



Inspiring & helping parents to take small steps to improve their children's health.

One daily walk  
#makeastart

START

Reducing the Weekly Shop

| What we're buying | What we're buying | What we're buying | What we're buying |
|-------------------|-------------------|-------------------|-------------------|
| £10.50            | £16.40            | £19.02            | £7.00             |
| on fresh & veg    |



# 2018 Annual Report

Contributing to public health and wellbeing by promoting food safety and healthy eating on the island of Ireland

## 2018 at a glance

### Research

**safefood's** promotion of food safety, nutrition and healthy eating is targeted at the whole food chain and, as a consequence, so is our research.

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### Education

**safefood** works with stakeholders and partners to develop and promote resources for different age groups across the island of Ireland.

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### Campaigns

**safefood** promotes the core messages of the organisation to consumers using integrated communication campaigns.

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### Networks

**safefood's** networks form dynamic and rewarding environments for the exchange of information for mutual benefit of stakeholders.

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### Events

**safefood's** events facilitate knowledge sharing between professionals and promote food safety, food hygiene and nutrition messages to consumers.

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### Corporate Operations

The Corporate Operations Directorate plays a key role in supporting the delivery of programmes and activities throughout the organisation.

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## Chief Executive's statement



This year was notable for being one of extremes: from storms and heavy snow at the beginning of the year to

record temperatures and a heatwave during our summer. Changes to our environment will no doubt have a lasting impact on our relationship with food and our food supply.

This year has also seen continued uncertainties posed by Brexit and the unique challenges it brings to food issues on the island. However, what has been a constant throughout the year has been the work of **safefood** and our continued role in improving public health on the island of Ireland.

Our research represents the foundations upon which our work is built. It provides scientific evidence, helps inform future policy and provides people with the information to make more informed choices about the foods they eat. Our research into children's food portions and the proportion of food groups eaten shows that there's still work to be done in helping families understand more about the foods they eat. Our project looking at Treats will bring helpful insights for the next phases of our START campaign. In addition to completed research projects, a number of new projects were commissioned this year, with subjects ranging from handwashing facilities and practices; to the safety of sous vide cooking; and foods on offer to children in social spaces. As well as building important all-island working relationships, I look forward to the many outputs from these upcoming projects in the years ahead.

When our Knowledge Network was first established in 2011, we had hopes that it would grow into a professional network of benefit to those with an interest in, or responsibility for food safety on the island. With hindsight and given current circumstances, this was an appropriate and far-reaching decision. The Network now numbers more than 3,000 members and welcomed almost 250 new members this year. With 30 events organised as part of the Network this year, it continues to broaden its reach. With our all Island Obesity Action Forum, this consistently delivers relevant and timely information-sharing through its bi-annual events in Belfast and Dublin and strengthens the ties between 31 organisations committed to tackling obesity and improving public health on the island.

At **safefood**, we recognise the vital role that teachers and educators have in developing the life skills and habits that children will bring with them in their lives. From the pre-school sector through primary and into secondary level, we continue to develop and distribute practical education resources. This year these included reusable handwashing posters for under 5s; lunchbox leaflets for primary schools and labelling information for secondary students. Web traffic to our online education hub at **safefood.eu** increased 44% this year.

For many, the public side of **safefood** is seen through our advertising and marketing campaigns. This year represented the second in our five-year campaign, "START" to encourage and support parents on their journey to a healthy weight for their children.

The latest phase of our Handwashing campaign for under 5s saw us welcome 'Rufus the Messy Monster', a character with a big personality to make handwashing fun for children. And our annual Christmas food safety campaign goes from strength to strength, with December 25th being the busiest day of the year on our website with a 55% increase in web traffic on Christmas 2017 and more than 160,000 users of our turkey cooking calculator.

Our corporate planning and strategy represents a road-map for our ongoing work in improving the health and wellbeing of the island's population, especially those in or at risk of food poverty and food inequality. This approach adopts a wide-range of public health interventions that are informed by behaviour change theory and practice.

The challenges and uncertainties of Brexit continue to be a cause of concern, especially in relation to food supply, food security and food safety. Never has North/South working and cooperation been so important. As we approach the 20th year of **safefood**, the value of a partnership approach in tackling shared issues remains at the core of what we do.

On behalf of the **safefood** Advisory Board and all my colleagues, I would like to thank all those stakeholders, agencies and organisations who work with us and I look forward to future challenges and opportunities.

**Raymond Dolan**  
Chief Executive Officer



# Brand Overview

 **77%**  
Logo Recognition

 **78%**  
Trust *safefood*

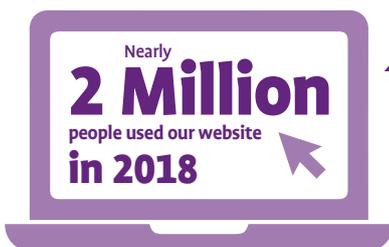
 **45%**  
Seen/Heard about *safefood* recently

 **34%**  
use *safefood* as an information source

  
Worked with over  
**100**  
Stakeholders

  
**7**  
Research  
Projects  
Published

Sponsored  **13**  
Community projects  
reaching over  
**2,000** people

  
Nearly  
**2 Million**  
people used our website  
in 2018

Up **53%**  
from  
**2017**



**5** Consumer  
Information  
Campaigns

in 2018 providing information on nutrition and food safety

## START



7 events delivered through the START campaign



engaging with approximately **400,000** people



The campaign was **seen, heard or read** more than **15 Million** times in 2018



51% of people remember the advertisements

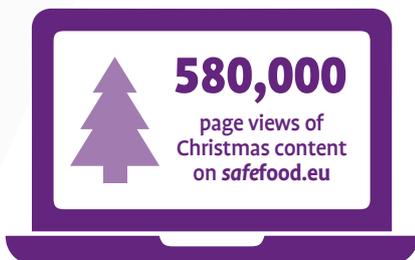


89% of people surveyed can relate to the campaign



**74%** of adults on the island of Ireland are concerned about healthy eating

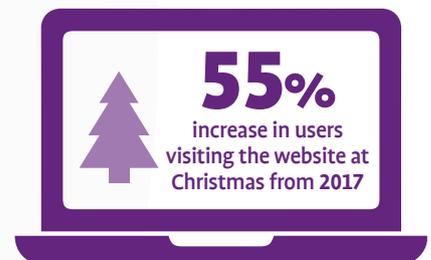
## Christmas



**580,000** page views of Christmas content on safefood.eu



**160,000** Users of the Turkey cooking calculator



**55%** increase in users visiting the website at Christmas from 2017

## Operation Transformation



**-2.8kg**

**56%** Users of respondents lost more than 2.8kg



highest

The highest proportion recorded to date



# Our Research

One of **safefood's** primary functions is to 'bring about general acceptance that responsibility for the provision of safe food is shared among producers, processors and distributors at all levels, caterers and the general public'. To this effect, **safefood** considers the entire food chain in its outlook on research and ensures that our research programme is linked to and supports our primary functions.



**safefood** undertakes a wide ranging programme of research and knowledge gathering in order to address gaps in scientific knowledge related to food safety, food hygiene, nutrition and healthy eating.

This research is used to build the evidence base for developing communications that are supported by science that is clear, authoritative, relevant and independent, including **safefood's** consumer focused awareness campaigns. Such scientific work also enhances our understanding of the potential hazards in the production of food and the measures needed to minimise or eliminate these hazards.

Working with key stakeholders in research and other institutions, **safefood** has fostered all-island working relationships and enhanced partnerships between research institutions across the island of Ireland (IOI).

## Research projects overview

### The following research projects were completed in 2018

#### **What's on your child's plate? Food portion sizes and the proportion of different food groups eaten by children on the island of Ireland.**

This project was conducted by University College Cork and completed in May 2018.

#### **Why are adults giving food treats to children?**

This project was conducted by University College Dublin and completed in June 2018.

#### **The Comparison of vulnerability resolution initiative in the Agrifood production and manufacturing chain on the island of Ireland and selected OECD countries.**

This project was conducted by University College Dublin and completed in October 2018.

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### The following research projects were commissioned in 2018

#### **An investigation of hand washing facilities and practices in various settings on the island of Ireland.**

This project will be conducted by Ulster University. The duration of the project is 24 months from May 2018 to April 2020.

#### **What's on offer? Food for our kids in social spaces.**

This project will be conducted by University College Dublin. The duration of the project is 12 months from October 2018 to October 2019.

#### **Portion control tools – do they work in practice?**

This project will be conducted by Ulster University. The duration of the project is 15 months from January 2019 to April 2020.

#### **Assessment of the safety of sous vide cooking**

This project will be conducted by Quadram Institute BioScience, Norwich, United Kingdom. The duration of the project is 9 months from October 2018 to July 2019.

## Publications

7 research reports were published by safefood in 2018, covering food safety and healthy eating.

### Food allergen in prepacked foods

Accurate labelling of prepacked food products is essential for food hypersensitive consumers to make safe food choices. In this study, food products were selected for gluten or peanut allergen analysis (sometimes both) based on an analysis of product recalls in the United Kingdom and the Republic of Ireland between 2011 and 2017.

### Iodine status on the island of Ireland

This research project looked at two elements, firstly to provide an insight into the current iodine status of adolescent girls on the island of Ireland. Secondly to investigate trends in iodine status over time using the thyroid-stimulating hormone (TSH) test results of babies born throughout the island of Ireland between 2000 and 2014. The report concluded both cohorts were sufficient in iodine levels.

### Food safety knowledge and skills among SME's on the island of Ireland

Small and Medium Enterprises (SME) constitute the vast majority of food businesses across the island of Ireland. A failure on their part to manufacture, distribute and sell safe food products will lead to a loss in consumer confidence and a subsequent loss of market share. This report looked into the level of food safety knowledge and skills within small and medium enterprises in food and drink manufacturing, retail and catering on the island of Ireland. The findings of this report assisted safefood in the development of resources and tools specifically aimed at the SME food sector.

### Risk profiling *Listeria* in ready-to-eat foods

The study was undertaken to complement a study supported by the Republic of Ireland's Department of Agriculture, Food and the Marine under the Food Institutional Research Measure. Both studies had the aim of monitoring the occurrence and persistence of *Listeria monocytogenes* in foods and environments of food-processing facilities. A closely coupled research programme resulted, with this study directly benefitting from the experiences of the staff in the Republic of Ireland, and adding to the data gathered, to enable information from across the island of Ireland to be compiled and considered.



## Trust makers, breakers and brokers in the food system

During a critical food incident consumer trust in the food system can be undermined due to attention being drawn to an increased risk to health and safety and questions raised about the integrity of the food supply chain. This can result in a significant fall in sales of products implicated in the incident, in the short term. In the longer term the result could be an increased level of distrust in the food system. This report explored goals and responses to critical food incidents by examining the reactions and behaviours of 3 stakeholder cohorts – media, industry and regulators in a qualitative study.

## Mapping the dairy supply chain on the island of Ireland

The purpose of the research was to analyse the dairy supply chain in both jurisdictions on the island of Ireland to provide a comprehensive description of all stakeholders involved in the production, processing and marketing of dairy products into and out of the island. This included an outline of the business and regulatory controls in place along the supply chain.

## What parents think about weaning?

It has been reported that weaning can be both an enjoyable experience and a challenging transition for parents. This research seeks to provide insights into parents' actual experiences and perceptions. The findings will inform **safefood** on how best to help parents with weaning their infants, at both an informal and professional level.

## 5-day meal planner

A leaflet detailing a 5-day meal plan which included breakfast, lunch, snack options and evening meal was published by **safefood** to support the messaging of the START campaign. To acknowledge busy parents the evening meal included 6 ingredients or less which could be prepared in under 30 minutes. A shopping list for all meals was also included to make parenting that bit easier.

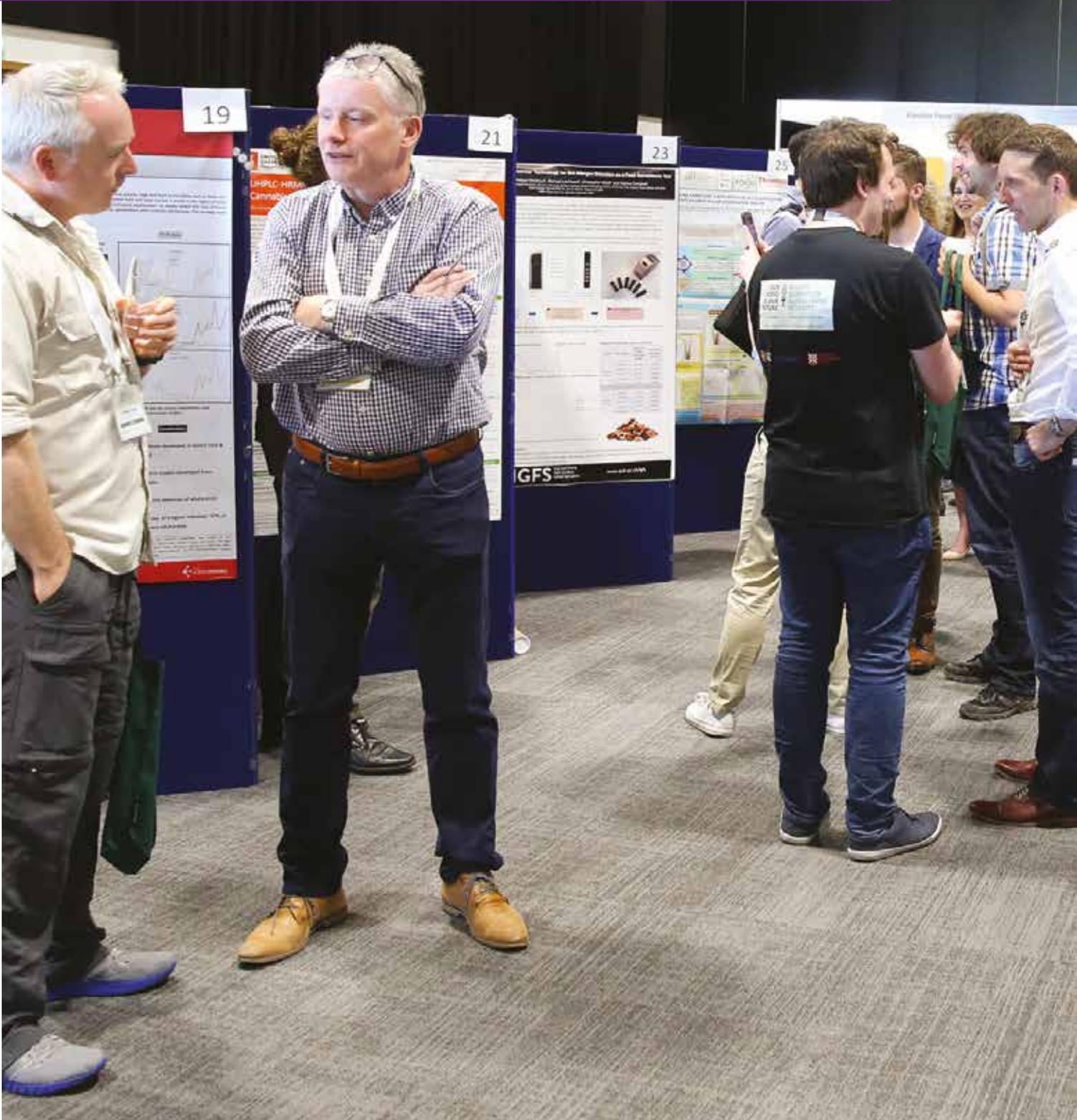
## safefood re-printed the following popular resources in 2018;

- How to prepare your baby's bottle
- Sugar content of cereals poster
- Healthy lunchboxes
- Sugar shockers – sugar and caffeine content of energy drinks
- START reward chart
- Knowledge Network promotion flyer.



# OUR NETWORKS

**safefood's** networks form dynamic and rewarding environments for the exchange of information for the mutual benefit of stakeholders.



## Knowledge Network

**safefood** has, as part of its legislative remit, an obligation to promote awareness of food safety issues amongst professionals with an interest in, or responsibility for food safety including the food industry.

The Knowledge Network has created and augmented linkages across the island of Ireland between food safety professionals throughout the whole food chain since 2011. The current phase of the Knowledge Network which has been running since 2016 focuses on the following food sectors;

**Dairy**

**Poultry and white meat**

**Animal feed**

**Red meat**

**Fresh produce**

**Fish and shellfish**

Within these food sectors a wide variety of food safety topics are covered including;

- Chemical and microbiological food safety issues
- Food production and processing topics
- Trade and economic matters
- Food fraud/crime
- New food safety innovations
- Sustainability and climate change food safety effects.



### Knowledge Network in 2018

**Membership stands at 3,009**

**247 new members**

**30 Knowledge Network events held in 2018, engaging with approximately 1,600 people**

**623 uploads to the Knowledge Network site with over 23,000 visits**

**12 editions of 'Network News' were published**

**13 editions of 'The Food Chain' magazine were published**

### Knowledge Network working with SMEs

**safefood** recognises that SMEs face particular challenges in running a food business. They do not have the expertise in food safety that a big producer or manufacturer can recruit and any scare could cost an SME their business. The findings of the research project titled 'Food safety knowledge and skills among SMEs on the island of Ireland' assisted **safefood** in the development of resources and tools specifically aimed at the SME food sector.

Ten workshops were held across the island of Ireland to provide practical advice on how to produce food safely. The workshops titled 'Knowledge is Power – what you need to know to produce safe food for the consumer' covered:

- What you need to know about bacteria and how to control them to keep your customers safe

- Choosing and using hygiene cleaning products
- Managing the traceability of your supply chain
- Managing food allergens and labelling.

Two further workshops titled 'Food safety: helping you to get it right' were held to assist SMEs working in the food sector to handle food safely.

**safefood** in partnership with Dublin's Local Enterprise Offices / Dublin Food Chain hosted a special SME seminar in Dublin aimed at food business in a pre-start-up phase or those that have been operating for less than 36 months. This workshop targeted food producers, or those with an idea for a food product and the workshop covered topics such as business support options, allergens training and featured group mentoring sessions focused on HACCP, finance and marketing / branding.

**safefood** also understands SMEs may not have the employee numbers to release staff to attend training. To address this issue the Knowledge Network regularly hosted webinars and creates videos on training that can be accessed at any time.



## Training and mobility programme

The purpose of the Training and Mobility Programme (TMFP) is to enable members of the Knowledge Network to enhance their skills, broaden their expertise and create linkages between those involved in food safety on the island of Ireland. Members can visit other laboratories, attend conferences, centres of excellence and other training events that are food safety related. **safefood** strongly promotes cross-border and cross-sectoral exchanges and visits.

2018 saw continued growth from previous years in the number of applications to the Training and Mobility programme with participants travelling to countries across the EU as well as the USA. The majority of applicants were from the public sector i.e., Academia, Laboratories and the Department of Agriculture. However there were a small number from the private sector – both with very close links to Food Safety in Agribusiness.

## Knowledge Network providing allergy training

In 2018, **safefood** continued to provide a source of accurate information on food allergens for the public and food businesses via its helpline, website and through opportunities to present on this topic to various groups throughout the island of Ireland. We also continued to provide practical solutions for food businesses to assist them in managing food allergens and protect their food hypersensitive customers.

A series of 10 food safety training workshops for small and medium-sized food businesses was organised under the auspices of the **safefood** Knowledge Network in partnership with Teagasc, Moorepark and the College of Agriculture, Food and Rural Enterprise in Co. Tyrone. Workshops were held in Fermoy, Clonakilty, Killarney, Sligo, Athenry, Mullingar, New Ross, Derry/Londonderry, Belfast, and Dublin. One of the issues addressed at the workshops was the management of food allergens and, as in previous years, this continues to be the issue of most interest to a wide range of catering and manufacturing food businesses.

Research carried out by both the Food Standards Agency and the Food Safety Authority of Ireland (FSAI) has shown that caterers continue to have difficulties in implementing current allergen legislation. In addition, there is very little consistency in the extent to which allergen management is addressed in the different colleges and institutes across the island of Ireland. Fully aware of the difficulties that caterers and other food service personnel face in trying to manage food allergens, **safefood** collaborated with the 6 colleges of Further and Higher

Education in Northern Ireland to deliver a series of food allergen masterclasses for Levels 1-3 Catering & Hospitality students. The purpose of the masterclasses was to improve allergen awareness and understanding in the food service sector and assist students in understanding why control of food allergens is not an option but an integral part of catering work practices. The masterclasses were delivered in partnership with the Food Standards Agency in Northern Ireland and in association with Gluten Free Ireland. A total of 12 masterclasses were delivered throughout these colleges.

**safefood's** contribution toward protecting the health of food hypersensitive consumers and assisting food businesses in managing food allergens was further advanced in 2018 through participation in 2 Food Safety Authority of Ireland working groups. The first considered the risk assessment of undeclared food allergens in Ireland. The goal of this group was to provide scientific advice to the Authority on the data inputs needed for the risk assessment of undeclared allergens in foods to underpin proportionate risk management in order to protect public health. A final report will be presented to the FSAI Scientific Committee in 2019. A second Food Safety Authority of Ireland working group commenced in quarter 4 of 2018 and addressed allergen declarations on non-prepacked food. The group investigated progress made in encouraging food businesses to comply with allergen declaration requirements for non-prepacked food, and also considered ways of improving compliance and the accuracy of allergen labelling. This working group will continue into 2019.

## Community Food Initiatives

**safefood** fund a group of community based projects across the island of Ireland named the 'Community Food initiative' (CFI). 2018 was the final year of the third 3-year programme of CFI projects. The purpose of the programme is to promote a greater access and availability of healthy and

safe food in low income areas, using a community development approach. 2018 continued to see 13 community organisations, 9 in the Republic of Ireland and 4 in Northern Ireland deliver the CFI programme.

The current term of the CFIs concluded in summer 2018. Since

the programme began in 2008, 30 communities have received **safefood** funding across the island of Ireland. In August the recruitment of the next term of CFIs began (2019-2021). An evaluation of the 2016-2018 programme has taken place.

## All-island Obesity Action Forum

The All-island obesity action forum was established in December 2008 and officially launched in April 2009. The role of the forum is to support the implementation of obesity policies on the island of Ireland. The forum brings together a range of stakeholders from 31 organisations. Members come from the areas of food and physical activity. By facilitating the exchange of best practice and by promoting networking and collaboration, the forum provides an ideal platform for partnership and cohesive working on the island of Ireland.

The forum is supported by the publication of an e-bulletin, 'All-island obesity news' which promotes the sharing of information and the exchange of best practice, whilst providing an overview of current research, news coverage, events and reports in the area of obesity. The redesigned e-newsletter was launched in April and since then 12 bulletins were sent out to 500 subscribers.

The topic of the first All-island Obesity Action Forum workshop of 2018 held in Belfast focused

on the theme of 'nudging' as a behaviour change concept to encourage positive behaviours in relation to health and wellbeing and to promote a healthy weight. Over 120 delegates heard from Professor Theresa Marteau from the University of Cambridge on how redesigning our environments shows promise for changing behaviour across populations to tackle obesity. Dr Fiona Geaney presented on 'taking nudge digital with food choice at work' and Dr Damien Bennett of the Public Health Agency presented a case study on 'taking the stairs'.

The second All-island Obesity Action Forum workshop of 2018 held in Dublin highlighted how reformulating our obesogenic

environments can create positive behaviours to promote a healthy weight. Guest speakers included Dr Barry Lamb from Waterford Institute of Technology who discussed how we have engineered physical activity out of our everyday lives. Associate Professor Eileen Gibney, from University College Dublin gave an overview of the benefits and challenges of food fortification. Dr Claire Cleland from Queen's University Belfast shared her research findings into the impact that environmental restructuring can have on our health and wellbeing. Dr Celine Murrin from University College Dublin provided a case study about their initiative to remove fizzy drinks from campus.



Speaker at the All-island obesity action forum.

## All-island Food Poverty Network

Food poverty, defined as the inability to access a nutritionally adequate diet, is a significant issue for many people on the island of Ireland.

Although the cost of healthy food is a major factor, the inability to access a healthy diet is a complex issue that incorporates education, transport, literacy, culture and environmental planning. Food poverty is yet another outcome of broader determinants of health, such as poor housing, social exclusion and high crime.

With other stakeholders on the island of Ireland, **safefood** is addressing the issue of food poverty through advocacy, building the evidence base and supporting community initiatives.

Formed in 2009, the network is co-chaired by **safefood** and the Food Standards Agency in Northern Ireland. The aim of the Network is to support a co-ordinated and strategic approach to tackling food poverty on the island of Ireland through the development of consensus on related issues, collaboration and shared learning.

“  
**...the inability to access a healthy diet is a complex issue that incorporates education, transport, literacy, culture and environmental planning.**  
 ”



All-island Food Poverty Network Annual Conference

The 4<sup>th</sup> annual conference of the Network was entitled ‘Food for thought’. The event shared new insights, latest research and explored solutions in tackling inequality and food poverty. Guest speakers highlighted the work delivered on the island of Ireland with social supermarkets and how collaboration between both jurisdictions is paramount.

The challenges faced by homeless families in emergency accommodation in relation food access and nutritional health were reviewed. Presentations explored the importance of engaging homeless individuals in discussions about their food experiences and how to optimise their wellbeing.

Two e-bulletins were issued in 2018 from the Food Poverty Network to approximately 150 subscribers.



## Partnership working

Working in partnership is at the heart of **safefood's** role as a North/South body. Whether in our communication campaigns, scientific research or professional networks, our partnership approach brings many positive connections and long-lasting relationships on the island of Ireland.

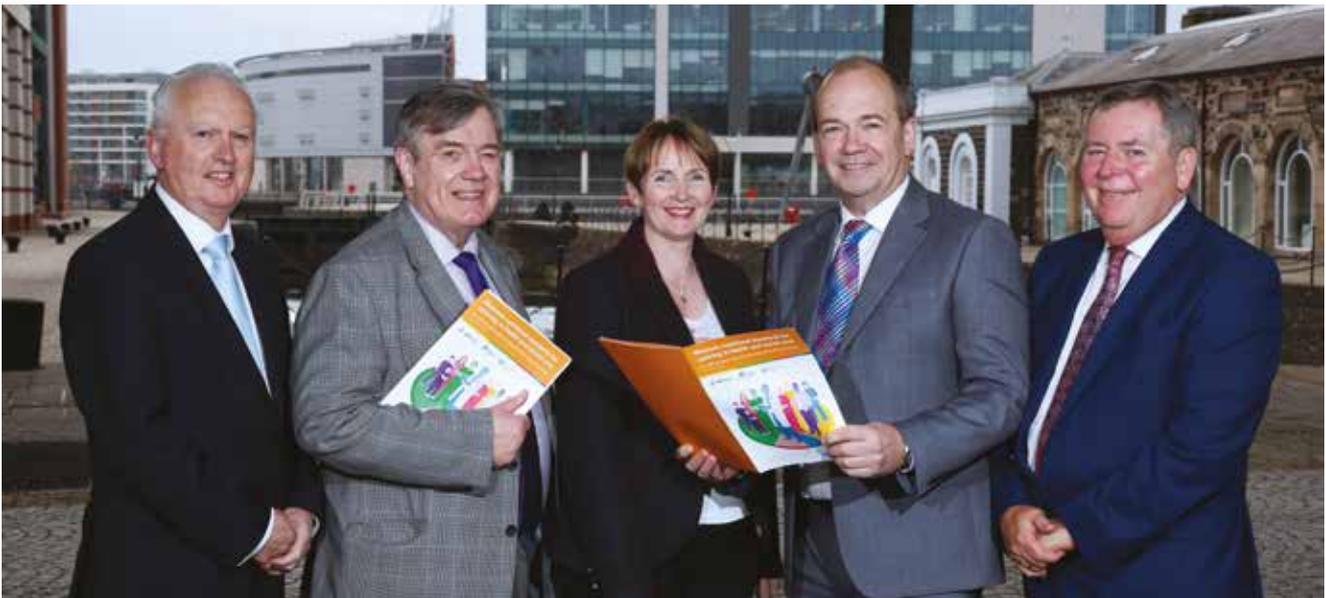
The Minimum nutritional standards for catering in health and social care in Northern Ireland were published in 2017 by **safefood**, the Public Health Agency and the Food Standards Agency. These standards support people working in health service catering businesses who want to offer consumers a choice of affordable, healthy and sustainable food. **safefood** as a North/South body brought expertise from this project and shared this information with the Health Service Executive in the Republic of Ireland, whose standards are expected to be published in 2019.

Emphasising **safefood's** role in promoting collaborative work across NI and ROI, the ROI's HSE vending policy will inform the development of a vending policy for Health and social care settings in NI.

Providing feedback to stakeholder's consultations is a regular part of **safefood's** work. In 2018 **safefood** were asked to feed into a consultation by Tusla on the draft quality regulatory framework to support the 2016 childcare regulations.

**safefood** continued to build partnerships with a wider range of organisations to optimise the value of our food safety and healthy eating advice. Key alliances enable **safefood** to bring relevant resources directly to communities across the island of Ireland. For example, for the START parenting campaign key partners in both Northern Ireland and the Republic of Ireland

were involved in the co-creation development stage. In the Republic of Ireland pre-campaign briefing meetings were held with Senior HSE and Communications Managers working in Health & Wellbeing departments, Healthy Ireland, and The Healthy Eating Activity and Lifestyle (HEAL) programme communication teams in advance of the launch of the campaign. START resources are free to order through the HSE's healthpromotion.ie web site. In Northern Ireland, face-to-face meetings have taken place with the Early Year social work team who have overall responsibility for Sure Starts. The Early intervention transformation team within the Public Health Alliance and are currently exploring opportunities to engage with health care assistants on the ground. START resources are now available in 3 of the 5 NI health social care trusts through their communication resource and information service (CRIS).



Partners from **safefood**, Food Standards Agency Northern Ireland and Department of Health Northern Ireland at the launch of the Minimum nutritional standards for catering in health and social care in Northern Ireland.

# OUR EVENTS

The success of our professional and public-facing events reflects our approach to sharing knowledge, building relationships and offering practical advice.



## Belfast summit on global food integrity

This 4 day international conference hosted by **safefood**, Queens University Belfast and the University of Laval attracted 620 delegates from 49 countries. The focus was 4 overarching themes-

- Deliberate contamination of food
- Microbial threats to food
- Exposure to multiple chemicals
- Delivering the nutritional needs for the 21<sup>st</sup> century.

The opening address was given by Dr John Bell, Directorate-General Research & Innovation, European Commission. Presentations were also given by Dr Amy Kircher of the Food Protection and Defense

Institute, USA, Prof Jorgen Schlundt of Nanyang Technological University, Singapore and Ms Renata Clarke of the Food and Agriculture Organization of the United Nations, to name but a few. A **safefood** Knowledge Network sub-event was also held during the conference. It facilitated networking especially amongst NI members and there was also a science show by Dr Marty Jopson of the BBC's 'The One Show'. In association with Queen's University Belfast, **safefood** also commissioned food journalists Nick Hughes and David Burrows to write follow-up strategic conference thought leader articles based on



**safefood** staff at the Belfast summit on global food integrity.

outputs from the main over-arching themes from the conference as well as a number of insightful interviews with key speakers. These articles were subsequently disseminated to policy makers and those working in the food arena.

## Balmoral Show

The 16<sup>th</sup> year of **safefood** exhibiting at the Balmoral show showcased its new START campaign. The aim of the stand was to raise awareness of the campaign and build engagement with our target audience. The stand focused on research that indicated that almost 25% of a household's weekly shop is spent on treat foods at the expense of purchasing fruit and vegetables. During the 4 day event 2,000 copies of the 5-day meal planner were disseminated to help busy parents plan healthy meals.

The **safefood** stand consisted of giant Snake and Ladders game which was used to highlight the 7 core practical messages to achieve a healthier lifestyle for your family. The stand also included a 4 sided engagement wall which included a sugary drinks quiz, healthy eating quiz and physical activity challenge. Families who completed the various activities were encouraged to include a family commitment on our pledge wall.



**safefood** staff at the Balmoral show

## Healthfest

Healthfest, which has been running for 3 years is a fun-filled and informative event featuring some of the ROI's top experts in the health arena. The event encourages healthy habits for students now and in their future. The aim of the event was to provide students with an opportunity to learn all about the benefits of healthy eating, physical exercise and the importance of looking after their mental health.

3,000 Transition Year students accompanied by their teachers attended the event in Dublin. **safefood** informed students of the sugar content of energy drinks.

## Events calendar

### Professional Networks

**5 February**

Limerick

#### Food discussion group for dairy and meat producing SMEs

safefood facilitated a networking meeting for SMEs working in this sector.

**12 June**

Belfast

#### All-island obesity action forum – Nudge, nudge – making the healthier choice the easier choice

This event focused on ‘nudging’ as a behaviour change concept to encourage positive behaviours in relation to health and wellbeing in order to promote a healthy weight.

**20 - 22 June**

Ulster University, Coleraine

#### Nutrition Society summer conference

safefood presented its work on recipe analysis.

**18 September**

Belfast

#### All-island food poverty network workshop

The event looked at the challenges homeless families in emergency accommodation face in relation food access and nutritional health. Presentations explored the importance of engaging homeless individuals in discussions about their food experiences and how to optimise their wellbeing.

**13 November**

Dublin

#### All-island obesity action forum: Reformulating our obesogenic environment

The event highlighted how reformulating our obesogenic environments can create positive behaviours to promote a healthy weight. We discussed current reformulation strategies to improve the food environment and explore how our environments can be changed to encourage people to be more physically active.

### Training and workshops

**8, 9, 10, 11, 16, 17 January**

NI

#### Managing food allergens: a workshop for catering and hospitality students

A workshop for catering students to educate on allergens on how to handle these once in employment.

**10 April**

Cork

**15 May**

Sligo

**7 June**

Newross

**26 September**

Dublin

#### Knowledge is power, what you need to know about food poisoning bacteria

safefood in partnership with Teagasc hosted free workshops specifically for SME food business and those working within the wider food sector providing practical advice on how to produce and handle food safely.

**26 April**

#### Knowledge Network webinar – world-first clinical trial

**26 April**

#### Knowledge Network webinar – The production of omega 3 chicken and the benefit to human health

**19 June**

Belfast

**21 June**

Dublin

**26 June**

Cork

#### Laboratory staff training course

**18 June**

Newtownabbey

**19 June**

Cookstown

#### Shelf-life training for Environmental Health Officers

**10, 17, 18 April**

Cork

**15 May**

Sligo

**16 May**

Galway

**6 June**

Mullingar

**7 June**

Wexford

**4 September**

Londonderry/Derry

**5 September**

Belfast

**25 September**

Dublin

#### Food safety workshop

## Education

**21 February**

Athlone

### National association of youthreach

Promoting Little Bites hub.

**24 February**

Belfast

### British nutrition foundation, livestock and meat commission

**2-4 April**

Kerry

### Irish National Teachers Organisation annual congress

Promoting MediaWise.

**26 April**

Dublin

### Healthfest

Focusing on Energy drinks.

Additional educational events:

**5, 6 October**

Limerick

### Feilte

**13 & 14 April**

Dublin

### Early Childhood Ireland

**16 November**

Galway

### Gaeloideachas

**23 November**

Belfast

### Early Years conference

## Seminars

**15 June**

Dublin

### Small food business mentoring seminar

safefood hosted a SME seminar for food business in a pre-start up phase. Targeting food producers the workshop covered topics such as business support options, allergen training and HACCP.

**12 December**

Belfast

### Antimicrobial Resistance in the Food Chain seminar

A seminar to share the latest learning on AMR for public health authorities, vets and those working in food safety.

## National and international conferences

**1 May**

Cork

### Conference on *Listeria Monocytogenes*

The conference hosted for those working in food production, public health and food safety, covered the occurrence of *Listeria*, virulence, regulatory issues, growth on food and control of the bacteria in the processing environment.

**28 – 31 May**

### Our food is our future: Belfast summit on global food integrity

safefood, with Queen's University hosted a major international summit on global food integrity which brought together food-security experts from all over the world.

## Promotion

### Balmoral Show, Belfast

**16-19 May**

### National Ploughing Championships

**18 - 20 September**

Tullamore

## Sponsorship

**24 April**

Galway

### TouRRoir

A cross sector food, tourism and culture global forum

**24, 25 May**

Sligo

### Chartered Institute of Environmental Health / Environmental Health Association of Ireland forum

# OUR EDUCATION

With the changes in our food supply chain and lifestyles, it is important that young people are educated on the importance of food safety, food hygiene and nutrition. **safefood** recognises that teachers play a vital role in developing the habits of young people that can last a lifetime.



safefood's free interactive education resources, available through its website and supported by printed material, are regularly reviewed to ensure the content remains up-to-date and relevant.

2018 mainly focused on promoting existing education resources which include;

## MediaWise

To equip primary school children with the life skill they need to navigate the rapidly changing media forms at their disposal.

*There were almost 9,500 visits to the MediaWise resource in 2018*



## Lunchbox leaflet

Supplied to primary schools to provide practical tips on how to prepare a healthy lunch.

*safefood disseminated over 100,000 copies of the lunchbox leaflet to 1,300 primary schools. An Irish language version was sent to 305 schools*



## Handwashing

Packs for pre-school children consisting of a leaflet for pre-school staff about the campaign, a poster for the staff room, reusable handwashing posters for bathrooms and a poster for parents to use at home with their child to reinforce good handwashing habits were distributed through Early Childhood Ireland in the ROI and Early Years - the organisation for young children in NI.



4,500 handwashing packs were disseminated to Pre-schools in 2018

## Little Bites

An online information and resources hub for early childcare providers on topics such as nutritious meals and snacks, regulations around food and health, supporting learning environments for children.



There were 22,122 visits to the little bites resource hub in 2018

## What's on a label?

A resource for secondary school pupils to educate on how to read food labels so as to have a positive influence on healthy food choices.

3,833 visits to the What's on a label? resource for secondary schools



## safefood for life

A Transition year resource for the Republic of Ireland to educate students on Food Hygiene and introduce Hazard Analysis Critical Control Points (HACCP), a system used in the catering industry. On completion of the exam successful students receive an industry-recognised qualification.

2,438 students completed the safefood for life exam equipping them with a qualification in basic food hygiene.



In total there were over **90,000 visits** to the education section of safefood's website in 2018.

**44%**  
increase since 2017

# OUR CAMPAIGNS

Our key messages of food safety, food hygiene and nutrition are communicated using a combination of advertising, public relations, direct marketing, digital and social media, events, publications, sponsorship and the **safefood** website.



## Childhood obesity **START**

Our 5-year campaign entitled 'START', with an aim to promote a healthy weight for children, aired in April and October of 2018. Partners in the campaign are the Health Service Executive, Healthy Ireland, Public Health Agency and the Department of Health Northern Ireland.

The April phase, supported by Minister for State Catherine Byrne T.D in ROI, ran across TV, radio, outdoor and digital/social channels. Market data on parents' spending on treat foods for children versus spend on fruit and vegetables was used to publicise this phase of the campaign. Posters and messages also featured in the Bórd Bia fruit and vegetable exhibition at the Bloom Festival.

Literature clearly indicates that the consumption of fruit and vegetables lowers the risk of all-cause mortality, cardio vascular disease and certain cancers. Research showed almost one fifth (19%) of the average weekly family food shop is spent on highly processed "treat" foods like crisps, chocolates and sweets. This compares with only 10% spent on fruit and 7% on vegetables in the Republic of Ireland. In Northern



Launch of START 'Pause for Play' phase

Ireland the picture was similar with one quarter (24%) of the average weekly family food shop being spent on highly processed "treat" foods, comparing to only 10% of the weekly spend going on fruit and just 7% on vegetables and prepared salads.

For the October phase, we communicated messages about reducing screen time and being more active as a family. Research has shown too much screen time impacts on children's activity levels, diet and sleep.

The phrase 'Pause for Play' was used throughout the campaign to

encourage parents to swap screen time and be more active with their kids and also encourages play-alternatives to screens for their children. Play was also focused on to encourage physical activity outside of any organised activities that kids already do. All of the messaging in our campaigns were focus group tested.

The TV ad from 2017 ran along with a new radio ad giving parents lots of practical advice and tools for reducing screen time. The START website hosted expert videos, active games that families could play (and

“  
Literature clearly indicates that the consumption of fruit and vegetables lowers the risk of all-cause mortality, cardio vascular disease and certain cancers  
”



Launch of START 'reducing treats' phase

the rules!) and a 'Play Pact' where families could agree for themselves to what changes to screen time and physical activity they wanted to make. Our social channels and PR supported the campaign.

Research reveals that too much screen time impacts on children's physical activity, diet and sleep. Children who spend more time on screens tend to get less sleep, are more likely to have a higher Body Mass Index (BMI) and eat more unhealthy drinks and snacks. The START campaign aims to provide practical tools and advice for parents, to help them set limits on screen time and to encourage the whole family to become more active.

*The START campaign was seen, heard or read about more than 15 million times in 2018*



## Handwashing

safefood's handwashing campaign which first launched in 2017, aired again in October 2018. The campaign was evaluated after the first phase and built on in 2018 with

approximately 4,600 packs being disseminated to pre-schools. Each pack contained a leaflet for staff about the campaign, a poster for the Staff Room, reusable handwashing posters for bathrooms and a poster for parents to use at home with their child to reinforce the message.

An exciting feature of the campaign was an animated character called Rufus - the messy monster, whose aim is to make learning good handwashing habits fun for under-5s and help keep E.coli at bay.

In addition to the direct mail out of packs to childcare providers, advertising included cinema ads, radio, out of home (fixed and digital

billboards and back of bathroom door posters), digital advertising, web and social media.

Children under 5 are more vulnerable to E.coli infection and while the majority of E.coli cases happen at home, there were 49 E. coli outbreaks in childcare settings between 2010 and 2016.

Early Childhood Ireland and Early Years in Northern Ireland have endorsed this campaign, which supports their Hand Hygiene Policies, underpinned by the Childcare (Pre-school Services) Regulations 2016 in ROI and the Childminding and Day Care for children under Age 12 Minimum Standards in NI.



## Operation Transformation

The 11<sup>th</sup> series of the **safefood** – sponsored programme Operation Transformation aired in January/February for 8 weeks on RTE. The aim of the programme is to encourage people to lose weight, gain confidence and make positive changes to diet and lifestyle.

**safefood**-sponsored stings in line with the START campaign messaging accompanied the show on TV.

Research showed 56 % of respondents who watched the show lost more than 2.8 kg in weight, this was the highest proportion of weight loss amongst viewers to date.



Launch of Operation Transformation.

## Food safety Christmas campaign

In December **safefood** were at hand to take the stress out of Christmas for those preparing the family dinner. Christmas Day is one of the most enjoyable times of year. It's a day when you can share a special, traditional dinner with your friends and family. However, it can be stressful to prepare a safe, tasty and nutritious meal for a large group of family and relations. It's important

that proper food hygiene practices are followed to ensure no one gets sick. The **safefood** website was stuffed with lots of useful resources including a turkey cooking-time-calculator, how-to videos, lots of tasty Christmas recipes. And for any last-minute questions on Christmas Day itself, the **safefood** Chefbot was also available to answer questions through Facebook messenger.

Christmas day 2018 was the busiest day on the **safefood** website ever.



There were almost **160,000 users** of the Turkey cooking calculator



**580,000 page views** of Christmas content on safefood.eu

**55%**

**55% increase** in users visiting the website at Christmas from 2017



Launch of **safefood's** Christmas campaign

# Corporate Operations

The services provided span the areas of accounting and finance, procurement, human resources, information technology, legal governance and audit, all contributing to facilitate the efficient and effective delivery of **safefood's** business goals and strategy.



## Advisory Board

Seven meetings of the Advisory Board were held through the year, five in Dublin, one in Cork and one in Belfast. In addition to in-house presentations and briefings from **safefood** staff, several guest speakers were invited to present to the Board on such topics as the findings of **safefood's** market research and the Community Food Initiatives Programme 2016-2018.

Attendance details as well as fees paid to members of the Advisory Board are included on page 33.

## Audit and Risk Committee

The Audit & Risk committee is comprised of two members of the Advisory Board (Mr. Paul Gibbons and Mr. Edmond Rooney) and two external members, one of whom chairs the committee. Both external members of the committee have wide relevant professional experience. The Audit & Risk Committee met three times in 2018. The Audit & Risk Committee engages external professional auditors to conduct a programme of internal audits and regularly reviews the risk register for completeness and to ensure that all appropriate steps to control and mitigate risks are in place. External Audit is carried out jointly by the office of the Comptroller and Auditor General and the Northern Ireland Audit Office.

The Audit & Risk Committee has an independent role in the provision of assurance to the CEO as accounting officer and the Advisory Board on internal control, risk management, audit and assurance matters as part of the systematic review of **safefood's** internal controls and governance procedures.

## Audit & Risk Committee membership and attendance

|                       | 2018 | 2017 |
|-----------------------|------|------|
| Number of meetings    | 3    | 4    |
| Ms Margaret Campbell* | 3    | 3    |
| Mr Alan Myles         | 2    | 3    |
| Mr Paul Gibbons       | 3    | 3    |
| Mr Edmond Rooney      | 3    | 4    |

\*(Chair)

## Human Rights & Equality

**safefood** aims to fully comply with Equality and Human Rights legislation in both jurisdictions. During 2018, **safefood** closely monitored its progress towards delivering the commitments set out in its Disability Action Plan 2016-2020. Regular training is provided to all staff to encourage awareness of disability and equality issues and this training is incorporated into the staff induction process. The Annual Report on Equality (which is published on **safefood's** website) and the Disability Action Plan were submitted on a timely basis to the Equality Commission (NI). **safefood's** recruitment programme actively encourages people with disabilities to apply for roles.

## Advisory Committee

**safefood** is assisted by an Advisory Committee of experts with a broad range of professional expertise, experience and backgrounds.

Membership of the Committee is voluntary and the overarching role of the members is the provision of technical advice and guidance to assist **safefood** in setting strategy and successfully delivering on the elements of its three-year Corporate and annual Business Plans.

The Advisory Committee complements the **safefood** Advisory Board and both structures are appointed by the North South Ministerial Council. The Committee met twice in 2018.

## Protected Disclosure

Section 22 of the Protected Disclosure Act 2014 requires the publication of a report each year relating to the number of protected disclosures made in the preceding year and also for the publication of information with regard to any actions taken in response to protected disclosures made.

No protected disclosures were received by **safefood** in the reporting period up to 31 December 2018.

## Business Plan

The 2019 Business Plan was submitted to both sponsor departments in November 2018.

## Declaration of interests

Members of the Advisory Board complete a Declaration of Interests annually. A Register of Interests is maintained and is available on request.

## Visit from the North/South Ministerial Council

**safefood** warmly welcomed Sighle FitzGerald, Deputy Joint Secretary, North/South Ministerial Council

(ROI section) and her colleague Irene Smith to the Cork Head office in May, to hear more about what

we do and the challenges we face.



Members of the North-South Ministerial Council visit safefood's headoffice in Cork.

## safefood presentations to Government

The Dept of Foreign Affairs invited **safefood** to take part in a staff briefing - "Communicating with our People - How to Ensure Excellence in Public Outreach".

The event was attended by Consular staff and their stakeholders as well as Consular Mission offices from around Europe via video conference.

There was lots of debate and ideas and a very positive reaction to **safefood's** work.

In June **safefood** presented to the Oireachtas Joint Committee on Children and Youth Affairs on **safefood's** obesity campaign, education resources and research projects.

In April **safefood** presented on the START campaign to the Environment and Social Committee of the British-Irish Parliamentary Assembly (BIPA) in relation to the Committee's ongoing work into Childhood Obesity. The Committee is made up of parliamentarians from Westminster, the Oireachtas, and the devolved institutions.

## Remuneration Report

### For the year ended 31 December 2018

The North/South Implementation Bodies Annual Reports and Accounts Guidance, issued jointly by the Department of Finance (DOF) in the North and the Department of Public Expenditure & Reform (DPER) in the South, requires the disclosure of the remuneration and pension entitlements of certain senior staff members. Based on the Board's assessment that making those disclosures would be a breach of data protection legislation, **safefood** has not made those disclosures.

### Remuneration Policy

**safefood's** remuneration policy is to mirror the Public Sector salaries and terms and conditions for all staff. The appropriate pay scales for each grade contain a number of pay points from minima to maxima, allowing progression towards the maxima.

### Bonuses and Benefits in Kind

It is not the policy of **safefood** to make any bonus payments to members of the key management team or staff. No bonus payments were made in 2018 or 2017.

There were no benefits in kind provided to key management or staff in 2018 or 2017.

### Salary Bands

The number of employees at the end of the year whose emoluments (including pension contributions) fell within the following bands (this represents the annual emoluments) are:

|                     | 2018 | 2017 |
|---------------------|------|------|
| €20,000 – €30,000   | 2    | 1    |
| €30,001 – €40,000   | 5    | 6    |
| €40,001 – €50,000   | 5    | 7    |
| €50,001 – €60,000   | 8    | 4    |
| €60,001 – €70,000   | 2    | 4    |
| €70,001 – €80,000   | 3    | 2    |
| €80,001 – €90,000   | 4    | 3    |
| €90,001 – €100,000  | 0    | 2    |
| €100,001 – €110,000 | 1    | 1    |
| €110,001 – €120,000 | 1    | 0    |

### Service Contracts

All senior management and key appointments are made in accordance with **safefood's** recruitment policy which requires the appointment to be on the basis of suitability and competence. All staff receive a contract of employment on appointment, which details their terms and conditions. Termination payments are in accordance with these terms and conditions. During 2018 there were no termination, compensation or severance payments made.

### Key Management Team Remuneration

The remuneration and pension entitlements of the Chief Executive Officer are set out in note 3 (c) of the Financial Statements.

The Key Management Team consists of the Chief Executive Officer, the Director of Corporate Operations, the Director of Marketing and Communications, the Director of Food Science and the Director of Human Health and Nutrition. The total remuneration paid to the Key Management Team in 2018 amounted to €463,148 (GBP£408,751), 2017 €448,700 (GBP£393,362).

## Pension Arrangements

All staff and management are members of the North/South Pension Scheme which was established by the North/South Implementation Bodies and Tourism Ireland Limited with effect from 29 April 2005. It is a defined benefit pension scheme which is funded annually on a pay as you go basis from monies provided by the UK and Irish Exchequers.

Funding is provided to the Body by the Department of Health in the South and the Department of Health in the North. The scheme is administered by an external administrator.

## Fair Pay Disclosure

**safefood** is required to disclose the median remuneration of its staff. This is based on annualised full time equivalent remuneration of all staff as at 31st December 2018. It is also required to disclose the range of staff remuneration and the ratio between the median staff remuneration and the mid-point of the banded remuneration of the highest paid director.

|   | 2018<br>€              | 2017<br>€              | 2018<br>GBP           | 2017<br>GBP           |
|---|------------------------|------------------------|-----------------------|-----------------------|
| Midpoint of band of highest paid director | 112,608                | 106,904                | 99,625                | 93,720                |
| Median remuneration of staff              | 53,809                 | 52,717                 | 47,605                | 46,215                |
| Ratio                                     | 2.09                   | 2.03                   | 2.09                  | 2.03                  |
| Range of staff remuneration               | €29,634 to<br>€112,608 | €30,025 to<br>€106,904 | £26,217 to<br>£99,625 | £26,322 to<br>£93,720 |

The remuneration of the highest paid director in 2018 was €112,608 (GBP£99,625), 2017: €106,904 (GBP£93,720). This was 2.09, 2017:2.03 times the median salary of the workforce which in 2018 was €53,809 (GBP£47,605), 2017: €52,717, (£46,215).

Total remuneration includes salary. It does not include employer pension contribution and the cash equivalent transfer value of pensions.

## Advisory Board Fees

|                   | 2018<br>€ | 2017<br>€ | 2018<br>GBP£ | 2017<br>GBP£ | 2018<br>Meetings<br>Attended | 2017<br>Meetings<br>Attended |
|-------------------|-----------|-----------|--------------|--------------|------------------------------|------------------------------|
| Helen O'Donnell   | 11,970    | 12,079    | 10,590       | 10,589       | 7                            | 7                            |
| Paul Gibbons      | -         | -         | -            | -            | 7                            | 6                            |
| Brendan Kehoe     | 7,695     | 7,695     | 6,808        | 6,746        | 7                            | 6                            |
| Alan McGrath      | 7,695     | 7,695     | 6,808        | 6,746        | 6                            | 6                            |
| Mary Upton        | 7,695     | 7,695     | 6,808        | 6,746        | 7                            | 7                            |
| Mervyn Oswald     | 5,917     | 5,971     | 5,235        | 5,235        | 5                            | 6                            |
| Margaret Jeffares | 7,695     | 7,695     | 6,808        | 6,746        | 5                            | 5                            |
| Dolores O'Riordan | -         | -         | -            | -            | 2                            | 4                            |
| Edmond Rooney     | 5,917     | 6,276     | 5,235        | 5,502        | 7                            | 7                            |
| Wendy McIntosh    | 5,917     | 6,276     | 5,235        | 5,502        | 6                            | 7                            |
| Stephen Moutray   | 5,917     | 6,276     | 5,235        | 5,502        | 6                            | 5                            |

7 meetings of the Advisory Board were held in 2018 (2017: 7). Mr. Paul Gibbons and Prof Dolores O' Riordan do not receive board fees due to the "One Person One Salary" principle. The total amount of fees paid to Advisory Board members in 2018 was €66,368/GBP£58,716 (2017 €66,668/GBP£58,446) and the National Insurance Contribution in 2018 was €0/£0 (2017 €13/£11). The total amount of fees due at 31st December 2018 was nil and the amounts due at 31st December 2017 was nil. No Benefits in Kind were provided to Senior Management or Advisory Board Members. A total of €10,844/GBP£9,594 (2017 €7,660/GBP£6,715) was claimed by Advisory Board Members to cover travel and subsistence expenses. This amount is included in travel and subsistence disclosed in note 4.



Annual Report 2018

**TV3's Ireland AM  
safefood star**

1st Sept

**Aileen McGloin** was on TV3's Ireland AM on Saturday morning with lots of practical tips and advice on lunchboxes

**UK Ban sales of  
energy drink  
to children**

30th August

As the UK moves to ban sales of energy drinks to children, should we be doing the same here?

**Clíodhna Foley-Nolan** was on **Six One News on RTE1** to give **safefood's** view.

# safefood

## in the news and on digital

### **safefood's START Campaign has successful launch in Northern Ireland media**

April

**More great coverage of our START campaign in Northern Ireland media.**

Belfast Telegraph; Newsletter; Irish News; Daily Mirror NI; a great spread online in the Daily Mail and radio interviews with **Joana da Silva** on BBC Radio Ulster; U105 and BBC Radio Foyle

### **TWEET TWEET! safefood's twitter turns 8!**

1st May

**Our Twitter account was 8 years old on the 1st May and in a random and beautiful symmetry we issued our 8,888th tweet.** These tweets help us build and maintain our online reputation, support our stakeholders and inform and promote behaviour change. **Thank you to everyone in the digital team who helps make this happen on a daily basis.**

## **SUMMER SAFETY**

16th June

**Dermot Moriarty** appeared on Saturday AM on TV3 to discuss BBQ's and food safety.

27th June

**Clíodhna Foley-Nolan** and **Aileen McGloin** this week at the Oireachtas Joint Committee on Children and Youth Affairs

# SUNDAY INDEPENDENT

## *Rave reviews on 'treats' and our START campaign*

If you didn't see it, a really positive column in the Sunday Independent about 'treats' and our START campaign. In her article, the journalist Sarah Caden mentions our TV ad and said about it...

### “What’s worth noting about this ad is its honesty.

It’s honest about how parents go for the processed food and the treats as the path of least resistance. It’s honest about how tired parents are. It’s honest about how we really mean well as parents but have fallen into bad habits.

It’s honest about how bad habits aren’t best changed with big gestures but in small tweaks, and while words like ‘wins’ and ‘battles’ ring a little warlike, maybe that is just what it feels like at the frontline for parents.”

Great to get this kind of positive recognition of our work, especially in the biggest selling and most widely read newspaper on the island.

## SEPTEMBER BURST

A great result with coverage across 6 national newspapers; broadcast including TV3 News, Ireland AM, RTE Drivetime and U105 as well as online & social media.

## FLIPPING CRAZY!

*February*

Pancake Tuesday was the 3rd busiest day on the site ever.

More than 20,000 people looked us up to get their pancake recipe.

## START NATIONAL COVERAGE

*April*

Great coverage across national & local media for our 'Treats' message as part of the START campaign; RTE Morning Ireland; The Last Word with Matt Cooper; The Irish Times; Irish Examiner; Irish Independent; Irish Mail; Irish Sun; The Herald and more.

## A VERY HOPPY EASTER

*29 March*

In case you missed it with the Easter break, our MediaWise resource for Primary schools was featured on RTE1's 'What's Ireland Eating'?

## A Cracking Day for safefood

*December*

**The busiest day ever recorded on the safefood website;**  
2 x national TV feature interviews;  
4 x national radio  
6 x regional radio interviews.

# 2018 Accounts

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## Foreword to the Accounts

### 1. Format

These Accounts are prepared in a form directed by the Department of Health (Northern Ireland) and the Department of Health (Republic of Ireland) with the approval of the Department of Public Expenditure and Reform (Republic of Ireland) and the Department of Finance (Northern Ireland), and in accordance with the financial arrangements of Part 7 of Annex 2 to the British-Irish Agreement Act 1999 and the North-South Co-operation (Implementation Bodies) (Northern Ireland) Order 1999.

### 2. Background Information

The Food Safety Promotion Board (An Bord um Chur Chun Cinn Sábháilteachta Bia) is an Implementation Body established under the Belfast Agreement on the 2nd December 1999. The Board's governing legislation is the British-Irish Agreement Act 1999 and the North-South Co-operation (Implementation Bodies) (Northern Ireland) Order 1999.

The governing legislation confers the following specific functions:-

- Promotion of food safety
- Research into food safety
- Communication of food alerts
- Surveillance of foodborne disease
- Promotion of scientific co-operation and laboratory linkages
- Development of cost effective facilities for specialised laboratory testing

In addition to the above, the Board has a general remit to act as an independent source of scientific advice.

The Food Safety Promotion Board operates under the brand name '**safefood**'.

#### Governance

The functions of the Board are discharged by the Chief Executive who reports to the North/South Ministerial Council (NSMC). The Chief Executive is assisted by an Advisory Board and a Scientific Advisory Committee. The members of the Advisory Board for 2018 were:

#### Advisory Board 2018

Ms. Helen O Donnell  
(Chairperson)

Mr. Paul Gibbons  
(Vice-Chairperson)

Mr. Brendan Kehoe

Mr. Alan McGrath

Dr. Mary Upton

Mr. Mervyn Oswald

Ms. Margaret Jeffares

Prof. Dolores O Riordan

Dr. Edmond Rooney

Ms. Wendy McIntosh

Mr. Stephen Moutray

#### Advisory Committee 2018

The **safefood** Advisory Committee comprises 12 members drawn from a broad range of expertise and disciplines available in both jurisdictions and advises on food sciences, the agri-food chain, public health nutrition, education, consumer behaviour, communications and community and voluntary matters.

### 4. Financial Results

The results of the Food Safety Promotion Board are set out in detail on page 45. During 2018, the Food Safety Promotion Board incurred expenditure of €8,439,541 (£7,466,546) and received income of €8,615,920 (£7,622,590) resulting in a surplus for the year of €176,379 (£156,044). Comparatively, during 2017, the Food Safety Promotion Board incurred expenditure of €8,393,095 (GBP£7,357,975) and received income of €8,440,838 (GBP£7,399,830) resulting in a surplus for that year of €47,743 (GBP£41,855).

### 5. Post Balance Sheet Events / Contingent Liabilities

There were no post balance sheet events. There is a contingent liability as described in note 19 to the accounts in relation to submissions made to the Workplace Relations Commission regarding pension contributions.

### 6. Charitable Donations

No charitable donations were received or made during the year.

## Foreword to the Accounts (continued)

### 7. Policies

#### Disabled Employees

The Board complies with the requirements of Part 5 of the Disabilities Act 2005 in supporting the employment of people with disabilities and continues to be committed to a policy of equal opportunity and welcomes applications from suitably qualified applicants irrespective of disability. A disability action plan was issued in 2011 to promote positive attitudes towards disabled people and to encourage their participation in public life.

#### Equality

The Board's approved Equality Scheme was issued in September 2011 and **safefood** is engaged in an ongoing review process.

#### Provision of Information to and Consulting with Employees

An Employee Partnership Forum was in place throughout 2018 as a mechanism for consultation with employees.

#### Prompt Payment Policy and its performance

The Board is committed to the prompt payments for goods and services received, in accordance with the Irish Prompt Payments of Accounts Act, 1997 as amended by the European Communities (Late Payments in Commercial Transactions) Regulations 2013 and the UK Late Payment of Commercial Debts (Interest) Act 1998, as amended by the Late Payment of Commercial Debts Regulations 2002. Unless otherwise stated in the contract, payment is due within 30 days of receipt of the goods or services, or on presentation of a valid invoice or similar demand whichever is later. In 2018 99% (2017 87%) of all invoices were settled within 30 days.

#### Health & Safety Policy

The Board maintains a Health and Safety policy, circulated to all employees. The policy reflects legal requirements to maintain a high standard throughout the organisation.

### 8. Future Development

The Board's Corporate Strategy for the years 2017 – 2019 has been developed and is currently awaiting approval. The FSPB Business Plan for 2018 was not approved by the North / South Ministerial Council, as this body was not operational during 2018. However, the funding departments put in place alternative arrangements to enable **safefood** to continue in operation.

This Strategy outlines the Board's mission, vision and core values and how the Board will implement each of its functions over the 3 year period. The strategy is re-assessed annually in the context of an annual business plan.

The budgeted expenditure for 2019 is €7,480,000 (£6,732,000).

The decision by the United Kingdom to leave the European Union poses a threat to the operation of **safefood**. It is as yet unclear as to what the extent of this impact may be.

## Statement of Food Safety Promotion Board's and Accountable Person's Responsibilities

The Department of Health (ROI) and the Department of Health (NI) have directed the Food safety Promotion Board to prepare a statement of accounts for each financial year ended 31 December in the form and on the basis set out in the accounts direction at the appendix to these Accounts. The accounts are prepared on an accruals basis and must give a true and fair view of the Body's state of affairs at the year-end and of its income and expenditure, changes in equity, and cash flows for the calendar year.

In preparing the accounts the Body is required to:

- Observe the accounts direction issued by the Department of Health (ROI) and the Department of Health (NI), including the relevant accounting and disclosure requirements, and apply accounting policies on a consistent basis;
- Make judgements and estimates on a reasonable basis;
- State whether applicable accounting standards have been followed and disclose and explain any material departures in the accounts;
- Prepare the Accounts on the going concern basis, unless it is inappropriate to presume that the Body will continue in operation.

### Chief Executive's Responsibilities

The Chief Executive's responsibilities as the Accountable Person for the Food Safety Promotion Board, including responsibility for the propriety and regularity of the public finances and for the keeping of records, are set out in the Financial Memorandum of the Body.



### Raymond Dolan

Chief Executive Officer  
Date: 15th October 2019

## Statement on Internal Control / Governance Statement

### 1. Scope of Responsibility

As Accountable Person, I have responsibility for maintaining a sound system of internal control that supports the achievement of the Food Safety Promotion Board's policies, aims and objectives, while safeguarding the public funds and Departmental assets for which I am personally responsible, in accordance with the responsibilities assigned to me in Managing Public Money Northern Ireland (MPMNI) and Public Finance Procedures.

The precise accountability and reporting structure is defined in the Board's Financial Memorandum, which outlines the review and monitoring role of the joint sponsor Departments (Department of Health (NI) and Department of Health (ROI)). In addition, as Chief Executive Officer, I am accountable to the respective public accounts committees in both jurisdictions.

### 2. The Purpose of the System of Internal Control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims, and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control

is based on an on-going process designed to identify and prioritise the risks to the achievement of Board policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively, and economically. The system of internal control has been in place in The Food Safety Promotion Board for the year ended 31 December 2018 and up to the date of approval of the Annual Report and Accounts, and accords with the Finance Departments' guidance.

### 3. Capacity to Handle Risk

The Senior Management Team is responsible for applying and overseeing the risk management process under my guidance to ensure the process is working as intended. In addition to reviewing the overall risk framework, all recommendations received from both the internal and external auditors are reviewed, with controls being enhanced or introduced as necessary.

All staff are expected to work within established policies on risk and internal control, and are trained appropriately.

### 4. The Risk and Control Framework

The Board has developed a risk register and risk assessment matrix. Risk is identified at both the inherent and control level at the time of the development of business plans and strategies. The Board has developed a framework of regular management information, variance review, and administrative and control procedures (including the segregation of duties and a system of delegation and accountability).

It also includes:

- Comprehensive Budgeting systems with the annual budget approved by the Chief Executive Officer;
- Procedures to review and agree the Budgets with the Senior Management Team;
- The preparation of regular financial reports as a basis for reviewing and monitoring progress.

In 2018, the review of the risk and control framework was aided by the comments of both the Internal and External Auditors and the Audit and Risk Committee.

## 5. Review of Effectiveness

As accountable person, I have responsibility for reviewing the effectiveness of the system of internal control. My review of the effectiveness of the system of internal control is informed by the work of the internal auditors and the executive managers who have responsibility for the development and maintenance of the internal control framework, and comments made by the external auditors in their management letter and other reports. A plan to address weaknesses and ensure continuous improvement of the system is in place.

The following activities supported the effectiveness review:

- The Annual Budget, approved by the Sponsoring Departments, was reviewed monthly by the Senior Management Team, particularly any variances from planned activity;
- The framework for risk management was kept under continuing review and the risk

register was presented to the Audit and Risk Committee.

A review of the effectiveness of Internal Financial Controls in place during the 2018 financial year was undertaken in December 2018 by the Internal Auditors and reviewed by the Audit and Risk Committee. On the basis of their report, I am assured that overall strong systems and controls are in place to mitigate key identified risks. The audit report found substantial compliance with established systems and internal financial controls. No high risk findings that may result in a material financial loss or operational disruption were discovered and apart from two issues, deemed of low weakness, it was found that the controls tested were operating effectively. The assessment by the Internal Auditors concluded that full assurance can be gained from the design and effectiveness of the operation of key internal financial controls. The audit work indicated that overall strong systems and controls are in place to mitigate key identified risks and that there

is substantial compliance with established systems and controls. In addition the internal auditors were requested to review the effectiveness and operation of the system and controls relating to research activities. The scope of the audit included a review of the documented policies and procedures in respect of research activities, research procurement activities and research project evaluation and payment procedures. This audit report found substantial compliance with established systems. No high risk findings that may result in a material financial loss or operational disruption to **safefood** were found and apart from one issue, deemed of low weakness, it was found that the controls tested were operating effectively.



### Raymond Dolan

Chief Executive Officer  
Date: 15th October 2019

## Food Safety Promotion Board

The certificate of the comptrollers and auditors general to the Northern Ireland Assembly and Houses of the Oireachtas.

### Opinion on the accounts

We certify that we have audited the accounts of the Food Safety Promotion Board (the Body) for the year ended 31 December 2018 pursuant to the provisions of the North/South Co-operation (Implementation Bodies) (Northern Ireland) Order 1999 and the British/Irish Agreement Act 1999 which require us to audit and certify, in co-operation, the accounts presented to us by the Body. The accounts comprise:

- the income statement;
- the statement of comprehensive income;
- the statement of financial position;
- the statement of cash flows;
- the statement of changes in equity; and
- the related notes including significant accounting policies.

These accounts have been prepared under the accounting policies set out within them.

In our opinion, the accounts:

- give a true and fair view of the state of the Body's affairs as at 31 December 2018 and of its income and expenditure for the year then ended; and
- have been properly prepared in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) and the accounts direction in the appendix to the accounts.

### Opinion on regularity

In our opinion, the expenditure and income recorded in the accounts have in all material respects been applied to the purposes intended by the Northern Ireland Assembly and the Houses of the Oireachtas and the financial transactions reported in the accounts conform to the authorities which govern them.

### Basis of opinions

We conducted our audit in accordance with International Standards on Auditing (ISAs). Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the accounts section of this certificate. We are independent of the Body in accordance with the ethical requirements of the Financial Reporting Council's Revised Ethical Standard 2016 and of the Code of Ethics issued by the International Organisation of Supreme Audit Institutions and have fulfilled our ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Information other than the accounts

The Body has presented certain other information together with the accounts. This comprises the annual report, the foreword to the accounts, the statement on the system of internal control/governance statement and the remuneration report. Our opinion on the accounts does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the accounts, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the accounts or our knowledge obtained during the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

## Matters on which we report by exception

We have nothing to report in respect of the following matters which we report if, in our opinion:

- we have not received all the information and explanations we required for our audit, or
- the accounting records were not sufficient to permit the accounts to be readily and properly audited, or
- the accounts are not in agreement with the accounting records, or
- the statement on the system of internal control/governance statement does not reflect compliance with applicable guidance on corporate governance.

## Responsibilities of the Body and the Accounting Officer for the accounts

As explained more fully in the statement of responsibilities, the Body is responsible for the preparation of the accounts on the basis of the accounts direction included in the appendix to the accounts and for being satisfied that they give a true and fair view. The Designated Officer, as Accounting Officer, is responsible for the propriety and regularity in relation to the use of public funds.

## Responsibilities of the Auditors

Our responsibility is to audit the accounts in accordance with the provisions of the North/South Co-operation (Implementation Bodies) (Northern Ireland) Order 1999 and the British-Irish Agreement Act 1999 and to report thereon to the Northern Ireland Assembly and the Houses of the Oireachtas.

Our objective in carrying out the audit is to obtain reasonable assurance about whether the accounts as a whole are free from material misstatement, whether caused by fraud or error.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these accounts.

As part of an audit in accordance with the ISAs, we exercise professional judgment and maintain professional scepticism throughout the audit. In doing so:

- We identify and assess the risks of material misstatement of the accounts whether due to fraud or error; design and perform audit procedures responsive to those risks; and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- We obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal controls .
- We evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures.

- We conclude on the appropriateness of the use of the going concern basis of accounting and, based on the audit evidence obtained, on whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Body's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our report to the related disclosures in the accounts or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our report. However, future events or conditions may cause the Body to cease to continue as a going concern.
- We evaluate the overall presentation, structure and content of the accounts, including the disclosures, and whether the accounts represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding,

among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

In addition, we are required to obtain evidence sufficient to give reasonable assurance that expenditure and income recorded in the financial accounts have been applied to the purposes

intended by the Northern Ireland Assembly and the Houses of the Oireachtas and that the financial transactions recorded in the accounts conform to the authorities which govern them.



**Seamus McCarthy**  
Irish Comptroller and Auditor General  
3A Mayor Street Upper  
Dublin 1, Ireland, 001 PF72  
25/10/2019



**Kieran J Donnelly**  
Comptroller and Auditor General  
for Northern Ireland  
Northern Ireland Audit Office  
106 University Street  
Belfast, BT7 1EU  
31/10/2019

## Statement of income and expenditure

for the year ended 31 December 2018

|  | Notes | 2018<br>€        | 2017<br>€        | 2018<br>£        | 2017<br>£        |
|--|-------|------------------|------------------|------------------|------------------|
| <b>Income</b>                                |       |                  |                  |                  |                  |
| Revenue Grant from Departments               | 2(a)  | 7,522,463        | 7,437,111        | 6,655,198        | 6,519,892        |
| Capital Grant Release                        | 9     | <u>129,457</u>   | <u>117,727</u>   | <u>114,532</u>   | <u>103,208</u>   |
|  |       | 7,651,920        | 7,554,838        | 6,769,730        | 6,623,100        |
| Other Income                                 | 2(b)  | <u>964,000</u>   | <u>886,000</u>   | <u>852,860</u>   | <u>776,730</u>   |
| <b>Total Income</b>                          |       | 8,615,920        | 8,440,838        | 7,622,590        | 7,399,830        |
| <b>Expenditure</b>                           |       |                  |                  |                  |                  |
| Staff Costs                                  | 3(b)  | 2,962,958        | 2,929,718        | 2,621,359        | 2,568,396        |
| Board Fees                                   |       | 66,368           | 66,681           | 58,716           | 58,457           |
| Depreciation                                 | 6     | 129,457          | 117,727          | 114,532          | 103,208          |
| Research Programme Expenditure               | 5     | 1,168,400        | 1,581,496        | 1,033,695        | 1,386,451        |
| Promotion Activities                         | 12    | 2,756,493        | 2,417,391        | 2,438,697        | 2,119,254        |
| Other Operating Costs                        | 4     | <u>1,355,865</u> | <u>1,280,082</u> | <u>1,199,547</u> | <u>1,122,209</u> |
| <b>Total Expenditure</b>                     |       | 8,439,541        | 8,393,095        | 7,466,546        | 7,357,975        |
| <b>Surplus/(Deficit) for the year</b>        |       | 176,379          | 47,743           | 156,044          | 41,855           |
| <b>Amount transferred to General Reserve</b> | 13    | <u>176,379</u>   | <u>47,743</u>    | <u>156,044</u>   | <u>41,855</u>    |

All amounts above relate to continuing activities.

The notes on pages 50 to 66 form part of these accounts, together with Appendix 1 on page 67.



### Raymond Dolan

Chief Executive Officer

Date: 15th October 2019

## Statement of comprehensive income

### for the year ended 31 December 2018

|  | Notes | 2018<br>€          | 2017<br>€          | 2018<br>£        | 2017<br>£          |
|--|-------|--------------------|--------------------|------------------|--------------------|
| Surplus/(Deficit) for the period             |       | 176,379            | 47,743             | 156,044          | 41,855             |
| Actuarial gain/(loss) on pension liabilities | 17(b) | 1,022,000          | 1,235,000          | 904,174          | 1,082,687          |
| Adjustment to deferred pension funding       |       | <u>(1,022,000)</u> | <u>(1,235,000)</u> | <u>(904,174)</u> | <u>(1,082,687)</u> |
| Total recognised gain/(loss) for the period  |       | <u>176,379</u>     | <u>47,743</u>      | <u>156,044</u>   | <u>41,855</u>      |

The notes on pages 50 to 66 form part of these accounts, together with Appendix 1 on page 67.



**Raymond Dolan**

Chief Executive Officer

Date: 15th October 2019

## Statement of financial position

as at 31 December 2018

|  | Notes | 2018<br>€           | 2017<br>€           | 2018<br>£           | 2017<br>£           |
|--|-------|---------------------|---------------------|---------------------|---------------------|
| <b>Fixed Assets</b>  |       |                     |                     |                     |                     |
| Tangible Assets  | 6     | 718,854             | 771,397             | 643,036             | 684,407             |
| <b>Current Assets</b>  |       |                     |                     |                     |                     |
| Receivables  | 7     | 315,560             | 72,670              | 282,278             | 64,475              |
| Cash and cash equivalents                                    |       | 598,903             | 764,014             | 535,737             | 677,856             |
| <b>Current Liabilities</b>                                   |       |                     |                     |                     |                     |
| Payables- amount falling due within one year                 | 8     | <u>(560,406)</u>    | <u>(659,006)</u>    | <u>(501,300)</u>    | <u>(584,690)</u>    |
| <b>Net Current Assets</b>                                    |       |                     |                     |                     |                     |
|  |       | 354,057             | 177,678             | 316,715             | 157,641             |
| <b>Total Assets less Current Liabilities before Pensions</b> |       |                     |                     |                     |                     |
|  |       | <u>1,072,911</u>    | <u>949,075</u>      | <u>959,751</u>      | <u>842,048</u>      |
| Deferred Pension Funding                                     | 17(d) | 13,152,000          | 13,210,000          | 11,764,859          | 11,720,000          |
| Pension Liabilities  | 17(b) | <u>(13,152,000)</u> | <u>(13,210,000)</u> | <u>(11,764,859)</u> | <u>(11,720,000)</u> |
| <b>Net Assets</b>  |       |                     |                     |                     |                     |
|  |       | <u>1,072,911</u>    | <u>949,075</u>      | <u>959,751</u>      | <u>842,048</u>      |
| <b>Financed By: Capital &amp; Reserves</b>                   |       |                     |                     |                     |                     |
| General Reserve  | 13    | 354,057             | 177,678             | 316,715             | 157,641             |
| Capital Grant Reserve  | 9     | <u>718,854</u>      | <u>771,397</u>      | <u>643,036</u>      | <u>684,407</u>      |
|  |       | <u>1,072,911</u>    | <u>949,075</u>      | <u>959,751</u>      | <u>842,048</u>      |

The notes on pages 50 to 66 form part of these accounts, together with Appendix 1 on page 67.



### Raymond Dolan

Chief Executive Officer

Date: 15th October 2019

## Statement of cash flows

for the year ended 31 December 2018

|   | Notes | 2018<br>€        | 2017<br>€        | 2018<br>£        | 2017<br>£       |
|---|-------|------------------|------------------|------------------|-----------------|
| <b>Net cash inflow/(outflow) from operating activities</b>    | 10    | (165,111)        | 130,571          | (142,119)        | 135,515         |
| <b>Capital expenditure &amp; financial investment</b>         |       |                  |                  |                  |                 |
| Payments to acquire tangible fixed assets                     | 6     | <u>(76,914)</u>  | <u>(114,001)</u> | <u>(68,047)</u>  | <u>(99,941)</u> |
| <b>Net cash inflow/(outflow) before financing</b>             |       | (242,025)        | 16,570           | (210,166)        | 35,574          |
| <b>Financing</b>  |       | <u>76,914</u>    | <u>114,001</u>   | <u>68,047</u>    | <u>99,941</u>   |
| Capital Funding Received                                      |       |                  |                  |                  |                 |
| <b>Increase/(decrease) in cash/bank balances</b>              | 11    | <u>(165,111)</u> | <u>130,571</u>   | <u>(142,119)</u> | <u>135,515</u>  |
| <b>Cash and cash equivalents at the beginning of the year</b> |       | 764,014          | 633,443          | 677,856          | 542,341         |
| <b>Cash and cash equivalents at the end of the year</b>       |       | 598,903          | 764,014          | 535,737          | 677,856         |

The notes on pages 50 to 66 form part of these accounts, together with Appendix 1 on page 67.



### Raymond Dolan

Chief Executive Officer

Date: 15th October 2019

## Statement of changes in equity

for the year ended 31 December 2018

|                                 | Notes  | 2018<br>€        | 2017<br>€      | 2018<br>£      | 2017<br>£      |
|---------------------------------|--------|------------------|----------------|----------------|----------------|
| <b>General Reserve</b>          |        |                  |                |                |                |
| Balance at 1 January            | 13     | 177,678          | 129,935        | 157,641        | 111,248        |
| Surplus/(Deficit)               | 13     | 176,379          | 47,743         | 156,044        | 41,855         |
| Actuarial Gain / (Loss)         | 17 (b) | 1,022,000        | 1,235,000      | 904,174        | 1,082,000      |
| Deferred Pension Funding        |        | (1,022,000)      | (1,235,000)    | (904,174)      | (1,082,000)    |
| Currency Translation Adjustment | 13     |                  |                | 3,030          | 4,538          |
| Balance at 31 December          |        | <u>354,057</u>   | <u>177,678</u> | <u>316,715</u> | <u>157,641</u> |
| <b>Capital Reserve</b>          |        |                  |                |                |                |
| Balance at 1 January            | 9      | 771,397          | 775,123        | 684,407        | 663,645        |
| Capital Grants                  | 9      | 76,914           | 114,001        | 68,047         | 99,941         |
| Amortisation                    | 9      | (129,457)        | (117,727)      | (114,532)      | (103,208)      |
| Currency Translation Adjustment | 9      |                  |                | 5,114          | 24,029         |
| Balance at 31 December          |        | <u>718,854</u>   | <u>771,397</u> | <u>643,036</u> | <u>684,407</u> |
| <b>Total Equity at Year End</b> |        | <u>1,072,911</u> | <u>949,075</u> | <u>959,751</u> | <u>842,048</u> |

The notes on pages 50 to 66 form part of these accounts, together with Appendix 1 on page 67.



### Raymond Dolan

Chief Executive Officer

Date: 15th October 2019

## Notes to the accounts

### 1. Accounting Policies

#### 1.1 Accounting Convention

The Financial Statements have been prepared in accordance with the historical cost convention.

Without limiting the information given, the Financial Statements are prepared on an accruals basis and comply with the accounting and disclosure requirements issued by the Department of Finance and Department of Public Expenditure and Reform.

#### 1.2 Income

Income represents revenue grants receivable from the Department of Health (ROI) and the Department of Health (NI).

#### 1.3 Fixed Assets

- a) Tangible Fixed assets are included at historic cost to the Food Safety Promotion Board.
- b) Depreciation is calculated to write off the cost over their useful lives.

The methods adopted and the rates used per annum are as follows:

##### Office Equipment

15% Straight Line

##### Computer Equipment

33.3% Straight Line

##### Property & Fitout Costs

4% Straight Line

##### Fixtures & Fittings

10% Straight Line

- c) Depreciation is charged in the year of acquisition but not in the year of disposal.
- d) Fixed Assets are capitalised once they exceed €650 (£575).

#### 1.4 Value Added Tax

The Food Safety Promotion Board is not in a position to reclaim VAT and VAT is included as expenditure or in the capital value of Fixed Assets.

#### 1.5 Retirement Benefits

The Food Safety Promotion Board has adopted FRS 102 in relation to accounting for retirement benefits.

The North/South Pension Scheme was established by the North/South Implementation Bodies and Tourism Ireland Limited with effect from 29 April 2005. It is a defined benefit pension scheme which is funded annually on a pay as you go basis from monies provided by the UK and Irish Exchequers. Funding is provided to the Body by the Department of Health in the South and the Department of Health in the North. The scheme is administered by an external administrator.

Financial Reporting Standard (FRS) 102 covers retirement benefits. The liability at 31 December 2018 has been included in the financial statements and a disclosure note has been included (Note 17) detailing the actuarial review calculations, which were carried out by Deloitte Total Reward and Benefits Limited using the projected unit method. This includes the results of the calculations of the pension liabilities and costs of employees (and ex-employees) of the Food Safety Promotion Board for the purposes of the accounts for the year ended 31 December 2018 and comparative figures for 2017.

Retirement Benefit costs reflect retirement benefits earned by

employees in the period. An amount corresponding to the retirement benefit charge is recognised as income to the extent that it is recoverable, and offset by grants received in the year to discharge retirement benefit payments. Retirement Benefit liabilities represent the present value of future retirement benefit payments earned by staff to date. Deferred retirement benefit funding represents a corresponding asset, being resources to be made available in future periods from the UK and Irish Exchequers in the manner described above.

Actuarial gains and losses arising from changes in actuarial assumptions and from experience surpluses and deficits are recognised in the Statement of Comprehensive Income. From 2012, the current retirement benefit service cost is recognised gross of members' contributions. Treatment in prior years had been to recognise the members' contributions separately within the retirement benefits note.

#### 1.6 Research Programme Expenditure

Research Contract costs included in the Income and Expenditure Account are based on expenditure due and payable in the year on foot of approved research contracts.

#### 1.7 Capital Grant Reserve

The Capital Grant Reserve Account represents the unamortised value of income used for capital purposes.

### 1.8 Reporting Currency

The transactions and balances of the Board are reported in both Euro and Sterling. The working currency of the Board is Euro and transactions are recorded in that currency. Transactions in other currencies are recorded in euro at the exchange rate ruling at the date of the transactions and sourced from ECB Reference Rates. Monetary assets and liabilities denominated in Sterling are translated into Euro at the rates of exchange prevailing at the Balance Sheet date (0.89453). Realised gains and losses are taken to the Income and Expenditure Account.

At year-end the financial statements are translated into Sterling. The Income and Expenditure Account is translated using the average exchange rate for the year (2018 – 0.88471, 2017 - 0.87667) while the Balance Sheet is translated using the closing exchange rate (2018 – 0.89453, 2017 – 0.88723). Currency adjustments arising from this translation of the financial statements are reflected in Net Cash Flow from Operating Activities (Note 10), Capital Grant Reserve (Note 9), and General Reserve (Note 13).

### 1.9 Statement of Compliance

The financial statements of **safefood** for the year ended 31 December 2018 have been prepared in accordance with FRS102, the financial reporting standards applicable in the UK and Ireland issued by the Financial Reporting Council (FRC), as promulgated by Chartered Accountants Ireland and, except where indicated, are in compliance with the requirements of the North/South Implementation Bodies Annual Reports and Accounts Guidance issued by the Department of Finance (NI) and the Department of Public Expenditure and Reform (ROI).

## Notes to the accounts (continued)

### 2. a) Grants from the Departments

#### Financial Period 1st January, 2018 to 31st December, 2018

|                        | Note | DOH (ROI)<br>€   | DOH(NI)<br>€     | TOTAL<br>€       | DOH (ROI)<br>£   | DOH(NI)<br>£     | TOTAL<br>£       |
|------------------------|------|------------------|------------------|------------------|------------------|------------------|------------------|
| <b>Revenue Grant</b>   |      | 5,272,670        | 2,249,793        | 7,522,463        | 4,664,784        | 1,990,414        | 6,655,198        |
| <b>Capital Account</b> | 9    | 53,840           | 23,074           | 76,914           | 47,633           | 20,414           | 68,047           |
|                        |      | —                | —                | —                | —                | —                | —                |
|                        |      | <u>5,326,510</u> | <u>2,272,867</u> | <u>7,599,377</u> | <u>4,712,417</u> | <u>2,010,828</u> | <u>6,723,245</u> |

#### Financial Period 1st January, 2017 to 31st December, 2017

|                        | Note | DOH (ROI)<br>€   | DOH(NI)<br>€     | TOTAL<br>€       | DOH (ROI)<br>£   | DOH(NI)<br>£     | TOTAL<br>£       |
|------------------------|------|------------------|------------------|------------------|------------------|------------------|------------------|
| <b>Revenue Grant</b>   |      | 5,269,723        | 2,167,388        | 7,437,111        | 4,619,808        | 1,900,084        | 6,519,892        |
| <b>Capital Account</b> | 9    | 80,941           | 33,060           | 114,001          | 70,958           | 28,983           | 99,941           |
|                        |      | —                | —                | —                | —                | —                | —                |
|                        |      | <u>5,350,664</u> | <u>2,200,448</u> | <u>7,551,112</u> | <u>4,690,766</u> | <u>1,929,067</u> | <u>6,619,833</u> |

The Food Safety Promotion Board receives grants from the Department of Health (DOH (ROI)) and the Department of Health (DOH (NI)). The respective contributions are DOH (ROI) 70% (2017 71%), and DOH (NI) 30% (2017 29%).

The grants awarded are recorded at a business plan exchange rate for budgeting purposes and at the actual application date exchange rate for the financial statements. In 2018 the budget was €7,480,000 based on an exchange rate of €1 to £0.90. The average exchange rate over the period was €1 to £0.89. As a result the grant recognised was €7,599,377 - a foreign exchange gain on grant conversion of €119k.

## 2. b) Other Income

|                                   | Notes  | 2018<br>€      | 2017<br>€      | 2018<br>£      | 2017<br>£      |
|-----------------------------------|--------|----------------|----------------|----------------|----------------|
| Net deferred funding for pensions | 17 (c) | <u>964.000</u> | <u>886.000</u> | <u>852.860</u> | <u>776.730</u> |
|                                   |        | <u>964.000</u> | <u>886.000</u> | <u>852.860</u> | <u>776.730</u> |

## 3. Staff Costs

### a) The average number of staff (including agency staff) was:

| Directorates               | 2018      | 2017      |
|----------------------------|-----------|-----------|
| Senior Management          | 5         | 5         |
| Corporate Operations       | 10        | 10        |
| Food Science               | 5         | 5         |
| Human Health & Nutrition   | 4         | 4         |
| Marketing & Communications | 7         | 7         |
| <b>Total</b>               | <b>31</b> | <b>31</b> |

### b) The costs incurred in respect of these staff were:

|                               | 2018<br>€        | 2017<br>€        | 2018<br>£        | 2017<br>£        |
|-------------------------------|------------------|------------------|------------------|------------------|
| Salary Costs                  | 1,730,825        | 1,754,641        | 1,531,279        | 1,538,241        |
| Employer PRSI                 | 162,474          | 152,784          | 143,742          | 133,941          |
| Pension Costs:                |                  |                  |                  |                  |
| Current Pension Service Costs | <u>1,069,659</u> | <u>1,022,293</u> | <u>946,338</u>   | <u>896,214</u>   |
|                               | <u>2,962,958</u> | <u>2,929,718</u> | <u>2,621,359</u> | <u>2,568,396</u> |

During the year, €88,948/£78,693 (2017 €79,852/£70,004) of pension related deductions, under the Financial Emergency Measures in the Public Interest Act, 2009 as amended, were deducted and paid over to the Department of Health.

## Notes to the accounts (continued)

### c) The following information is provided in respect of the Senior Management Team:-

|  | Emoluments<br>€ | Emoluments<br>£ | Real<br>Increase/<br>(Decrease)<br>in Pension<br>Earned<br>€ | Real<br>Increase/<br>(Decrease)<br>in Pension<br>Earned<br>£ | Value of<br>Accrued<br>Pension at<br>year-end<br>€ | Value of<br>Accrued<br>Pension at<br>year-end<br>£ | Age<br>(years) |
|--|-----------------|-----------------|--|--|--|--|----------------|
| <b>Mr<br/>Raymond<br/>Dolan</b><br>(CEO) | 112,608         | 99,625          | 0 – 2,500  | 0 - 2192   | 50,000-<br>55,000                                  | 44,362 –<br>48,798                                 | 63             |

The North/South Implementation Bodies Annual Reports and Accounts Guidance, requires the disclosure of the remuneration and pension entitlements of certain senior staff members. In view of Data Protection legislation, the Board has not made these disclosures as this could result in a data protection breach. Dr. Gary Kearney (Director, Food Science), Dr. Cliodhna Foley-Nolan (Director, Human Health and Nutrition), Ms Patricia Fitzgerald (Director, Corporate Operations) and Ms Fiona Gilligan/Ms Aileen McGloin (Director, Marketing and Communications) withheld consent to disclose the above information. All emoluments are in line with standard public sector emoluments for their grades. The total remuneration paid to the key management team in 2018 amounted to €463,148/£409,752 (2017 €448,700/£393,362).

#### 4. Other Operating Costs

|                                | 2018             | 2017             | 2018             | 2017             |
|--------------------------------|------------------|------------------|------------------|------------------|
|                                | €                | €                | £                | £                |
| Rent & Electricity*            | 597,266          | 603,248          | 528,407          | 528,849          |
| Printing, Reports & Literature | 2,178            | 6,326            | 1,927            | 5,546            |
| Travel & Subsistence**         | 192,053          | 177,099          | 169,911          | 155,257          |
| Computer Support               | 107,339          | 84,459           | 94,964           | 74,043           |
| Telephone                      | 43,600           | 40,649           | 38,573           | 35,636           |
| Postage & Stationery           | 18,262           | 12,283           | 16,157           | 10,768           |
| Meeting Costs ***              | 9,279            | 5,116            | 8,209            | 4,485            |
| Office Expenses ***            | 48,053           | 46,644           | 42,513           | 40,891           |
| Currency Variance              | 30,979           | 9,612            | 27,407           | 8,427            |
| Recruitment Expenses           | 23,718           | 17,198           | 20,984           | 15,077           |
| Training                       | 38,097           | 45,772           | 33,705           | 40,127           |
| Insurance                      | 18,008           | 18,210           | 15,932           | 15,964           |
| Subscriptions                  | 13,631           | 14,558           | 12,059           | 12,763           |
| Auditors' Remuneration         | 18,000           | 18,946           | 15,925           | 16,609           |
| Legal & Professional Fees      | 58,737           | 45,292           | 51,965           | 39,706           |
| Cleaning & Catering            | 25,597           | 27,081           | 22,646           | 23,741           |
| Maintenance & Repairs          | 84,872           | 85,242           | 75,087           | 74,729           |
| Bank Charges                   | 2,174            | 1,952            | 1,923            | 1,711            |
| Records Management             | <u>24,022</u>    | <u>20,395</u>    | <u>21,253</u>    | <u>17,880</u>    |
|                                | <u>1,355,865</u> | <u>1,280,082</u> | <u>1,199,547</u> | <u>1,122,209</u> |

\*The Board entered into an agreement in 2016 to lease a portion of the ground floor of the Cork Office to the Commissioners of Public Works in Ireland (OPW) for a period of 10 years. The annual rent for this lease is €76,667 per annum, payable in quarterly instalments.

\*\*The costs incurred for Foreign Travel in 2018 amounted to €22,404/£19,821 (2017 €10,548/£9,247).

\*\*\*The hospitality element of costs in 2018 was €4,795/£4,242 (2017 €4,641/£4,069).

#### 5. Research Programme Expenditure

|                             | 2018             | 2017             | 2018             | 2017             |
|-----------------------------|------------------|------------------|------------------|------------------|
|                             | €                | €                | £                | £                |
| Food Science                | 443,849          | 515,775          | 392,678          | 452,165          |
| Human Health & Nutrition    | 445,042          | 719,646          | 393,733          | 630,892          |
| Research Placement Projects | 63,404           | 126,427          | 56,094           | 110,835          |
| Community Food Initiatives  | <u>216,105</u>   | <u>219,648</u>   | <u>191,190</u>   | <u>192,559</u>   |
|                             | <u>1,168,400</u> | <u>1,581,496</u> | <u>1,033,695</u> | <u>1,386,451</u> |

## Notes to the accounts (continued)

### 6. Fixed Assets

|                                  | Office<br>Equipment<br>€ | Property &<br>Fitout<br>Cost<br>€ | Fixtures &<br>Fittings<br>€ | Computer<br>Equipment<br>& Software<br>€ | Total<br>€       |
|----------------------------------|--------------------------|-----------------------------------|-----------------------------|--|------------------|
| <b>Cost or Valuation</b>         |                          |                                   |                             |  |                  |
| At 1st January 2018              | 393,873                  | 1,811,949                         | 311,973                     | 654,144                                  | 3,171,939        |
| Additions                        | 0                        | 0                                 | 0                           | 76,914                                   | 76,914           |
| At 31st December 2018            | <u>393,873</u>           | <u>1,811,949</u>                  | <u>311,973</u>              | <u>731,058</u>                           | <u>3,248,853</u> |
| <b>Depreciation</b>              |                          |                                   |                             |  |                  |
| At 1st January 2018              | 385,019                  | 1,167,447                         | 231,252                     | 616,824                                  | 2,400,542        |
| Provision for the year           | <u>2,421</u>             | <u>70,758</u>                     | <u>10,559</u>               | <u>45,719</u>                            | <u>129,457</u>   |
| At 31st December 2018            | <u>387,440</u>           | <u>1,238,205</u>                  | <u>241,811</u>              | <u>662,543</u>                           | <u>2,529,999</u> |
| <b>NBV at 31st December 2018</b> | <u>6,433</u>             | <u>573,744</u>                    | <u>70,162</u>               | <u>68,515</u>                            | <u>718,854</u>   |
| <b>NBV at 31st December 2017</b> | <u>8,854</u>             | <u>644,502</u>                    | <u>80,721</u>               | <u>37,320</u>                            | <u>771,397</u>   |

|                                  | Office<br>Equipment<br>£ | Property &<br>Fitout<br>Cost<br>£ | Fixtures &<br>Fittings<br>£ | Computer<br>Equipment<br>& Software<br>£ | Total<br>£       |
|----------------------------------|--------------------------|-----------------------------------|-----------------------------|--|------------------|
| <b>Cost or Valuation</b>         |                          |                                   |                             |  |                  |
| At 1st January 2018              | 349,456                  | 1,607,615                         | 276,792                     | 580,376                                  | 2,814,239        |
| Exchange Adjustment              | 2,875                    | 13,228                            | 2,277                       | 5,530                                    | 23,910           |
| Additions                        | 0                        | 0                                 | 0                           | 68,047                                   | 68,047           |
| At 31st December 2018            | <u>352,331</u>           | <u>1,620,843</u>                  | <u>279,069</u>              | <u>653,953</u>                           | <u>2,906,196</u> |
| <b>Depreciation</b>              |                          |                                   |                             |  |                  |
| At 1st January 2018              | 341,600                  | 1,035,793                         | 205,174                     | 547,265                                  | 2,129,832        |
| Exchange Adjustment              | 2,835                    | 9,219                             | 1,791                       | 4,951                                    | 18,796           |
| Provision for the year           | <u>2,142</u>             | <u>62,600</u>                     | <u>9,342</u>                | <u>40,448</u>                            | <u>114,532</u>   |
| At 31st December 2018            | <u>346,577</u>           | <u>1,107,612</u>                  | <u>216,307</u>              | <u>592,664</u>                           | <u>2,263,160</u> |
| <b>NBV at 31st December 2018</b> | <u>5,754</u>             | <u>513,231</u>                    | <u>62,762</u>               | <u>61,289</u>                            | <u>643,036</u>   |
| <b>NBV at 31st December 2017</b> | <u>7,856</u>             | <u>571,822</u>                    | <u>71,618</u>               | <u>33,111</u>                            | <u>684,407</u>   |

## 7. Receivables

|                              | 2018           | 2017          | 2018           | 2017          |
|------------------------------|----------------|---------------|----------------|---------------|
|                              | €              | €             | £              | £             |
| Receivables                  | 125,536        | 17,710        | 112,296        | 15,713        |
| Prepayments & Accrued Income | <u>190,024</u> | <u>54,960</u> | <u>169,982</u> | <u>48,762</u> |
|                              | <u>315,560</u> | <u>72,670</u> | <u>282,278</u> | <u>64,475</u> |

## 8. Payables (amounts falling due within one year)

|                     | 2018           | 2017           | 2018           | 2017           |
|---------------------|----------------|----------------|----------------|----------------|
|                     | €              | €              | £              | £              |
| Payables & Accruals | <u>560,406</u> | <u>659,006</u> | <u>501,300</u> | <u>584,690</u> |

## 9. Capital Grant Reserve

|                                   | 2018             | 2017             | 2018             | 2017             |
|-----------------------------------|------------------|------------------|------------------|------------------|
|                                   | €                | €                | £                | £                |
| Opening Balance                   | 771,397          | 775,123          | 684,407          | 663,645          |
| Capital Additions                 | 76,914           | 114,001          | 68,047           | 99,941           |
| Capital Disposals – Cost          | 0                | 0                | 0                | 0                |
| Capital Disposals - Depreciation  | 0                | 0                | 0                | 0                |
| Currency Translation Adjustment   |                  |                  | 5,114            | 24,029           |
| Less amount released to I&E A/C * | <u>(129,457)</u> | <u>(117,727)</u> | <u>(114,532)</u> | <u>(103,208)</u> |
|                                   | <u>718,854</u>   | <u>771,397</u>   | <u>643,036</u>   | <u>684,407</u>   |

|                                     | 2018             | 2017             | 2018             | 2017             |
|-------------------------------------|------------------|------------------|------------------|------------------|
|                                     | €                | €                | £                | £                |
| <b>*Amount released to I&amp;E</b>  |                  |                  |                  |                  |
| Amortised in line with depreciation | <u>(129,457)</u> | <u>(117,727)</u> | <u>(114,532)</u> | <u>(103,208)</u> |
|                                     | <u>(129,457)</u> | <u>(117,727)</u> | <u>(114,532)</u> | <u>(103,208)</u> |

## Notes to the accounts (continued)

### 10. Net Cash Inflow/(Outflow) from Operating Activities

|                                     | 2018             | 2017           | 2018             | 2017           |
|-------------------------------------|------------------|----------------|------------------|----------------|
|                                     | €                | €              | £                | £              |
| Surplus/(Deficit) for the period    | 176,379          | 47,743         | 156,044          | 41,855         |
| Transfer from Capital Grant Reserve | (129,457)        | (117,727)      | (114,532)        | (103,208)      |
| Depreciation Charges                | 129,457          | 117,727        | 114,532          | 103,208        |
| (Increase)/Decrease in Debtors      | (242,890)        | 26,285         | (217,803)        | 20,248         |
| Increase/(Decrease) in Creditors    | (98,600)         | 56,543         | (83,390)         | 68,874         |
| Currency Translation Adjustment     | —                | —              | 3,030            | 4,538          |
|                                     | <u>(165,111)</u> | <u>130,571</u> | <u>(142,119)</u> | <u>135,515</u> |

The currency translation adjustment reflects the amount of the movement in the value of current assets and liabilities which is attributable to the change in exchange rates over the year.

### 11. Analysis of the balances of cash as shown in the Balance Sheet

|                  | At 01.01.18    | Cashflow         | At 31.12.18    |
|------------------|----------------|------------------|----------------|
|                  | €              | €                | €              |
| Euro Account     | 212,557        | 105,559          | 318,116        |
| Sterling Account | 558,673        | (269,265)        | 289,408        |
| Deposit Account  | 52             | 0                | 52             |
| Petty Cash       | 1,772          | (719)            | 1,053          |
| Credit Cards     | <u>(9,040)</u> | <u>(686)</u>     | <u>(9,726)</u> |
| Total            | <u>764,014</u> | <u>(165,111)</u> | <u>598,903</u> |

## 12. Promotion Activities

|                                  | 2018             | 2017             | 2018             | 2017             |
|----------------------------------|------------------|------------------|------------------|------------------|
|                                  | €                | €                | £                | £                |
| Media Costs                      | 1,875,651        | 1,602,863        | 1,659,407        | 1,405,182        |
| Marketing Costs                  | 273,356          | 324,043          | 241,841          | 284,079          |
| Events                           | 77,161           | 56,155           | 68,265           | 49,229           |
| Publications                     | 19,655           | 47,656           | 17,389           | 41,779           |
| Project & Conference Sponsorship | 338,850          | 305,329          | 299,784          | 267,673          |
| Educational Development          | 158,079          | 64,054           | 139,854          | 56,154           |
| Helpline Activities              | <u>13,741</u>    | <u>17,291</u>    | <u>12,157</u>    | <u>15,158</u>    |
|                                  | <u>2,756,493</u> | <u>2,417,391</u> | <u>2,438,697</u> | <u>2,119,254</u> |

## 13. General Reserve

|                                 | 2018           | 2017           | 2018           | 2017           |
|---------------------------------|----------------|----------------|----------------|----------------|
|                                 | €              | €              | £              | £              |
| Opening Balance                 | 177,678        | 129,935        | 157,641        | 111,248        |
| Surplus/(Deficit)               | 176,379        | 47,743         | 156,044        | 41,855         |
| Currency Translation Adjustment | —              | —              | <u>3,030</u>   | <u>4,538</u>   |
| Closing Balance                 | <u>354,057</u> | <u>177,678</u> | <u>316,715</u> | <u>157,641</u> |

## 14. Related Party Transactions

The Food Safety Promotion Board is a cross border implementation body sponsored by the Department of Health (ROI) and the Department of Health (NI) which are regarded as related parties. During the year, The Food Safety Promotion Board was principally funded by these departments and had various transactions with them. No Board member, key manager or other related party has undertaken any material transactions with the Food Safety Promotion Board during the year.

## 15. Future Capital Expenditure

The Food Safety Promotion Board had no capital commitments at 31 December 2018.

## Notes to the accounts (continued)

### 16. Leases / Commitments

#### a) Operating Leases

The Board has annual lease commitments in respect of operating leases on properties where the lease terms expire as follows:

|                       | 31.12.18       | 31.12.17       | 31.12.18       | 31.12.17       |
|-----------------------|----------------|----------------|----------------|----------------|
|                       | €              | €              | £              | £              |
| Within 1 Year         | -              | -              | -              | -              |
| Between 2 and 5 Years | 190,000        | 190,000        | 169,961        | 168,574        |
| More than 5 Years     | <u>293,333</u> | <u>293,333</u> | <u>262,395</u> | <u>260,254</u> |
|                       | <u>483,333</u> | <u>483,333</u> | <u>432,356</u> | <u>428,828</u> |

The Board entered into an agreement in 2016 to lease a portion of the ground floor of the Cork Office to the Commissioners of Public Works in Ireland (OPW) for a period of 10 years. The annual rent for this lease is €76,667 per annum, payable in quarterly instalments.

The overall annual rent payable in respect of leased premises is broken down as follows:

#### Rents payable / (receivable)

| Location                 | Expiry Date | 31.12.18       | 31.12.17       | 31.12.18       | 31.12.17       |
|--------------------------|-------------|----------------|----------------|----------------|----------------|
|                          |             | €              | €              | £              | £              |
| Cork                     | 2026        | 370,000        | 370,000        | 330,976        | 328,275        |
| Cork Sub Lease           | 2026        | (76,667)       | (76,667)       | (68,581)       | (68,021)       |
| Dublin                   | 2021        | <u>190,000</u> | <u>190,000</u> | <u>169,961</u> | <u>168,574</u> |
| Total Annual Costs (Net) |             | <u>483,333</u> | <u>483,333</u> | <u>432,356</u> | <u>428,828</u> |

The total future minimum lease commitment is broken down as follows:

#### Future Minimum Lease Commitments

| Location                            | Expiry Date | 31.12.18         | 31.12.17         | 31.12.18         | 31.12.17         |
|-------------------------------------|-------------|------------------|------------------|------------------|------------------|
|                                     |             | €                | €                | £                | £                |
| Cork                                | 2026        | 2,867,500        | 3,237,500        | 2,565,065        | 2,872,407        |
| Cork Sub Lease                      | 2026        | (549,396)        | (626,063)        | (491,451)        | (555,462)        |
| Dublin                              | 2021        | <u>570,000</u>   | <u>760,000</u>   | <u>509,882</u>   | <u>674,295</u>   |
| Total Future Lease Commitment (Net) |             | <u>2,888,104</u> | <u>3,371,437</u> | <u>2,583,496</u> | <u>2,991,240</u> |

#### b) Other Commitments

The Board has other commitments in respect of approved research contracts at 31 December 2018 in the amount of €717,198/£641,555 (2017 €219,372/£194,633).

## 17. Retirement Benefits

The retirement benefit scheme consists of a number of sections with different benefit structures. The main sections are:

The Core Final Salary section- this is a final salary pension arrangement with benefits modelled on the Classic section of the Principal Civil Service Pension Scheme in Northern Ireland. The scheme provides a retirement benefit (eightieths per year of service), a gratuity or lump sum (three-eighths per year of service) and spouse's and children's pensions. Normal Retirement Age is a member's 60th birthday. Retirement Benefits in payment (and deferment) increase in line with general price inflation.

The Core Alpha section -this is a career averaged revalued earnings retirement benefit arrangement or 'CARE' scheme with benefits modelled on the alpha section of the Principal Civil Service Pension Scheme in Northern Ireland. The scheme provides a retirement benefit based on a percentage (2.32%) of pensionable pay for each year of active membership (the retirement benefit is increased at the start of each scheme year in line with general price inflation) and spouses's and children's pensions. Normal Retirement Age is a member's State Pension Age in the relevant jurisdiction which is currently 67, 68 or between 67 and 68 in the UK and 68 in Ireland. Retirement Benefits in payment (and deferment) increase in line with general price inflation.

Benefits accumulated for service up to 31 March 2015 remain payable at retirement on a final salary basis. Therefore most core section members have benefits in both the Final Salary and alpha section and new entrants who join the Scheme after 1 April 2015 will in most cases, become members of the Core alpha section.

Reserved Rights Section -all Southern Core Members were given the option to change to a category of membership based on the Superannuation Scheme for Established Civil Servants (which is the Irish Civil Servants Scheme). The options exercise was completed on 31 March 2015 and 14 of the employees opted to change category of membership.

The retirement benefit valuation at 31 December 2018 is based on FRS102 convention and has been carried out by a qualified independent actuary. The results this year have been prepared by carrying out a full valuation of the scheme's liabilities incorporating market conditions and scheme data at 31 December 2018. The principal assumptions used to calculate scheme liabilities are:

## Notes to the accounts (continued)

### a) Principal actuarial assumptions used for the calculations

|   | 2018    | 2017    |
|---|---------|---------|
| Discount rate (Republic of Ireland)                 | 2.15%   | 2.10%   |
| Discount rate (Northern Ireland)                    | 2.75%   | 2.50%   |
| Inflation rate (Republic of Ireland)                | 1.40%   | 1.65%   |
| Inflation rate (Northern Ireland)                   | 2.15%   | 2.10%   |
| Rate of increase in salary (Republic of Ireland)    | 2.15%   | 3.00%   |
| Rate of increase in salary (Northern Ireland)       | 2.15%   | 2.10%   |
| Rate of increase in pensions (Republic of Ireland): |         |         |
| Core members  | 1.40%   | 1.65%   |
| All other members                                   | 2.15%   | 3.00%   |
| Rate of increase in pensions (Northern Ireland)     | 2.15%   | 2.10%   |
| Year-end exchange rate (Sterling : Euros)           | 1.12    | 1.13    |
| Mid-year exchange rate (Sterling : Euros)           | 1.13    | 1.14    |
| Average expected future life at age 65 for          |         |         |
| Male currently aged 65                              | 21.9yrs | 22.1yrs |
| Female currently aged 65                            | 23.8yrs | 23.9yrs |
| Male currently aged 45                              | 23.3yrs | 23.5yrs |
| Female currently aged 45                            | 25.4yrs | 25.4yrs |

**b) Movement in Net Pension Liability during the financial year**

|   | 2018            | 2017            | 2018            | 2017            |
|---|-----------------|-----------------|-----------------|-----------------|
|   | €'000           | €'000           | £'000           | £'000           |
| (Deficit) in the pension liability at 1st January | (13,210)        | (13,559)        | (11,720)        | (11,609)        |
| Retirement Benefits paid during the year          | 106             | 136             | 93              | 119             |
| Current service cost                              | (785)           | (773)           | (694)           | (678)           |
| Past service credit                               | 0               | 0               | 0               | 0               |
| Net transfers out of/(in to) the scheme           | 0               | 0               | 0               | 0               |
| Other finance income/(charge)                     | (285)           | (249)           | (252)           | (218)           |
| Actuarial gain/(loss)                             | 1,022           | 1,235           | 904             | 1,082           |
| Exchange differences – £ comparisons              | —               | —               | (96)            | (416)           |
| (Deficit) in the pension liability at 31 Dec      | <u>(13,152)</u> | <u>(13,210)</u> | <u>(11,765)</u> | <u>(11,720)</u> |

Analysis of the movement in (deficit) in the Plan during the period is as follows

|  | 2018         | 2017         | 2018         | 2017         |
|--|--------------|--------------|--------------|--------------|
|  | €'000        | €'000        | £'000        | £'000        |
| Experience gain/(loss)                         | (311)        | 650          | (275)        | 570          |
| Gain/(loss) due to currency movements          | 0            | (382)        | 0            | (335)        |
| Gain/(loss) on change of financial assumptions | <u>1,333</u> | <u>967</u>   | <u>1,179</u> | <u>847</u>   |
| Actuarial gain/(loss)                          | <u>1,022</u> | <u>1,235</u> | <u>904</u>   | <u>1,082</u> |

The main element of the actuarial gain relates to the change in actuarial assumptions which have decreased the value placed on the liabilities.

## Notes to the accounts (continued)

### c) Income and Expenditure Account analysis for the financial year

Analysis of the net deferred funding for retirement benefit is as follows:

|  | 2018       | 2017       | 2018       | 2017       |
|--|------------|------------|------------|------------|
|  | €'000      | €'000      | £'000      | £'000      |
| Current service cost                     | 785        | 773        | 694        | 678        |
| Other finance cost                       | 285        | 249        | 252        | 218        |
| Retirement Benefits paid during the year | (106)      | (136)      | (93)       | (119)      |
|  | <u>964</u> | <u>886</u> | <u>853</u> | <u>777</u> |

Analysis of the current retirement benefit service costs is as follows:

|                      | 2018         | 2017         | 2018       | 2017       |
|----------------------|--------------|--------------|------------|------------|
|                      | €'000        | €'000        | £'000      | £'000      |
| Current service cost | 785          | 773          | 694        | 678        |
| Other finance cost   | <u>285</u>   | <u>249</u>   | <u>252</u> | <u>218</u> |
|                      | <u>1,070</u> | <u>1,022</u> | <u>946</u> | <u>896</u> |

## d) Deferred Retirement Benefit Funding

In accordance with accounting practice for non-commercial State sponsored bodies in the Republic of Ireland, the Food Safety Promotion Board recognises an asset representing resources to be made available by the UK and Irish Exchequers for the unfunded deferred liability for retirement benefits on the basis of a number of past events. These events include the statutory backing for the superannuation schemes, and the policy and practice in relation to funding public service retirement benefits in both jurisdictions including the annual estimates process.

While there is no formal agreement and therefore no guarantee regarding these specific amounts with the funding bodies, the Food Safety Promotion Board has no evidence that this funding policy will not continue to meet this amount in accordance with current practice. This treatment is inconsistent with accounting practice for UK Non-Departmental Bodies, where, due to absence of a formal guarantee, a funding liability is not recognised until the commitment falls due.

The deferred funding asset for retirement benefits as at 31 December 2018 amounted to €13.152m/£11.765m (2017: €13.210m/£11.720m).

|   | 2018          | 2017          | 2018          | 2017          |
|---|---------------|---------------|---------------|---------------|
|   | €'000         | €'000         | £'000         | £'000         |
| Opening Balance at 1 January                    | 13,210        | 13,559        | 11,720        | 11,609        |
| Increase/(decrease) in Deferred Pension Funding | (58)          | (349)         | 45            | 111           |
| Balance at 31 December                          | <u>13,152</u> | <u>13,210</u> | <u>11,765</u> | <u>11,720</u> |

## e) History of Defined Benefit Liabilities

|  | 2018     | 2017     | 2016     | 2015     |
|--|----------|----------|----------|----------|
|  | €'000    | €'000    | €'000    | €'000    |
| (Deficit) as at 31 December                | (13,152) | (13,210) | (13,559) | (11,117) |
| Experience adjustment on liabilities       |          |          |          |          |
| Including exchange rate effect gain/(loss) | (311)    | 650      | (71)     | (1,107)  |
| Percentage of Scheme Liabilities           | 2.4%     | 4.9 %    | 0.5%     | 10.0%    |

|  | 2018     | 2017     | 2016     | 2015    |
|--|----------|----------|----------|---------|
|  | £'000    | £'000    | £'000    | £'000   |
| (Deficit) as at 31 December                | (11,765) | (11,720) | (11,609) | (8,159) |
| Experience adjustment on liabilities       |          |          |          |         |
| Including exchange rate effect gain/(loss) | (275)    | 570      | (61)     | (804)   |
| Percentage of Scheme Liabilities           | 2.4%     | 4.9%     | 0.5%     | 10.0%   |

## Notes to the accounts (continued)

### 18. Date of Authorisation for issue

The Accountable Person (CEO) authorised the issue of these financial statements on 15th October 2019.

### 19. Contingent Liabilities

Submissions have been made to the Workplace Relations Commission in relation to pension contributions payable by certain staff members. The case is ongoing and no provision in that regard has been included in the financial statements.

## Appendix 1

# Accounts direction

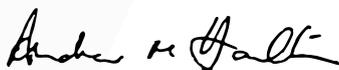
## Food safety promotion board

Accounts direction given by the Northern Department of Health, Social Services and Public Safety and the Southern Department of Health and Children, with the approval of the finance departments North and South, in accordance with the North/South Co-Operation (Implementation Bodies) (Northern Ireland) Order 1999 and the Southern British-Irish Agreement Act 1999.

The annual accounts shall give a true and fair view of the income and expenditure and cash flows for the financial year, and the state of affairs as at the year end: Subject to this requirement, the Body shall prepare accounts for the financial period 2 December 1999 to 31 December 2000 and subsequent financial years in accordance with:

- a) the North/South Implementation Bodies Annual Reports and Account Guidance;
  - b) other guidance which Finance Departments may issue from time to time in respect of accounts which are required to give a true and fair view;
  - c) any other specific disclosures required by sponsoring Departments;
- except where agreed otherwise with Finance Departments, in which case the exception shall be described in the notes to the accounts.

Signed by the authority of the



**Department of Health,  
Social Services and Public Safety**  
18th June 2001



**Department of  
Health and Children**  
13th June 2001



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