Having discussed the documents in relation to the 2016-17 AFBI Annual Report and Accounts and in noting the recommendation from the Audit and Risk Assurance Committee, the Board was content to approve the 2016-17 Annual Report and Accounts. The Executive will now take forward the formal processes to ensure that the 2016-17 AFBI Annual Report and Accounts are laid before the NI Assembly.

Exec

The Chair also took the opportunity to urge all parties to progress the audit of the 2017-18 AFBI Accounts as a matter of priority and in line with the timetable within the NIAO's 2017-18 Audit Strategy for AFBI which was presented to the Audit & Risk Assurance Committee earlier today.

5. Financial Structures

The Board met in closed session to discuss AFBI Financial Structures.

6. Any Other Business

There were no additional Items of business.

7. Review of Board Meeting Effectiveness

ACTION

The Board was content that the meeting had been effective.

8. Date of Next Meeting

The next AFBI Board Workshop will be held on Wednesday 24 October 2018.

The next AFBI Board meeting will be held on Wednesday 12 December 2018 at AFBI HQ, Newforge Lane.

Signed:

(Chairperson)

Date:
