**DRAFT MINUTES OF DELIVERY COMMITTEE MEETING**

**MONDAY 08 APRIL 2019
ROOM 229, DUNDONALD HOUSE & BALLYKELLY VIDEO LINK**

**In Attendance:**

Brian Doherty Director of Corporate Services (Chair via video link)

David Reid Director of Finance (via video link)

Anna Campbell European Services (via video link)

Jason Foy EU Area Based Schemes (via video link)

Brian Dooher Veterinary Service (via video link)

Theresa Kearney NIEA

John Joe O’Boyle Forest Service

Paul McGurnaghan Digital Services

Jackie Robinson Veterinary Service

Michael Hatch Veterinary Service

Colette McMaster Sustainable Agri Food Development

Jonathon McFerran Brexit

David Torrens Veterinary Service

Lynda Lowe Head of Financial Policy Branch

**Apologies:**

Tracey Teague NIEA

Rosemary Agnew Brexit

Perpetua McNamee Veterinary Service

**Secretariat:**

Gary Humphries Financial Policy Branch

Ronan Gunn Financial Policy Branch

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| **Item** | **Description**  | **Action Owner** |
| **Opening** |  |
| **1** | **Chairs introduction** |  |
|  | Chair welcomed everyone to the meeting.  |  |
| **2** | **Apologies** |  |
|  | Chair noted apologies from Tracey Teague.  |  |
| **3** | **Minutes and Action Points of previous meeting** |  |
|  | Minutes were formally signed as accurate by the Chair. |  |
| **5** | **Risk 1** |  |
|  | David Reid advised that the short term Finance risk remains amber due to provisional outturn. The outlook for the long term risk into 19/20 is a concern due to the large shortfall identified which is mainly in respect of Brexit resource. They are trying to address this with DoF and it should remain red due to the current uncertainty.  |  |

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|  | **Risk 2** |  |
|  | Sean McGrade said a number of efforts had been made to fill resources and the Department is currently carrying 328 vacancies.Risk ratings for both short term and long term risks remain amber and red respectively.  |  |
|  | **Risk 3** |  |
|  | Paul McGurnaghan reported that they were well underway for ISO 27001 compliance.In respect of GDPR training it is going well but they are having problems getting data from CAL to substantiate the 95% compliance target.On long term contracts for business intelligence and data analytics the tenders have just closed and they hope to award the contracts in May.On cyber security Paul advised there is now more scrutiny around it and that he is going to present a paper to DB.Risk rating should remain red as we are responding to attacks rather than preventing.  |  |
|  | **Risk 4** |  |
|  | Jonathon McFerran deputising for Rosemary Agnew advised that we are as prepared as we can be. The risk is that the further we move from the readiness date people do other things and we become less ready.Risk rating remains red. |  |
|  | **Risk 5** |  |
|  | Brian Dooher reported that additional actions in respect of staffing appointments are ongoing. Risk rating remains amber. |  |
|  | **Risk 6** |  |
|  | John Joe O’Boyle reported that Plant Health is on track. Outstanding actions to be updated by Forest Service.Risk rating remains amber. | **John Joe O’Boyle** |
|  | **Risk 7** |  |
|  | Sean McGrade apologised that he had not reviewed the AFBI position. He noted that the fact the 17/18 AFBI Accounts had now been signed off was a positive.Sean McGrade to review AFBI CRR input.Risk remains Red. | **Sean McGrade** |
|  | **Risk 8a** |  |
|  | Jason Foy reported that amber is now appropriate for this risk as they have just come through 2 major audits with no disallowance. Risk rating amended to amber. |  |
|  | **Risk 8b** |  |
|  | Colette McMaster advised that they are content with the controls in place.Risk rating remains amber. |  |
|  | **Risk 9** |  |
|  | Theresa Kearney deputising for Tracey Teague reported that it is appropriate that this risk remains amber as they work through the additional actions.Amber rating appropriate for now. |  |
|  | **Risk 10** |  |
|  | Jackie Robinson reported that they have a good programme management structure in place. Michael Hatch reported that the number of incidence are going down but new measures have led to increase in cost around reactors. Long term this should lead to a reduction in programme spend. |  |
|  | **Risk 11** |  |
|  | David Torrens reported that on the short term risk some supplier issues still remain. They may have to go down the route of an alternative supplier.On the long term risk they have had reassurance that the agreement is robust.Risk ratings for both short term and long term risks remain red and green respectively. |  |

**2. Paying Agency Accreditation Committee (PAAC) Risk Register**

Anna Campbell provided an update on the PAAC Risk Register and reported that Brian Doherty was the new Head of the Paying Agency and confirmed that thee PAAC Risk Register has now been aligned with the DAERA Corporate Risk Register.

Anna reported that there are currently 8 recorded key risks in the PAAC Risk Register and the risks were summarised as follows:

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| **Key Risk** | **Risk** | **Risk Rating** |
| 1 | That weaknesses are identified by auditors in DAERA key and ancillary controls in respect of IACS Measures. | Medium |
| 5 | Insufficient IT capacity / capability to support the CAP Reform Programme. | Medium |
| 10 | Relocation - Failure to have experienced staff in place to meet Paying Agency requirements. | High |
| 11 | The risk relates to the reporting of DAERA error rates which in some cases exceed the 2% materiality threshold.  | Medium |
| 16 | NI Cross-Compliance Audit in 2015 specifically (i) sheep and goat tagging (ii) Early Warning System (Human Error Approach – HEA). | Low |
| 17 | Potential financial and reputational damage for DAERA arising from difficulties in the management and control of LFA debts. | Low |
| 18 | Failure to ensure NIRDP Measures are compliant with State aid rules. | To be Updated |
| 19 | ESIF database not maintained leading to unreliable key control within RDP control framework and potential EU corrective action | High |

Brian Doherty thanked Anna for the update and noted the good success.

**3. 19/20 Business Plan Targets**

Brian Doherty reported that a number of targets for the 19/20 Business Plan return are still outstanding. Brian asked that all business areas submit their proposed/revised targets by the end of this week. Targets will then be re-circulated to the Delivery Committee by correspondence and forwarded to DB for approval in May.

The intention is to roll forward the current 18/19 targets to September 2019 by which time the uncertainty surrounding Brexit should hopefully have been removed.