

**MINUTES OF DEPARTMENTAL BOARD (DB) MEETING
WEDNESDAY 26 MARCH 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
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)

In Attendance:

Alistair Carson	FFG - Director of Science Evidence and Innovation Policy (Item 7)
Dave Foster	EMFG - Director of Regulatory and Natural Resources Policy (Item 11)
Maia Taylor	EMFG - Countryside, Coast and Landscape Branch (Item 12)
Paul McGurnaghan	CSRAG - Director of Digital Services (Item 14)

Apologies:

Norman Fulton	Deputy Secretary, Food and Farming Group
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Secretariat:

Barry Yeo
Lynda Lowe

Item	Description	Action Owner
Opening		
1.0	Secretary's Opening Remarks	
	Secretary welcomed everyone to today's DB meeting, thanking all members and staff for their support during his first month. He welcomed Brian Doherty to his first DB as Corporate Services Director and deputising for Norman Fulton.	
	Secretary welcomed the revised DB agenda and meeting format, noting a paper on this will be discussed later today.	
	Colin Lewis provided an update to the Board following his attendance at Permanent Secretary Support meeting the week before.	
	Robert Huey noted the Boards concern regarding the impact the absence of a Minister is having on the decision making process. The Board agreed it would be helpful to have a consistent approach in place led from the centre.	

1.1	Declaration Of interests	
	No new interests declared.	
1.2	Previous Minutes	
	Minutes from 28 February 2018 were agreed.	
1.3	Matters Arising & Action Points	
	Actions from 28 February 2018 were noted as cleared or as being addressed. A number of actions requiring additional work were discussed and further action agreed. 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. The Board discussed the key statistics and issues.</p> <p>A presentation on the People Strategy is due to be delivered to DAERA senior staff on 12 April.</p> <p>The Board noted:</p> <ul style="list-style-type: none"> i. Positive work carried out between EMFG and NICSHR on absence management; ii. Mutual Aid Transfer arrangements are working well; iii. Ongoing and upcoming competitions and expected promotion lists; and iv. Vacancies at group level. <p>Janine to consider how NICSHR can assist in the review of vacant posts, particularly within EMFG.</p> <p>Secretary stressed the importance of completing 2017/18 end of year Performance Reviews and 2018/19 Personal Performance Agreements. Progress will be closely monitored by the Board.</p>	Janine Fullerton
3.0	Resources	
3.1	2017/18 Budget position and 2018/19	
	<p><u>2017/18</u> David Reid provided an update to the Board on 2017/18 expenditure, noting that Finance were working through the end of year provisional outturn.</p> <p><u>2018/19</u> David provided an overview of the allocations and the Board discussed opening Resource and Capital position, potential future bids, and forward looking to 2019/20 and the potential implications of "Brexit" on resources.</p> <p>The Board;</p> <ul style="list-style-type: none"> i. Noted the 2017/18 position; and 	

	<p>ii. Agreed 2018/19 Resource and Capital allocations.</p> <p>Secretary thanked David and his Finance team for the excellent work in getting to this position for both 2017/18 and 2018/19.</p>	
4.0	Business Delivery	
4.1	Programme for Government (PfG) Update	
	<p>David Small presented his paper and reminded Members that the Department has responsibility for delivery on Outcome 2, “To live and work sustainably. Protecting the environment”. This outcome has 6 indicators 5 of which are the responsibility of DAERA.</p> <p>The Board noted the current progress on outcomes and the positive work to improve and strengthen governance.</p>	
4.2	Corporate Risk Register (CRR)	
	<p>David Reid presented the CRR update.</p> <p>The Board noted the contents of the paper and agreed to the recommendations, that:</p> <ul style="list-style-type: none"> i. The CRR is reported on by exception monthly; and ii. A full CRR report to DB following Risk Review Group meetings. 	
4.3	Business Plan 2018/19	
	<p>David presented the paper to the Board. The Board discussed the contents and agreed to the recommendations contained within the paper, following a few minor adjustments. The plan will remain in draft in the absence of a Minister.</p> <p>David to circulate the plan/scorecard to all staff as soon as possible to enable for Business Planning and PPA process for 2018/19 with Groups to proceed as quickly as possible.</p>	David Reid
4.4	ARAC Report	
	<p>Sharon McCue, ARAC Chair, presented the paper to the Board, addressing some highlights from the last ARAC meeting. Which the Board noted.</p>	
5.0	Wider Business Delivery	
5.1	AFBI Business Plan 2018/19	
	<p>Alistair Carson (AFBI Sponsor Branch) presenting the paper today on behalf of Norman Fulton.</p> <p>Following discussions the Board noted the contents of the paper and agreed Sponsor Branch should liaise closely with AFBI to address outstanding issues in a further paper with clear recommendations for future DB approval.</p>	Norman Fulton

	<i>(Secretary not in attendance for this discussion).</i>	
6.0	Departmental Board Governance	
6.1	Board Arrangements	
	<p>Secretary presented his paper to DB outlining his proposals for future meetings.</p> <p>The Board discussed the content of the paper and agreed the recommendations. The Board also reviewed and agreed the changes to the Board Operating Framework (BoF). The following will be retained/established as formal committees reporting to the Departmental Board, and are reflected in the revised BoF:</p> <ul style="list-style-type: none"> i. ARAC, Finance, and Resourcing retained; ii. Brexit; iii. Casework; iv. Equality steering Group; v. Digital and Information Governance; vi. Leadership and Engagement (chaired by Secretary); vii. Strategy; viii. Delivery; ix. Task and Finish (as necessary); x. Arm's Length Bodies Committee; <p>It was agreed that G3's would confirm committee chairs by 10 April, TOR are to be in place by 30 April with first meetings in May.</p> <p><i>Secretary left the meeting after this item. DB was then chaired by David Small (Includes Agenda item 5 above).</i></p>	G3s
6.2	Board Effectiveness Review	
	Brian Doherty presented his paper to the Board. Members noted the paper and agreed the recommendations.	
Strategic Issues		
7.0	People Strategy presentation	
7.1	Moved to Senior Mangers conference 12 April with a presentation planned for DB on 25 April.	
8.0	BREXIT	
8.1	<p>David Small provided an update. The Board discussed the position, uncertainties and the potential additional resourcing issues. The Board noted the importance of operational readiness form Day 1 and the potential need to draw on already agreed resources.</p> <p>The Board noted the contents of the paper.</p>	
9.0	NIFAIS Update	
9.1	Robert Huey presented his paper to the Board. The Board noted the contents of the paper, in particular the slippage to	

	delivery of software dates reported for delivery. DB also endorsed the approach taken to date but also noted the need to manage the risk of any further delays.	
10.0	Quarterly TB Update	
10.1	Robert Huey presented his paper to the Board. Members noted the contents in particular the issue of wildlife intervention requiring legislation.	
11.0	Strategic Environment Issues	
11.1	<p>David Small introduced his paper to DB and provided background and rationale. Dave Foster was in attendance and provided further information.</p> <p>The Board discussed the issues noting the contributing factors which impact on PfG environmental targets. Members also welcomed the preparatory work by EMFG on longer term strategy on the NI Environment.</p> <p>DB noted the paper and the way forward.</p>	
12.0	Environment Fund	
12.1	<p>David Small introduced Maia Taylor who presented the paper.</p> <p>The Board discussed the paper at length and agreed the proposal to a further 3 year Environmental Fund 2019-2022, with the option of an additional year, if needed, in the context of Brexit transition</p>	
13.0	Estates Management Model	
13.1	Colin Lewis presented his paper to the Board. The Board discussed the issues, noted the contents and agreed the proposed Asset Management Plan.	
14.0	ICT Strategy (Including Cyber Security)	
14.1	<p>Paul McGurnaghan attended and presented the paper to DB of behalf of Colin Lewis. Paul provided an update on Cyber Security, ICT Procurement and The Digital Transformation Programme.</p> <p>The Board noted the contents of the paper.</p>	
Closing Issues		
14	DB April Forward Agenda	
14.1	Agenda for April was agreed subject to the changes discussed.	
15	Internal Communication messages for Team Brief	
15.1	<p>Items agreed for inclusion in next available team brief were:</p> <ol style="list-style-type: none"> 1. Programme for Government; 2. Strategic Environmental issues; 3. Environment Fund; 4. Business planning; and 	

	5. Board Structure.	
16.0	AOB	
16.1	None	

Date of next meeting: Wednesday 25 April 2018