

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

Members in Attendance:

David Small	Chief Executive, NIEA
Helen Anderson	Director of Natural Environment Division, NIEA

Other Attendees:

Derek Williamson	Head of NIEA Enforcement Unit (deputising for Tracey Teague, Director of Resource Efficiency Division, NIEA)
Dave Foster	Director of Regulatory and Natural Resources Policy Division, EMFG
Owen Lyttle	Acting Grade 6 Environmental Policy Division, EMFG (deputising for John Mills)
Claire Vincent	Head of Marine Strategy and Licensing Branch, Marine and Fisheries Division, EMFG (deputising for John Speers)
Peter Aiken	Head of EMFG Business Support Team
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)
Peter Moorehead	Head of Monitoring and Assessment Branch, Marine and Fisheries Division (attended for agenda item – Health and Safety Boat Working Policy)

		Action
1	<p>Apologies and Conflicts of Interest</p> <p>Apologies were recorded on behalf of Tracey Teague, John Mills, John Speers and Gail Downey. Conflict of interest - Claire Vincent reported that her husband was a training provider for boat working and first aid courses.</p>	
2	<p>Minutes and Matters Arising from Meeting on 21 December 2017</p> <p>The minutes of the meeting on 21 December were agreed and the matters arising discussed. Several action points were carried forward from the meeting on 21 December and a new action point agreed:</p> <ul style="list-style-type: none"> • <i>Carried forward:</i> NIEA and EMFG staff to receive an update on the Knowledge Advisory Service from CAFRE; • <i>Carried forward:</i> Further discussion to be arranged with CAFRE regarding opportunities on the education side for integration of environment issues and curriculum development; • <i>Carried forward:</i> Health & Safety Update – discuss the option of centralisation of claims processing with Corporate Services Director; • <i>Carried forward:</i> Environmental Digital Transformation Action Plan – Arrange meetings with Directors to discuss IT priorities and submit paper to NIEA board which also considers appropriate ownership & governance across EMFG; 	<p>Eric Long / CAFRE</p> <p>David Small</p> <p>Dave Foster</p> <p>Dave Foster</p>

		Action
	<ul style="list-style-type: none"> Helen Anderson to share paper with NIEA Board, once complete, which considers new mechanism to deliver key environmental outcomes previously delivered by the Environment Fund. 	Helen Anderson
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>Finance and Corporate Governance</p> <p><u>Finance</u></p> <p>The board discussed the finance paper and noted the spend position to end December 2017/18.</p> <p><u>Corporate Governance</u></p> <p>The board discussed the corporate governance issues and the board:</p> <ol style="list-style-type: none"> Noted the position with the 2017/18 quarter 3 Departmental and NIEA target updates; Noted the position with DAERA and EMFG 2018/19 business planning process; Noted the position with the NIEA Risk Register; Noted the position with the EMFG 9 month Stewardship Report; Noted EMFG's Full Time Equivalent (FTE) staffing position as at 1 January 2018 compared to the target ceiling; and Noted the updates on the Klondyke building; training and development and the EMFG fleet. <p>The board also agreed the following action points:</p> <ul style="list-style-type: none"> Arrange further EMFG 2018/19 business planning session; NIEA Risk Register – add ammonia to Key Risk 6 on potential infractions, include actions being taken to improve controls; and NIEA Risk Register – include additional actions at Key Risk 4 regarding illegal waste sites to reflect the most recent position reported to the Departmental Board on 31 January 2018. 	<p>Diane Richardson</p> <p>Peter Aiken / NED</p> <p>Peter Aiken / RED</p>
5	<p>Strategic Stocktake Update</p> <p>David Small updated the board on developments arising from the Departmental Strategic Stocktake meeting on 25 January. Two action points were agreed:</p>	

		Action
	<ul style="list-style-type: none"> Consider prioritisation of vacancies and options for use of fixed term contracts – to be discussed at the next EMFG Business Planning session; and Consider options for delivery models – to be discussed at the next EMFG Business Planning session. 	<p>David Small and Directors</p> <p>David Small and Directors</p>
6	<p>Health & Safety Boat Working Policy</p> <p>Peter Moorehead presented an overview of the revised boat working policy explaining where this policy differed from the previous version. This revision is necessary to take on board new legislation and to harmonise working practices across EMFG. The boat working safety group will also take forward the necessary training requirements for staff.</p> <p>The board discussed the proposals and approved the revised policy. The board also agreed their support for training requirements and their support for other recommendations relating to its wider implementation across EMFG.</p> <p>The board also agreed an action point in relation to wider DAERA considerations – David Small to AFBI boat policy at next Departmental Board Health & Safety update.</p> <p>Board members also agreed to consider what training would be suitable for themselves – details available on the following website or by contacting Peter Moorehead.</p> <p>https://rlss.org.uk/professional-qualifications/nwsmp/</p> <p>https://www.rlss.org.uk/wp-content/uploads/2015/02/NWSMP-Syllabus-1.pdf</p> <p>The board thanked Peter for the excellent work undertaken in reviewing and implementing this policy.</p>	<p>David Small</p>
7	<p>Health & Safety Monthly Report</p> <p>Dave Foster presented the monthly Health & Safety report and the board noted the latest position.</p>	
8	<p>Programme for Government (PfG) Update</p> <p>David Small updated the board on the latest progress with Programme for Government, including the first Outcome 2 programme board meeting which took place on 22 January 2018, and the board noted the position.</p>	
9	<p>Ballykelly Update</p> <p>Diane Richardson updated the board on the latest developments with the Ballykelly HQ relocation project and the board noted the position.</p>	

		Action
10	<p>NIEA Board Effectiveness Review</p> <p>The board discussed the effectiveness review paper and the various issues highlighted by the survey. A range of actions were discussed and the board agreed that a report summarising the outcome of the review and actions taken to be tabled at the May 2018 board meeting.</p> <p>The board also agreed that one risk issue and one performance issue should be tabled at future board meetings with relevant staff attending for a short discussion (15 minute each), commencing May 2018. Topics for the first discussion will be agreed at the March 2018 board meeting and then Diane Richardson to arrange attendance and paper with the relevant Director and business area.</p>	<p>Diane Richardson</p> <p>Diane Richardson</p>
11	<p>Papers for Future NIEA Board Meetings</p> <p>Potential papers to be tabled at the March meeting were discussed and agreed.</p>	
12	<p>AOB</p> <p>There was no AOB discussed.</p>	