

**MINUTES OF DEPARTMENTAL BOARD (DB) MEETING
WEDNESDAY 28 FEBRUARY 2018
ROOM 229
DUNDONALD HOUSE**

Members:

Denis McMahon	Permanent Secretary
Colin Lewis	Deputy Secretary, Central Services and Rural Affairs Group
Robert Huey	Deputy Secretary, Veterinary Service and Animal Health Group
David Small	Deputy Secretary, Environment, Marine and Fisheries Group
Norman Fulton	Deputy Secretary, Food and Farming Group
Geraldine Fee	Director of Corporate Services
David Reid	Director of Finance
Janine Fullerton	Strategic Business Partner, NICS HR
Sharon McCue	Non-Executive Board Member (NEBM)

In Attendance:

Mairead Adams	EMFG – Head of Waste Legislation Branch (Item 6 only)
Graeme Wilkinson	Director of Brexit Programme (Item 7 only)
Josephine Kelly	AFBI Director of Finance & Corporate Affairs (Item 9 Only)

Apologies:

None

Secretariat:

Barry Yeo

Item	Description	Action Owner
Opening		
1.0	Secretary's Opening Remarks	
	<p>Secretary welcomed everyone to today's DB meeting, his first as DAERA Permanent Secretary. Secretary also noted that this was Geraldine Fee's last Board meeting. He thanked Mrs Fee on behalf of the Board for her contribution, during her tenure, and wished her well in her new post in DfE.</p> <p>Secretary opened a discussion on future remit of the DB. Members discussed how it could best discharge its duties in the future and in support of the Accounting Officer, given the increasing number of issues being brought before the Board.</p> <p>The Board agreed to consider:</p> <ul style="list-style-type: none"> i. An increased focus on (a) People, (b) Resources and (c) Business delivery; ii. Greater use of Board Sub-Committees; and iii. Greater engagement of the Department's Senior Management Team (G7 and above) in DAERA's strategic development. <p>Secretary advised that he will provide a paper to the Board with some thoughts on the future direction of DAERA DB, taking into</p>	Secretary

	account the discussion.	
1.1	Declaration Of interests	
	No new interests declared.	
1.2	Previous Minutes	
	Minutes from 31 January 2018 were agreed.	
1.3	Matters Arising & Action Points	
	All actions from 31 January 2018 cleared. There were no additional matters arising.	
Strategic Governance		
2.0	People	
2.1	People Survey	
	<p>Janine Fullerton presented the survey results to the Board. The Board noted the performance of DAERA, and the performance of the NICS as a whole. The Board noted its concern with performance in key areas such as:</p> <ul style="list-style-type: none"> i. Learning and Development; ii. Leadership; iii. Managing change; and iv. Staff remuneration and benefits. <p>Secretary re-iterated the importance of focussing on our people and proposed to establish a Leadership and Engagement Sub-Committee which he will chair.</p>	Secretary
2.2	Quarterly Staffing Update	
	<p>Janine presented the paper to the Board. The Board discussed the key statistics and issues and noted the position of:</p> <ul style="list-style-type: none"> i. Temporary promotions; ii. Vacancies; iii. Performance management; iv. Absence management; v. Compliance; <p>It was agreed that compliance on performance and management would be prioritised.</p>	Secretary and Deputy Secretaries
3.0	Resources	
3.1	2017/18 Budget position and Outlook to 2021	
	<p><u>2017/18</u> David Reid provided an update to the Board on 2017/18 expenditure, re-iterating the message that Group Heads should ensure that Finance Division be advised immediately of any concerns relating to spend.</p> <p><u>2018/19</u> David Reid advised Members that the outlook for 2018/19 has improved but given the pressures the Department faces, the position will have to be monitored closely throughout the year.. A budget announcement for the one year only is expected,</p>	

	<p>following which allocations will be confirmed and approved by DB.</p> <p><u>2019/20</u> David confirmed that this will be a challenging year also.</p> <p>The Board noted difficulties with one year budgets in planning for capital projects.</p> <p>Secretary expressed his appreciation to Finance Division and everyone involved for their work on Budget 2018/19.</p> <p>The Board noted the contents of the papers.</p>	
4.0	Business Delivery	
4.1	Corporate Risk Register (CRR)	
	<p>David Reid presented the CRR update to the Board and sought approval to the inclusion of two new risks:</p> <ul style="list-style-type: none"> i. Procurement of IT systems; and ii. In-Year management of Bovine TB. <p>Following discussions:</p> <ul style="list-style-type: none"> i. The Board agreed the inclusion of the two risks; and ii. Noted the remaining indicators. <p>David agreed to refine the risk register format to focus on key issues.</p>	David Reid
4.2	Business Plan	
	<p>David presented the paper to the Board seeking approval on the content and the format of the Corporate Scorecard and the proposal for monthly updates to DB on an exceptional reporting basis. David noted that affordability on delivery of targets is dependent on the 2018/19 budget.</p> <p>The Board agreed some changes to the content and monthly reporting, but welcomed the work done to date.</p>	
Strategic Issues		
5.0	GDPR Update	
5.1	Colin Lewis presented his paper to the Board and advised Members that DAERA is on course to be compliant by May 2018 implementation date. The Board noted the work to date on this.	
6.0	Infraction Risks (Presentation)	
6.1	<p>David Small presented his paper to the Board tracking the potential risks and costs associated with infraction. Mairead Adams (EMFG) delivered a presentation on Infraction Risks associated with transposition of EU legislation.</p> <p>The Board discussed the issues. David Small to consider the addition of Infraction risk on the CRR.</p>	David Small

	Secretary thanked Mairead for her presentation.	
7.0	BREXIT	
7.1	<p>Graeme Wilkinson joined the meeting and provided an update to the Board. The Board noted the recent and future meetings, current progress and the proposed way forward.</p> <p>Secretary congratulated Graeme on the addition of funding as a standing item for discussion at future Ministerial meetings.</p>	
8.0	Ballykelly Relocation	
8.1	<p>Colin Lewis presented his update paper and the Board noted the project will be delivered on time and under budget.</p> <p>Geraldine Fee noted that staff should be encouraged to use available technology when considering working practices.</p> <p>Secretary confirmed his plans to be located in Ballykelly 2 days per week and Klondyke one day a week.</p>	
9.0	AFBI Corporate Plan 2018-21	
9.1	<p>Norman Fulton delivered his paper to the Board and introduced Josephine Kelly who delivered a presentation</p> <p>The Board discussed the plan in detail noting the assurances the document gives whilst making a number of recommendations.</p> <p>Secretary summarised discussions:</p> <ul style="list-style-type: none"> i. Broad support from DB; ii. Need visibility on the annual Business plan; iii. AFBI to work with Norman Fulton and Sponsor Branch to assure Secretary that over the period of the draft Corporate Plan (2018-2022) indicative income and expenditure (balanced) projections are in place; iv. Document needs to be updated in line with today's discussions; and v. Requires Ministerial approval. <p>Secretary thanked Josephine for her attendance and input today.</p>	AFBI, Norman Fulton and Sponsor Branch
10	Market Access	
10.1	<p>Robert Huey presented his paper to the Board providing an overview of the issues. He asked the Board to note that this is a growing area of work for DAERA and industry are looking to DAERA for advice and information on other international markets.</p> <p>Secretary noted the Board is supportive of Veterinary Service and Animal Health Group's approach, acknowledges the</p>	

	pressures, and that further discussion on the way forward will be required.	
11	NIFAIS	
11.1	<p>Robert Huey presented his paper to the Board, updating members on developments since last update. Robert provided an assurance that Gateway are supportive of DAERA's position.</p> <p>The Board discussed operational readiness and Secretary sought an assurance that Finance Division colleagues are up to speed on this project. David Reid to follow up.</p> <p><i>(Secretary and Norman Fulton left meeting at this point David Small deputised as Chair)</i></p>	David Reid
12	Equine Strategy	
12.1	<p>Robert Huey presented his paper to the Board, updating Members on background, rationale and current position. The Board noted the update.</p>	
13	Science Transformation Programme Update (STP)	
13.1	<p>Colin Lewis presented the paper to the Board. Members noted its contents and agreed:</p> <ul style="list-style-type: none"> i. Colin and Secretary will discuss the Board becoming the programme's Sponsoring Group at a later date. ii. Vision statement, subject to 1 minor change in wording. 	Colin Lewis
Closing Issues		
14	DB March Forward Agenda	
14.1	Agenda for March to be agreed and reflective of today's overall discussion on DB Governance.	
15	Internal Communication messages for Team Brief	
15.1	<p>Items agreed to next available team brief were:</p> <ol style="list-style-type: none"> 1. Brexit; 2. Ballykelly; 3. Staff Engagement; 4. Business planning – Direction of travel; 5. Infraction Risks; and 6. Performance management. 	
16.0	AOB	
16.1	None	

Date of next meeting: Wednesday 28 March 2018