

**MINUTES OF DEPARTMENTAL BOARD (DB) MEETING  
WEDNESDAY 30 MAY 2018  
CONFERENCE ROOM  
INISHKEEN 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
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:** None

**In Attendance:**

Perpetua McNamee	Director of Epizootics
Stephen Emerson	Senior Health & Safety Advisor (item 2ii only)

**Secretariat:**

Barry Yeo  
Kathryn Clarke

Item	Description	Action Owner
<b>Opening</b>		
<b>1.0</b>	<b>Secretary's Opening Remarks</b>	
	Secretary welcomed everyone to today's meeting, welcoming Perpetua McNamee as a guest of the Board (in line with the recent agreement at the SCSG that a G5 will attend each Board meeting) and Stephen Emerson, attending to update DB on the Department's 2017/18 H&S report.	
	Secretary provided a short update on 3 key issues: I. Buick Decision and impact of the work of NICS; II. Budget 2019/21 preparations: and III. Balmoral Show: Secretary paid tribute to the work of all DAERA colleagues and their input to his keynote speech. The Department was professionally represented at all levels.	
<b>1.1</b>	<b>Declaration Of interests</b>	
	No interests which relate to today's agenda declared.	
<b>1.2</b>	<b>Previous Minutes</b>	
	Minutes from 25 April 2018 were agreed.	
<b>1.3</b>	<b>Matters Arising &amp; Action Points</b>	
	Actions from 25 April 2018 were noted as cleared or as being addressed. Outstanding actions were discussed and action	

	agreed to clear. There were no additional matters arising.	
<b>Strategic Governance</b>		
<b>2.0</b>	<b>People</b>	
<b>2.1</b>	<b>Monthly Staffing Update</b>	
	<p>Janine Fullerton presented the paper to the Board. Members noted the content of the paper and discussed a number of key issues. Including:</p> <ol style="list-style-type: none"> <li>1. Performance Management compliance statistics;</li> <li>2. Mandatory e-learning compliance;</li> <li>3. Staff Absence rates;</li> <li>4. Absence Management compliance (HRConnect input &amp; Return to Work interviews);</li> </ol> <p>Secretary noted some improvement and recorded his appreciation to staff who have met their responsibilities in regards to Performance Management, training and Absence Management compliance. Janine and Secretary both noted that several business areas were not meeting their obligations to have end of year reviews completed and PPAs in place. He asked that Group Heads look at the detail where the Department is not meeting its obligations and take appropriate steps to address.</p> <p>It was also noted that NICS HR would be providing detailed analysis of performance compliance at G7 level.</p> <p>Secretary also asked that a separate paper is brought to DB on how the Department can address sick absence compliance rates.</p>	<p><b>All G3s</b></p> <p><b>Brian Doherty</b></p>
<b>2.2</b>	<b>Health and Safety (H&amp;S) Annual Report 2017/18</b>	
	<p>Stephen Emerson delivered the Departments 2017/18 H&amp;S Report. Stephen continues to review H&amp;S policy, which most recently included DB approval of H&amp;S Policy Statement and, organisations. H&amp;S is now embedded in DAERA's Governance procedures.</p> <p>The Board noted the contents of the report discussing a number of highlights and recognising the very significant progress that has been made as well as the further issues to be addressed.</p> <p>The Board agreed the programme of work for 2018/19 and addressed how best to communicate H&amp;S responsibilities to staff as well as Top Management Team (TMT).</p> <p>The Board noted a number of suggestion for the H&amp;S team to take forward, in addition to the agreed programme of work;</p> <ol style="list-style-type: none"> <li>1. Consider comms i.e. Potential for a H&amp;S week;</li> <li>2. Improvements needed on 80% Fire Safety Awareness Training;</li> </ol>	<p><b>David Small</b></p>

	<p>3. Look at the “moderate” Fire Safety Risk Assessment;</p> <p>4. Future reporting to TMT including RIDDOR incidents; and</p> <p>5. Include management of absence in accident reporting;</p> <p>The Board thanked Stephen</p>	
<b>3.0</b>	<b>Resources</b>	
<b>3.1</b>	<b>2017/18 Budget position and 2018/19</b>	
	<p><u>2017/18</u> David Reid provided an update on 2017/18 expenditure, extending his appreciation to all staff who have had an input into the various exercises. Board members re-iterated this message.</p> <p>Sharon McCue added that there had been a number of ARAC meetings in May and that the ARAC Annual Report 2017/18 will be ready for the next DB meeting. Sharon provided an update on key areas, and assurances being sought.</p> <p><u>2018/19</u> David advised the Board that there were no major concerns.</p> <p><u>2019/21</u> The Board discussed potential pressures from 2019 and beyond.</p> <p>The Board noted the content of the paper.</p>	<b>Sharon McCue</b>
<b>4.0</b>	<b>Business Delivery</b>	
<b>4.1</b>	<b>DAERA (incl ALBs) 2017/18 Business Plan Outturn Report.</b>	
	<p>David Reid presented the report to the Board.</p> <p>The Board noted the contents of the Outturn reports. Members commented that this was a high quality report and noted the excellent performance of everyone involved in achieving a level of underspend well within tolerance.</p> <p>Members discussed the outturns and the methodology on recording of these.</p> <p>David to publish draft 2017/18 and 2018/19 Business plans along with the 2017/18 Outturn report.</p>	<b>David Reid</b>
<b>4.2</b>	<b>Corporate Scorecard Update 2018/19</b>	
	<p>David Reid introduced his paper to the Board. The Board noted the progress against targets.</p> <p>The Board discussed possible minor amendments on the re-wording of 3 targets. David Reid to take forward the Board’s recommendations.</p>	<b>David Reid</b>

4.3	<b>Corporate Risk Register (CRR) Update</b>	
	<p>David Reid presented the CRR update, noting that following discussions at April DB, SROs met on 02 May 2018.</p> <p>Secretary provided detail on the new format which was agreed.</p> <p>The Board notes the way forward.</p>	
5.0	<b>Wider Business Delivery</b>	
5.1	<b>Northern Ireland Fishery Harbour Authority (NIFHA) Business Plan 2018/19 and Corporate Plan 2018/22</b>	
	<p>David Small presented the paper and draft plans to the Board.</p> <p>Following discussions the Board noted the contents and agreed both NIFHA's Business and Corporate plans.</p>	
6.0	<b>Departmental Board Governance</b>	
6.1	<b>DAERA Publication Scheme</b>	
	<p>Colin Lewis presented the paper to the Board.</p> <p>Dependant on agreement of the DB Committees Terms of References the Board approved the revised policy instruction and the issuing of this policy to DB secretariat and delegated committees.</p>	
6.2	<b>DB Committees Terms of Reference (ToR)</b>	
	<p>David Reid presented his paper to the Board.</p> <p>The Board noted the contents of the paper. This includes Committee Chair, structures, ToRs and the previously agreed publication scheme.</p> <p>Following discussion the Board agreed the Committees and ToRs aside from The Brexit and the Digital and Information Committees. The Board felt there was no need to delegate these two committees.</p>	
<b>Strategic Issues</b>		
7.0	<b>BREXIT</b>	
7.1	<p>Norman Fulton provided the Board with an update on Brexit developments to include key issues;</p> <ol style="list-style-type: none"> <li>1. Border update;</li> <li>2. Engagement with DEXU;</li> <li>3. Joint Ministerial Council;</li> <li>4. Frameworks;</li> <li>5. Legislative amendments;</li> <li>6. Operational readiness;</li> <li>7. Project Governance, staffing and Funding; and</li> <li>8. Governance (includes roll out of G3 as SROs)</li> </ol> <p>The Board noted the update.</p>	

<b>8.0</b>	<b>CAFRE Strategic Plan to 2022</b>	
8.1	<p>Norman Fulton presented his paper to the Board. He noted a number of minor amendments and the need for more comprehensive reference to the Department's environment interests and the role CAFRE can play and sought comment from the Board.</p> <p>The Board discussed the plan and are content to agree subject to the minor proposed amendments. Norman to incorporate agreed amendments in final plan and to issue to Members as a paper to note.</p>	<b>Norman Fulton</b>
<b>9.0</b>	<b>AFBI Review</b>	
9.1	<p>There was a discussion in relation to the review of AFBI project. Mr Fulton explained that the Cabinet Office approach for reviewing ALBs had been used and that this had involved a wide range of stakeholders. Mr Fulton indicated that he was keeping DB up to date with the review at this stage, and not seeking approval for the paper. The final report was yet to be considered by the AFBI Review Board. This will happen at the end of June after which a formal submission would be made to DB.</p> <p>During the discussion, three core themes emerged:</p> <ol style="list-style-type: none"> <li>1. Delivery on DAERA requirements and an assessment of VfM;</li> <li>2. The long term model for AFBI;</li> <li>3. The need to ensure good governance in AFBI; and</li> <li>4. Appropriate Departmental governance arrangements in light of (1), (2) and (3).</li> </ol> <p>It was agreed that Mr Fulton will arrange a meeting with relevant Board colleagues to present/discuss the review findings and the proposed recommendations in detail. It was noted that the issue of governance arrangements would be discussed in the context of TMT discussions on organisation structure.</p> <p>In the meantime, it was noted that a number of the emerging recommendations could not be supported at this time.</p>	<b>Norman Fulton</b>
<b>10.0</b>	<b>Recommendations for Improvements to DAERA Intranet</b>	
10.0	<p>Colin Lewis presented his paper to the Board, noting the rationale for the review.</p> <p>The report provides 7 recommendations all aimed at improving functionality and user experience.</p> <p>The Board noted the recommendations and commissioned Colin to work on implementing the recommendations.</p> <p>Secretary congratulated the Task &amp; Finish Group for their efforts.</p>	

<b>Closing Issues</b>		
<b>11.0</b>	<b>DB June Forward Agenda</b>	
11.1	Agenda for June was agreed.	
<b>12.0</b>	<b>Internal Communication messages for Team Brief</b>	
12.1	Items agreed for inclusion in next available team brief were: <ul style="list-style-type: none"> <li>1. People (PPA/PDPs);</li> <li>2. H&amp;S (reporting of “near misses” etc);</li> <li>3. DAERA Business Plans 2017/18 &amp; 2018/19;</li> <li>4. Departmental Risks;</li> <li>5. Intranet Improvements; and</li> <li>6. DAERA May DB meeting in Inishkeen House.</li> </ul>	
<b>13.0</b>	<b>AOB</b>	
13.1	None	
<b>14.0</b>	<b>Close</b>	
	Secretary thanked everyone for their participation and closed today’s meeting	

**Date of next meeting: Wednesday 27 June 2018**  
**Venue: Ballykelly House**