

## Summary of the 47<sup>th</sup> Session of the NIEA Board (including the Environment and Marine Group) held on 13 February 2013 in Klondyke Building, Belfast

### Members:

Mr A'Hearn	Chief Executive of NIEA and Deputy Secretary
Mr Todd	Independent Board Member
Mr Shannon	Director of Environmental Policy Division, DOE
Mr Foster	Director of Environmental Protection, NIEA
Mrs Stevenson	Acting Director of Natural Heritage, NIEA
Mr Campbell	Director of Marine Division, DOE

### Attendees:

Mr Aston	Head of NIEA Strategy Group
Mrs Beggs	Senior HR Business Partner
Mr Aiken	DOE Finance and Business Planning – Business Partner
Mr Kerr	Director of Planning Policy Division (item 3 only)
Mrs MacHugh	Director of Local Government Policy Division (item 3 only)
Mr McKervey	Built Heritage Directorate, NIEA
Mr Early	Natural Heritage Directorate, NIEA (item 3 and 4 only)

### Secretary:

Mr McDougall                      NIEA Strategy Group

		Action
1.	<b>Apologies and Conflict of Interest</b> Apologies were noted from Michael Coulter, Manus Deery, Eileen Curry and Kathryn Napier. No Conflicts of Interest were identified.	
2.	<b>Minutes of last meeting and actions arising</b> The Minutes of the Closed and Open sessions of the December 2012 meeting were accepted.  All Action Points were accepted as having been 'actioned' with the exception of:	
2.1	Beverly Beggs is to check with Steve Hare about the management of the Events budget and the linkage to the Comms staff.	<b>Mrs Beggs</b>
2.2	Following circulation of the NI Environment Link draft Strategy, Stephen is to arrange for NIEL staff to give a presentation to the next Board meeting.	<b>Mr Aston</b>
2.3	Stephen is to agree with the Chair and Michael to clearly define the role of 'champion' for the Dunluce project.	<b>Mr Aston / Chair</b>
3.	<b>Presentation on Local Government and Planning reforms</b> Linda MacHugh and Angus Kerr gave a presentation on the Reform programme and the likely impact on NIEA. Diane is to liaise with Angus Kerr to discuss NH and/or wider NIEA involvement on the Planning reform working groups.	<b>Mrs Stevenson</b>

4	<p><b>Presentation on Invasive Alien Species (IAS)</b></p> <p>John Early delivered a presentation on Invasive Alien Species and what the Agency is doing to monitor and address the Risks. Responding to Martyn, John advised that NIEA's Statutory Role in relation to invasive species includes licensing the introduction of non-native species through the Wildlife Order (NI) 1985. John also advised that in relation to control that where an invasive species is shown to be having an impact on a designated site such as an SAC or ASSI or ecological status under the WFD NIEA is required to take action to address the invasive species concerned. He also advised that the Biodiversity Duty would relate to management on land NIEA owns or manages. He advised that the Scottish Government has recently taken the powers to force landowners to co-operate in tackling IAS. Future work is likely to be dictated by an EC Directive which is currently being drafted. The Directive is expected to be consulted on later in 2013. John highlighted that much positive progress has been made to date in tackling invasive species partnership projects. He advised that several European funding bids had been submitted which have been successful through Life+ and InterReg.</p> <p>The Chair is to consider with Diane whether John Early is to produce a submission to the Minister on Invasive Alien Species.</p>	<b>Chair / Mrs Stevenson</b>
5	<p><b>CPD Procurement</b></p> <p>The Chair advised that he would prefer this item to be presented to the next Board.</p>	<b>Secretary / Mrs Stevenson</b>
6	<p><b>Finance</b></p> <p>Peter Aiken briefed the Board on the outcomes of the January Monitoring Round. He advised of the £936k surrendered by the Agency, £306k was approved to be retained to cover the residual unaddressed pressure (which was £1.6m at the start of the year). The Minister also agreed to fund the Agency bid of £125k for the NI Environment Link (NIEL) Challenge Fund Grant Scheme. Furthermore, Peter advised that the Environment Committee has queried why the developer (Roads Service) isn't paying for the work at the Crannog dig.</p> <p>Peter pointed out that budget holders should be aiming for an underspend of less than 1%.</p> <p>Peter noted that the Overtime budget level at December was surprisingly high compared to the monthly profile although this was attributed to the gaps in staffing in certain areas. Although 69% of the Current Budget had been spent by end December only 40% of the Capital budget had been spent.</p> <p>Following a discussion on the use of the 'Carrier Bag levy', Terry requested a half-day meeting shortly to discuss Budgets and Business Planning. If a suitable date can be found, the day will continue into the afternoon to include wider Business Planning (including format of management meetings). Attendees at this meeting are to be the E&amp;MG Board with Peter Aiken and Beverly Beggs.</p>	<b>Mrs Lyons</b>

7.1	<p><b>Key Performance Targets 2012/13</b></p> <p>Damian noted that Marine Division (MD) will have done all that is possible to achieve Risk 2 in Annex A. However, with the need to get Executive approval, it will be outside of MD's control if this is achievable.</p>	<p><b>To note: BPT</b></p>
7.2	<p><b>Risk Register</b></p> <p>Martyn Todd noted that Risk Management seems to have improved. Martyn said that in his opinion risk management had steadily improved over the last two years, but he would welcome further assurance that all possible new risks had been identified by directors, including potential reputational risks.</p> <p>The Chair asked all Directors to take a fresh critical look at the Risk Register essential to confirm that the main identified Risks in their business area are represented on the RR.</p>	<p><b>All E&amp;MG Directors, Ms Blacker, Mr Aston</b></p>
7.3	<p><b>Balanced Scorecard 3<sup>rd</sup> Quarter update</b></p> <p>It was noted that the Agency had failed in the completion of the Performance Review Reports against the set target.</p> <p>The Chair asked Board members to stress to line managers that they should start to plan for annual report discussions to be scheduled from early April to avoid missing the target next year.</p>	<p><b>All E&amp;MG Directors, Mr Aston, Ms Blacker</b></p>
7.4	<p><b>9 month Checklist on Internal Controls and Governance Statements</b></p> <p>The Chair advised that this Paper would be presented to the next Board meeting. He subsequently advised Mr Todd that there were no concerns to him in the Paper.</p>	<p><b>To note; BPT</b></p>
8	<p><b>Health and Safety</b></p> <p>Stephen noted the increasing pressure on the H&amp;S team with a desire that they concentrate on purely H&amp;S matters. Stephen is to discuss with NH and EP Directors to see if they can share the premises function on a rotating basis by providing the EO1 lead for the extant EO11 and AO team</p> <p>Stephen is to liaise with DSO regarding the ownership of public liability compensation cases.</p>	<p><b>Mr Aston  Mr Aston</b></p>
9	<p><b>HR Management report</b></p> <p>Beverly advised of the continuing delays with the Scientific Officer competition.</p> <p>The Board approved, in principle, the proposal to conduct the next SSO competition by a generic style board. Dave noted that some posts are so specialised that they would need to be 'trawled'. Beverly accepted that posts could be 'trawled' where there is a business case demonstrating the specialised nature of the post.</p>	
10	<p><b>AOB Planning Bill</b></p> <p>Martyn enquired about the Group's responses to the economic clauses in the Planning Bill. Board Members confirmed that the Agency has considered these clauses and the potential impact on the natural and built environment.</p>	

	<p><b>Input to Planning consultations</b> Damian and Dave are to check to ensure that their Directorate staff are not providing 'recommendations' to the Planning Service in accordance with Anne Garvey's request in December.</p> <p><b>Climate Change seminar</b> The Chair is to circulate the material presented by Kevin Anderson on climate change.</p>	<p><b>Mr Foster</b> <b>Mr Campbell</b></p> <p><b>Chair</b></p>
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**There was no 'Closed' session of the E&MG Board.**

### Matters arising from the 13 February 2013 meeting

2.1	Beverly is to speak to Steve Hare to confirm if Steve Hare's Action Point from the December meeting has been addressed.	Mrs Beggs
2.2	Stephen Aston is to arrange for a presentation at the next Board meeting on the NIEL Strategy.	Mr Aston
2.3	Stephen is to agree with Terry and Michael to clearly define the role of 'champion' for the Dunluce project.	Mr Aston / Chair
3	Diane is to liaise with Angus Kerr to discuss NH or wider NIEA involvement on the Planning reform working groups.	Mrs Stevenson
4	The Chair is to consider with Diane whether John Early is to produce a submission to the Minister on Invasive Alien Species.	Chair
6	Caroline is to arrange for a ½ day meeting to discuss Budgets and Business Planning within the next few weeks. If a suitable date can be found, the day will continue into the afternoon to include wider Business Planning (including format of management meetings).	Mrs Lyons
7.2	The Chair asked Board members to have a detailed 'fresh' look at the Risk Register to consider if it addresses their main concerns.	All Directors, Ms Blacker Mr Aston
7.3	Board members are to stress to line managers that they should start to plan for annual report discussions to be scheduled from early April.	All Directors, Ms Blacker Mr Aston
8	Stephen is to liaise with ED and NH Directors about the line management for the Klondyke Premises team.	Mr Aston
8	Stephen is to investigate the role of the DSO in the Claims process against NIEA and report to the next Board meeting.	Mr Aston
10	Damian and Dave are to check to ensure that their Directorate staff are not providing 'recommendations' to the Planning Service in accordance with Anne Garvey's request from December.	Mr Foster Mr Campbell
10	The Chair is to circulate the material presented by Kevin Anderson on climate change.	Chair