

**Summary of the NIEA Board meeting
(with Environment, Marine and Fisheries Group Core Directors in attendance)
1 August 2018, Klondyke Building, Belfast**

Members in Attendance:

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| David Small | Chief Executive, NIEA |
| Helen Anderson | Director of Natural Environment Division, NIEA |
| Tracey Teague | Director of Resource Efficiency Division, NIEA |

Other Attendees:

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| John Mills | Director of Environmental Policy Division, EMFG |
| Eamon Campbell | Head of Water Policy Branch, Regulatory and Natural Resources Policy Division, EMFG (deputising for Dave Foster) |
| Claire Vincent | Head of Marine Strategy & Licensing Branch, Marine and Fisheries Division (deputising for John Speers) |
| Peter Aiken | Head of Business Support Team, EMFG |
| Diane Richardson | Secretariat, Chief Executive's Office NIEA |
| Mary Drumm | NICS HR Business Partnering Team (attended for agenda item – HR Report and deputising for Gail Downey) |
| David Watson | Deputy Principal, Climate Change Branch, Environmental Policy Division, EMFG (attended for agenda item – Reducing Greenhouse Gas Emissions) |
| James Warnock | Head of Conservation, Designation and protection Branch, NIEA (attended for agenda item – Conservation Management Plans) |

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| 1 | <p>Apologies and Conflicts of Interest</p> <p>Apologies were recorded on behalf of Dave Foster and John Speers. No new conflicts of interest were recorded.</p> | |
| 2 | <p>Minutes and Matters Arising from Meeting on 6 June 2018</p> <p>The minutes of the meeting on 6 June were agreed and the matters arising discussed. The board agreed the following action points in relation to future agricultural policy:</p> <ul style="list-style-type: none"> • Dave Foster to confirm resourcing needs for the Environmental Sustainability workstream of the future agricultural policy and discuss with Tracey Teague and Helen Anderson. • Dave Foster to arrange to meet with David Small and EMFG Directors to discuss the way forward with the Environmental Sustainability workstream. • Arrange for an EMFG EU Infraction report update to be included in Departmental Board agenda for October. | <p>Dave Foster</p> <p>Dave Foster</p> <p>Diane Richardson</p> |

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| 3 | <p>HR Monthly Report</p> <p>The board discussed the HR report and Mary Drumm provided an update on various issues including updates on NICS recruitment competitions, filling of approved vacancies, temporary promotions and agency staff, performance management and absence management statistics, and the NICS People Strategy.</p> | |
| 4 | <p>Reducing Greenhouse Gas Emissions in the 2020s</p> <p>David Watson updated the board on the current state of greenhouse gas emissions in Northern Ireland and the progress made to date in reducing emissions across all sectors. The board noted the position and discussed the linkages across DAERA. The following actions points were agreed:</p> <ul style="list-style-type: none"> • Provide a breakdown of agricultural emissions by sector (for Helen Anderson) • Provide further information on changes in NI emissions compared to Republic of Ireland (for David Small) • Consider developing the presentation for tabling at the Departmental Board, and also consider options for staff lunchtime seminars and presenting to CAFRE senior management team. | <p>David Watson</p> <p>David Watson</p> <p>David Watson</p> |
| 5 | <p>NIEA Performance Topic – Conservation Management Plans KPT</p> <p>James Warnock updated the board on the development of the suite of conservation management plans which will identify the necessary conservation measures for Northern Ireland’s EU designated sites. These plans will contribute to the achievement of the NIEA key performance target, the DAERA Business Plan target and draft Programme for Government biodiversity indicator. The board noted the progress to date and the issues being addressed. The following action point was agreed:</p> <ul style="list-style-type: none"> • Arrange a site visit for Tracey Teague and any other interested Directors. | <p>James Warnock</p> |
| 6 | <p>Staff Engagement and Communications</p> <p>The board discussed the various ongoing activities relating to staff engagement as well as the communication actions which EMFG are exploring, and noted the position.</p> | |
| 7 | <p>Risk Management Workshop</p> <p>The board noted the outcome of the risk workshop which took place on 25 July which established an agreed set of risks for EMFG. The following action point was agreed:</p> | |

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| | <ul style="list-style-type: none"> Further detail to be added to the “top ten” EMFG risks discussed at the Risk workshop on 25 July. | Brian Lamont & Peter Aiken |
| 8 | <p>Strategic Update</p> <p>David Small updated the board on a range of strategic issues including Brexit. The board noted that the actions being taken as a result of the Brexit Gateway review.</p> | |
| 9 | <p>Finance and Corporate Governance</p> <p>The board discussed the various issues arising from the finance and corporate governance paper and the board:</p> <ol style="list-style-type: none"> Noted the EMFG Resource and Capital spend to 30 June 2018 Noted the likely content of the Group’s October Monitoring round return Noted the outlook for the 2019/20 Budget Noted the outcome for the 2017/18 NIEA Accounts Noted the Quarter 1 update for the EMFG targets in the draft DAERA 2018/19 Scorecard Noted the Quarter 1 update for the targets in the draft 2018/19 NIEA Plan Noted the main items discussed at the last NIEA Audit and Risk Assurance Committee meeting Noted the position for both non-Brexit and Brexit posts across the Group Noted the continuing work on a Business Continuity Plan (BCP) for the Klondyke building and the plans to finalise a further BCP linked to a wider event affecting a significant number of staff across the Group; and Noted the position on the EMFG 2018/19 Training Plan. <p>The following action point was agreed:</p> <ul style="list-style-type: none"> Provide a detailed capital analysis for 2018-19 as part of the next Board report. | Peter Aiken |
| 10 | <p>Health & Safety Monthly Report</p> <p>The board reviewed the monthly Health & Safety report and noted the latest position.</p> | |
| 11 | <p>Papers for Future NIEA Board Meetings</p> <p>The board agreed the schedule of papers to be tabled at the September board meeting including the risk topic.</p> | |