

**MINUTES OF DEPARTMENTAL BOARD (DB) MEETING
WEDNESDAY 27 JUNE 2018
LOUGHERMORE ROOM
BALLYKELLY HOUSE**

Members:

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| Denis McMahon | Permanent Secretary |
| Robert Huey | Deputy Secretary, Veterinary Service and Animal Health Group |
| David Small | Deputy Secretary, Environment, Marine and Fisheries Group |
| Brian Doherty | Director of Corporate Services |
| David Reid | Director of Finance |
| Janine Fullerton | Strategic Business Partner, NICS HR |
| Sharon McCue | Non-Executive Board Member (NEBM) |

Apologies:

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| Colin Lewis | Deputy Secretary, Central Services and Rural Affairs Group |
| Norman Fulton | Deputy Secretary, Food and Farming Group |
| Fiona McCandless | Deputy Secretary |

In Attendance:

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| Seamus McErlean | Chief Agricultural Economist (Deputising in for Norman Fulton) |
| Graeme Wilkinson | Director of Brexit Programme (Item 5 only) |
| Jonathon McFerran | Brexit Programme (Item 5 only) |
| Rosemary Agnew | Brexit Programme (Item 5 only) |

Secretariat:

Barry Yeo
Kathryn Clarke

| Item | Description | Action Owner |
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| Opening | | |
| 1.0 | Secretary's Opening Remarks | |
| | Secretary welcomed everyone to the meeting and thanked Seamus McErlean who is deputising for Norman Fulton. Secretary provided a short update on a number of key issues: I. Brexit Gateway – to be discussed later under agenda item 7; and II. Sought Board agreement on a new Departmental purpose Statement; “A Living, Working, Active, Landscape valued by everyone”. The Board was content to agree. | |
| 1.1 | Declaration Of interests | |
| | No interests which relate to today's agenda declared. | |
| 1.2 | Previous Minutes | |
| | Minutes from 30 May 2018 were agreed. | |
| 1.3 | Matters Arising & Action Points | |
| | Actions from 30 May 2018 were noted as cleared, being taken | |

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| | forward or will be addressed later in today's meeting. Outstanding actions were discussed and action agreed to clear. There were no additional matters arising. | |
| Strategic Governance | | |
| 2.0 | People | |
| 2.1 | Monthly Staffing Update | |
| | <p>Janine Fullerton presented the paper to the Board. Members discussed a number of key issues. Including:</p> <ol style="list-style-type: none"> 1. People Strategy. Janine provided an update on the Action Plan noting NICSHR Business Partners will provide support to Departments during implementation; 2. Performance Management compliance statistics; and 3. Staff Absence rates; and 4. Staff training. <p>Secretary advised the Board that he regards the completion of the Performance Management process as a priority for all staff. The Board discussed the overall Departmental position, the Secretary noted that while good progress had been made on end of year reviews, some 30% of people did not have agreed PPA's at this stage. This has now become a Performance Management issue. Secretary will write individually to Group and Divisional Heads on this issue.</p> <p>The Board noted the content of the paper.</p> | Secretary |
| 3.0 | Resources | |
| 3.1 | 2017/18 Budget position and 2018/19 | |
| | <p><u>2017/18</u> David Reid presented his paper to the Board, noting the 2017/18 accounts have received an "unqualified opinion" following audit by NIAO. David Small added that NIEA had also received an "unqualified opinion". The board extended its appreciation to Financial Reporting Branch and all staff in all Business areas for their outstanding work. DAERA Accounts to go to ARAC on 28.06.18.</p> <p><u>2018/19</u> David noted that a pressure on TB compensation had been flagged as part of June monitoring. It is anticipated that this will be managed at October monitoring.</p> <p><u>2019/21</u> The Board discussed potential pressures from 2019 and beyond. David advised the Board that they are liaising with DoF. The Board noted the position.</p> <p>The Board noted the content of the paper and agreed the recommendations.</p> | |
| 4.0 | Business Delivery | |

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| 4.1 | Corporate Scorecard Update 2018/19 | |
| | <p>David Reid presented the report to the Board. David noted that the 2017/18 Business plan has now been published and this will be followed by the 2018/19 plan when ready.</p> <p>The Board noted the progress year to date.</p> <p>The Board discussed possible rewording of 6 targets. David Reid to take forward the Board's recommendations, i.e. agreement on 5, where there was no change to dates. The Board did not agree to amend the target date on processes target PR8 SO2.</p> | David Reid |
| 4.2 | Programme for Government Update | |
| | <p>David Small presented his paper to the Board. David provided an update on progress against the six indicators of PfG Outcome 2 i.e.</p> <ol style="list-style-type: none"> 1. Greenhouse gases; 2. Waste; 3. Water; 4. Air; 5. Biodiversity; and 6. Public Transport (Managed by DfI). <p>The Board noted the progress to date.</p> <p>The board noted and discussed the DAERA cross cutting issues within the indicators and agreed it would be beneficial to facilitate exchanges of ideas/information.</p> | David Small |
| Strategic Issues | | |
| 5.0 | BREXIT | |
| 5.1 | <p>Secretary welcomed Graeme Wilkinson, Rosemary Agnew and Jonathon McFerran to the Board meeting. Graeme provided the Board with an update on Brexit developments to include the following key points;</p> <ol style="list-style-type: none"> 1. EU-UK negotiations; 2. Engagement with DEXU; 3. Ministerial meeting 5.7.2018; 4. Frameworks; 5. Legislative amendments which includes decision that NI legislative changes will go through Westminster; 6. Operational readiness; 7. Workstreams (incl. Establishment of cross departmental "Future Policy and Finance Workstream"); 8. Funding; 9. Project Governance, staffing (incl. change to Programme Director/SRO) and Funding; and 10. Gateway Review <p>The Board noted the update.</p> | |

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| | The attending Brexit team updated DB Members on the outcome of the Gateway review. The Board noted the positive review findings. The Board agreed the Gateway recommendations which included contingency planning. Following discussions on contingency planning scenarios Secretary directed that a team be established, to coordinate implementation of the Gateway findings. Robert Huey to chair 1 st meeting. | Robert Huey |
| 6.0 | TB Update | |
| 6.1 | The Board noted the contents of the paper. | |
| 7.0 | Equine Strategy Update | |
| 7.1 | The Board noted the contents of the paper. Following discussions the Board did not agree to endorse a CAFRE representative to attend Horse Sport Ireland (HSI) Coaching and education Advisory Council as an unpaid ex officio. Board to write to HSI on their decision. | Seamus McErlean (Norman Fulton) |
| Closing Issues | | |
| 8.0 | DB August Forward Agenda | |
| 8.1 | Agenda for August was agreed with a minor change. | |
| 9.0 | Internal Communication messages for Team Brief | |
| 9.1 | Items agreed for inclusion in next available team brief were: 1. People (PPA/PDPs); 2. Brexit; 3. Programme for Government; and 4. DAERA June DB meeting in Ballykelly House. | |
| 10.0 | AOB | |
| 10.1 | <u>Judicial Review (JR):</u> The leave hearing for the JR on Review of Decisions is to be heard on 28 June 2018. <u>G5 Promotion Competition:</u> List expected to be published on Monday 2 July. <u>Graeme Wilkinson:</u> The Board recorded its congratulations to Graeme Wilkinson who is to move to The Executive Office on Temporary promotion to G3. The Board thanked Graeme for his hard work on the Department's Brexit Programme. <u>Changes at Deputy Secretary level:</u> Secretary advised he will issue a note detailing organisational changes following appointment of Fiona McCandless as a DAERA Deputy Secretary. | Secretary |
| Papers for DB Members to note only | | |
| 11.0 | ARAC | |
| 11.1 | <u>ARAC report 2017/18</u> | |

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| | DB noted The ARAC Annual Report 2017/18. | |
| 11.2 | <u>ARAC Update</u> DB noted the contents of the paper. Secretary noted he was reassured on reading the ARAC suite of papers. | |
| 12.0 | NIFAIS Update | |
| 12.1 | The Board noted the contents of the paper | |
| 14.0 | Close | |
| | Secretary thanked everyone for their participation and closed today's meeting | |

Date of next meeting: Wednesday 29 August 2018
Venue: Water Management Unit (Lisburn)