

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

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 Mills	Director of Environmental Policy Division, EMFG
Dave Foster	Director of Regulatory and Natural Resources Policy Division, EMFG
John Speers	Director of Marine and Fisheries Division, EMFG
Paul Douglas	Non-Executive Board Member
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)
Keith Bradley	Head of Industrial Pollution and Radiochemical Inspectorate, NIEA (attended for agenda item – Nuclear Monitoring Capability Options)
Gillian Wasson	Head of Radioactive Substances Branch, Industrial Pollution and Radiochemical Inspectorate, NIEA (attended for agenda item – Nuclear Monitoring Capability Options)
Ken Bradley	Head of Natural Heritage Branch, Regulatory and Natural Resources Policy Division, EMFG (attended for agenda item – CNCC Review Update)
Brian Lamont	Head of EMFG Governance and Complaints (attended for agenda item – Strategic Update)
Hazel Bleeks	Head of Environmental Permitting Branch, RNRPD (Grade 7 observer)

		Action
1	Apologies and Conflicts of Interest David Small welcomed Hazel Bleeks as a Grade 7 observer to the meeting. No apologies were recorded and no new conflicts of interest were declared.	
2	Minutes and Matters Arising from Meeting on 10 October 2018 The minutes of the board meeting on 10 October were agreed. The matters arising from the meeting on 10 October were discussed and the board agreed the following action points:	

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	<ul style="list-style-type: none"> • CAFRE Update (<i>carried over from 10 October meeting</i>): Further engagement to take place between NIEA / EMFG and CAFRE on environmental input to curriculum development and knowledge / advisory services. David Small and Martin McKendry to discuss. • Future Agricultural Policy (<i>carried over from 10 October meeting</i>): Paul Caskie to give an introductory presentation at the NIEA Board 5 December meeting regarding the new agri-environment policy development team, and a more detailed discussion with David and Directors to be arranged following that. • NAP Review Paper (<i>carried over from 10 October meeting</i>): The NAP Project Board is due to meet shortly and this will inform the development of a paper for the Departmental Board Strategy Committee. • Programme for Government Presentations: Following on from the PfG event for DAERA senior civil service staff on 16 October, Brian Lamont to arrange PfG presentations for Perpetua McNamee staff, Colette McMaster staff and CAFRE divisions, as well as all EMFG Grade 7s. 	<p>David Small</p> <p>Paul Caskie</p> <p>Dave Foster</p> <p>Brian Lamont</p>
3	<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 – including plans for the Scientific Officer competition – temporary promotions and agency staff, performance management and absence management statistics, and the NICS People Strategy.</p> <p>The recent NICS HR session on Employee Relations and Absence Management for NIEA and EMFG staff was well received and further sessions are planned.</p> <p>The following action point was agreed:</p> <ul style="list-style-type: none"> • Following the completion of the Scientific Officer competition, EMFG to conduct full review of requirements for agency staff. 	<p>Peter Aiken and Directors</p>
4	<p>Nuclear Monitoring Capability Options</p> <p>Gillian Wasson and Keith Bradley joined the meeting and briefed the board on the options for nuclear monitoring capability – a paper which is due to be tabled at the Departmental Board at their November meeting.</p> <p>The board discussed the options and agreed the following action point:</p> <ul style="list-style-type: none"> • Paper for the Departmental Board to be updated to include further consideration around mutual aid options and risks associated with these. 	<p>Gillian Wasson</p>

		Action
5	<p>Waste Regulation Review</p> <p>Tracey Teague briefed the board on a paper submitted by Mark Livingstone which outlined a review of the current NIEA Waste Regulation strategy and operating model. Tracey summarised the findings from the review and the planned way forward. The board approved the model, noted the gaps and agreed that actions should be prioritised.</p> <p>The following action point was also agreed:</p> <ul style="list-style-type: none"> • Tracey Teague to advise Mark Livingstone of NIEA Board's views and Regulation Unit to commence prioritisation of actions to address gaps. 	Tracey Teague
6	<p>Council for Nature Conservation and the Countryside (CNCC) Review Update</p> <p>Ken Bradley joined the meeting and briefed the board on the outcome of the CNCC review. The board discussed the findings and agreed the proposed way forward. As the Departmental Board (DB) had previously been informed about the CNCC review the following action point was agreed:</p> <ul style="list-style-type: none"> • Paper to be submitted to DB to brief them on the outcome of the review and the proposed way forward. Following this, CNCC to be updated. 	Ken Bradley
7	<p>Strategic Update</p> <p>Brian Lamont joined the meeting to discuss the outworkings of the PfG event on 16 October. The board considered this alongside the issue of tensions between the environment and agriculture, as raised at the October Departmental Board (DB) meeting. Dave Foster provided a brief written update on the progress to date with the early stages of developing a Northern Ireland Environment Strategy.</p> <p>The board discussed the need for a paper to be prepared for the Departmental Board and the following action points were agreed:</p> <ul style="list-style-type: none"> • David Small, Dave Foster and Brian Lamont to discuss next steps for the DB paper. Paper to outline the process for development of a roadmap on how future agricultural policy and environment strategy will link together and address tensions. • A more detailed discussion on the Environment Strategy to take place at the next Directors meeting. 	<p>David Small</p> <p>Diane Richardson</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>	

		Action
	<p>a) Noted the details of the January Monitoring return specifically the net reduced requirements declared for both resource and capital;</p> <p>b) Noted the EMFG Resource and Capital spend to 30 September compared to the approved budgets and analysis of capital budgets;</p> <p>c) Noted the update about the NIEA Audit and Risk Assurance Committee meeting;</p> <p>d) Noted the position for the actual and projected number of Full Time Equivalent staff in post for non-Brexit and Brexit posts across the Group;</p> <p>e) Noted the proposed Workforce Planning exercise;</p> <p>f) Noted the update on the Group's Training Plans; and</p> <p>g) Noted the update on Accommodation issues in Klondyke and Lisburn.</p> <p>The following actions were agreed:</p> <ul style="list-style-type: none"> • Final report on Brexit and non-Brexit posts to completed and submitted to the Board. • EMFG Training Plan to be tabled at the NIEA Board at the start of each financial year. • Helen Anderson to issue Head of Profession Environmental Science training plan to Directors for information. • Requirements for EMFG induction to be discussed at next Directors meetings 	<p>Peter Aiken</p> <p>Peter Aiken</p> <p>Helen Anderson</p> <p>Diane Richardson</p>
9	<p>Health & Safety Monthly Report</p> <p>The board noted the latest position on health & safety issues.</p>	
10	<p>Communications</p> <p>David Small provided a brief update on communications. Recent activity included his management blog which focused on EMFG Brexit issues and acknowledged the work of staff involved.</p> <p>David also commended Tracey Teague on her work in leading the DAERA staff engagement task and finish group.</p>	
11	<p>Papers for Future NIEA Board Meetings</p> <p>The board agreed the schedule of papers to be tabled at the December board meeting.</p>	

		Action
12	<p>AOB</p> <p>The next steps in relation to the Environment Fund assessments were discussed and the following action point was agreed:</p> <ul style="list-style-type: none"> • Directors to conduct review of relevant application assessments with Divisional business teams, and then Helen Anderson to arrange meeting with Directors to agree overall assessment and next steps. 	<p>Helen Anderson and Directors</p>