

**Summary of the NIEA Board meeting
(with Environment, Marine and Fisheries Group Core Directors in attendance)
5 September 2018 Ballykelly House**

Members in Attendance:

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

Other Attendees:

John Speers	Director of Marine and Fisheries Division, EMFG
John Mills	Director of Environmental Policy Division, EMFG
Rory O'Boyle	Head of Carrier Bag Levy Team, Regulatory and Natural Resources Policy Division, EMFG (deputising for Dave Foster)
Peter Aiken	Head of Business Support Team, EMFG
Diane Richardson	Secretariat, Chief Executive's Office NIEA
Alistair Carson	Director of Science Evidence and Innovation Policy, DAERA (attended for agenda item – Science Strategy Update)
Pauline Rooney	Grade 6, Science Evidence and Innovation Policy, DAERA (attended for agenda item – Science Strategy Update)
Mary Drumm	NICS HR Business Partnering Team (attended for agenda item – HR Report and deputising for Gail Downey)
Colin Armstrong	Head of Marine Conservation and Reporting Branch, Marine and Fisheries Division, EMFG (attended for agenda item – Marine Map Viewer)
Aoibheann Rooney	Senior Planning Officer, Marine and Fisheries Division, EMFG (attended for agenda item – Marine Map Viewer)

		Action
1	<p>Apologies and Conflicts of Interest</p> <p>Apologies were recorded on behalf of Dave Foster. David Small recorded a new conflict of interest – his son is now working for Outdoor Recreation.</p>	
2	<p>Science Strategy Update</p> <p>Alistair Carson and Pauline Rooney updated the board on developments with the Science Transformation Programme (STP) and the establishment of the Chief Scientific Adviser's Office. There was a detailed discussion around the STP and matters affecting EMFG including the outcome of the Science Scoping Study. The following action points were agreed:</p> <ul style="list-style-type: none"> • EMFG staff communications to be considered in advance of the Science Scoping Study being published on the intranet. • Presentation slides to be updated and sent to EMFG. 	<p>Helen Anderson</p> <p>Pauline Rooney</p>

		Action
3	<p>Minutes and Matters Arising from Meeting on 1 August 2018</p> <p>The minutes of the board meeting on 1 August were agreed and the matters arising discussed. The board agreed the following action points:</p> <ul style="list-style-type: none"> • (Carried forward from 1 August meeting): Meeting with EMFG Directors and David Small to be arranged to discuss progress with the Environmental Sustainability work stream (part of future agricultural policy). • Key issues relating to greenhouse gas emissions to be highlighted in the Departmental Board paper on Programme for Government (PfG) for the end of September meeting and at the PfG Stocktake event on 16 October. • In light of the forthcoming PfG update paper to the Departmental Board and the PfG Stocktake event in October, it was agreed that the development of a specific greenhouse presentation to the Departmental Board would be put on hold for now; to be considered further after these events along with possible options for staff lunchtime briefings and CAFRE engagement. 	<p>Dave Foster</p> <p>David Small / Brian Lamont</p> <p>Michael McCallion / David Watson</p>
4	<p>HR Monthly Report</p> <p>The board discussed the HR report and Mary Drumm provided an update on various issues including NICS recruitment competitions, filling of approved vacancies, temporary promotions and agency staff, performance management and absence management statistics, and the NICS People Strategy. The following action point was agreed:</p> <ul style="list-style-type: none"> • NICS HR to review absence management statistics for the six month period to the end of August and report on trends (data available end of October). 	<p>Mary Drumm</p>
5	<p>Marine Map Viewer</p> <p>Aoibheann Rooney updated the board on the recently launched Marine Map Viewer – she explained how this was developed and demonstrated its functionality.</p> <p>The board thanked Aoibheann and Colin Armstrong for the excellent work and presentation. The board also agreed to support the establishment of a GIS user group for EMFG.</p>	
5	<p>Enforcement Branch Operational Prioritisation Policy</p> <p>Tracey Teague updated the board on the development of an operational prioritisation policy for NIEA's Enforcement Branch – for prioritising the investigation of serious waste crime. The board approved the proposals and commended Derek Williamson and his team for the recent training which Enforcement Branch had delivered across the Department.</p>	

		Action
6	<p>EU Issues Schedule</p> <p>The board discussed the EU Issues report which provides a quarterly update to the board on matters relating to EU infractions and transpositions across EMFG. The board agreed that this was useful report, providing an overview of current issues – they expressed their thanks to Mairead Adams and Ian Fleming for coordinating the report and to all the business areas who contribute. The board discussed the general approach to be taken with the forthcoming Departmental Board paper and the areas of risk to be highlighted.</p> <ul style="list-style-type: none"> • Submission to Departmental Board (for the end of October meeting) to highlight key risks as per the NIEA Board paper and to follow the approach discussed and agreed by the NIEA Board. 	<p>Mairead Adams / Ian Fleming</p>
7	<p>Strategic Update</p> <p>David Small updated the board on a range of strategic issues including Brexit work and the appointment of Paul Douglas as a Non-Executive Board Member for the NIEA Board.</p>	
8	<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 31 July compared to the approved budgets; Noted the content of EMFG's October Monitoring Round return; Noted the current outlook for the 2019/20 Budget; Noted the outcome for the 2017/18 NIEA Accounts, now published; Noted the top EMFG risks agreed at the Risk Management workshop; Noted the position for the number of staff in post (full time equivalents) for non-Brexit and Brexit posts across EMFG; Noted the update on Business Continuity Plans; and Noted the position on the proposed Training SLA between EMFG and CAFRE. <p>The following action points were agreed:</p> <ul style="list-style-type: none"> • A paper to be submitted to the EMFG Corporate Governance Sub Committee on 3 October to consider the relationship between DAERA, EMFG, NIEA and Divisional risks. • An update on Klondyke accommodation occupancy issues to be tabled at next EMFG Directors' meeting. • Outworkings of the EMFG car parking policy to be reviewed. 	<p>Peter Aiken</p> <p>Peter Aiken</p> <p>Peter Aiken</p>

		Action
9	<p>NIEA Risk Topic</p> <p>The board agreed to discuss the risks concerning prioritisation and policy alignment in more detail at the next EMFG Directors meeting and bring this topic back to the NIEA Board at a later date.</p> <ul style="list-style-type: none"> • Consideration of prioritisation and policy alignment risks to be deferred until November (following initial discussion at next Directors meeting). 	Diane Richardson
10	<p>Health & Safety Monthly Report</p> <p>The board reviewed the monthly Health & Safety report and noted the latest position. David Small commended the report and noted that the Departmental Board are taking a strong interest in health and safety due to the potentially high risk nature of some of the work across the Department.</p>	
11	<p>Ballykelly Update</p> <p>The board discussed the current position regarding phase 2 of the Ballykelly relocation project and the small number of EMFG posts (target of 8) due to be relocated by 2021. The board agreed that a review of these phase 2 posts should be undertaken:</p> <ul style="list-style-type: none"> • Divisions to review Ballykelly phase 2 requirements and provide update to David Small. • David Small to issue memo to EMFG staff on current Departmental and EMFG phase 2 plans. 	<p>Directors</p> <p>Diane Richardson</p>
12	<p>Staff Engagement and Communications</p> <p>The board discussed the various ongoing activities relating to staff engagement including David Small's continuing attendance at team brief meetings and potential job shadowing and mentoring opportunities. Helen Anderson also updated the board on Continuing Professional Development activities.</p> <p>The following action point was agreed:</p> <ul style="list-style-type: none"> • Directors to provide names of staff interested in attending the NIEA Board to observe (Grade 7 and above) – names to be submitted to Diane Richardson. 	Directors
13	<p>Papers for Future NIEA Board Meetings</p> <p>The board agreed the schedule of papers to be tabled at the October board meeting including an update on the NIEA performance target relating to the catchment work programme – Tim Irwin (Water Management Unit) to present.</p>	

		Action
14	<p>AOB</p> <p>The board discussed a range of issues including the NIEA Assets Portfolio Review, Brexit staffing resources, the emerging need for a dedicated Plastics policy team and working in the absence of Ministers. The board gave their endorsement to the establishment of an EMFG cross-cutting plastics policy team, headed by a Grade 7.</p> <p>The following action points were agreed:</p> <ul style="list-style-type: none"> • Verbal update on the work of the Strategic Investment Board (SIB) on the NIEA Assets review to be provided at next EMFG Directors meeting • Verbal update on this SIB work to be given to the Departmental Board at their meeting in Crawfordsburn Country Park on 26 September • Review Brexit critical posts and implications for the Brexit ring-fenced posts currently approved for EMFG. 	<p>Helen Anderson</p> <p>David Small</p> <p>Peter Aiken</p>