

Summary of the 53rd meeting of the NIEA Board (with EMG Core Directors in attendance) held on 25 September 2013 in Water Management Unit offices, Lisburn

Members:

Mr T A'Hearn	Chief Executive of NIEA and DOE Deputy Secretary
Mr W Shannon	Director of Environmental Policy Division, DOE
Mr D Foster	Director of Environmental Protection, NIEA
Mr M Coulter	Director of Built Heritage, NIEA
Mr D Campbell	Director of Marine Division, DOE
Mr M Todd	Independent Board Member
Mr S Aston	Director of Innovation Strategies, NIEA

Attendees:

Mr Hammond	Natural Heritage Directorate
Mrs Beggs	Senior HR Business Partner, DOE
Mr Aiken	Finance and Business Planning – Business Partner, DOE
Mrs Napier	Information Office, DOE
Mrs Curry	Communications Office, DOE
Mr B Kerr	Staff observer (Agenda items 1 – 6 only)

Secretary:

Mr McDougall, ISD

		Action
1.	Apologies, Introductions and Conflict of Interest Apologies were noted from Helen Anderson. The Chair welcomed Brendan Kerr as an Observer. No Conflicts of Interests were registered.	
2.	Minutes from 04 September It was noted that the circulated paper (13-8-1) had included the proposed amendments. The Minutes were approved.	
	Action Points from 04 September meeting	
2.1	TG1 review process The Chair is to discuss this with Helen and Michael.	Chair
2.2	Health and Safety Directors were asked to provide the outstanding Health & Safety Audit reports to the Group H&S team.	
2.3	RPA process The Chair has discussed this with Secretary and there is no expectation that any NIEA staff will transfer to the new Councils	
2.4	Revenue Innovation Trial The Chair is to speak to Board Members to discuss a possible new team to take this forward.	Chair
2.5	Finance and Business Planning Actions completed.	
2.6	Communications Action completed	
2.7	Moy Park resource requirements The Chair confirmed that planning applications linked to the Moy Park expansion are to be given the highest priority to comply with PfG commitments. The Chair is to speak to Bob Davidson and Mark Hammond.	Chair

2.8	H&S Action completed (circulated as paper 13-8-2).	
2.9	HR Beverly advised that the only other Department to have used the HSE to conduct the workplace stress survey was DoJ. Beverly has already tried to obtain the report from DoJ without success; she will try again.	Beverly
3.	Communications Eileen briefed the Board on the potential 'Better Environment, A Stronger Economy' conference that DOE and DETI have been asked to co-sponsor. Eileen is to send the business case for DOE's support for the Conference to the Chair. The Chair is to discuss the proposed conference with Secretary. Kathryn advised of the recent media interest in: the human remains found at the Londonderry dig, Exploris, the Royal Assent for the Marine Bill and European Heritage Open Days. Michael provided a detailed report on EHOD. Michael is to discuss EHOD further with the Chair. The Chair is to discuss the possible use of the Carrier Bag Levy funding for Exploris with Damian Campbell.	Eileen Curry Chair Michael Chair
4.	Innovation Trial Dave advised that the expectation is get 10 deliverable Innovation Trials; Dave advised of the broad themes of the trials still to be established. Martyn noted that progress on the Innovation Trials had been slower than anticipated. The Chair reminded Board members that the Innovation Trials can only proceed if no further resources are required and cited the storm-water trial as an example of when staff had already been considering if there was a better way of doing their work which did not require additional resources. The Chair, Dave and Stephen are to meet to discuss allocating staff to lead the next series of Innovation Trials.	Chair
5.	Planning The Board re-considered paper 13-8-5. The Board approved recommendation 1 to 3, sought recommendation 4 to be quantified and will consider recommendation 5 at the December board meeting.	PLOG (via Mark Hammond)
6.	State of the Environment report Stephen advised that the Agency is committed to producing a report by December 2013. Stephen does not propose a further SOE report is prepared after this one. Directors will be asked to review the content of the report prior to publication. Stephen confirmed that potential uses of the SOE report will be highlighted on publication.	
	Closed session	
7.	Health and Safety Stephen drew attention that no "days lost" were recorded and no "major" incidents were reported to the Health & Safety Executive under RIDDOR requirements. Michael advised that following an HSE inspection to the Moira depot, the HSE will be visiting all depots to check for systemic failings regarding H&S. Michael	Michael

	<p>is to provide updates to the Chair following these inspections. Martyn highlighted the number of H&S audit returns still outstanding and expressed his concern at these delays. The following were outstanding at the time of the Board meeting:</p> <ul style="list-style-type: none"> o ROAR Store (Lisburn Site) EP WMU Due 5th April o Biodiversity Office (Klondyke Bldg) NH BDU Due 1st May o Architects Office (Waterman Hse) BH PHB Due 31st May o DLO Depot (Carrickfergus) BH DLO Due 7 July o DLO Construction site (Carrickfergus) BH DLO Due 17 July 	Directors of EP, NH, BH and MD
8.	<p>EMS report</p> <p>Stephen advised that he now has a new member of staff (Joanne Livingstone) to address the Group's compliance with the ISO 14001 standards. In addition, EMG's compliance with the ISO standard will be highlighted to appropriate businesses that the Agency regulates.</p> <p>Stephen advised that in future, he would plan to provide the Board with an EMS update on a Quarterly basis.</p>	
9.	<p>HR issues</p> <p>Beverly reported on the ScO competition and the expected date of the first placements. A review on the 'need' for Agency workers will be required after the permanent ScOs are placed. The next Board meeting will consider the induction programme of the soon-to-be appointed ScOs. Beverly will clarify the position about Casual Scientific Officers (para 1.4 of HR report).</p> <p>Beverly noted that the Group's percentage of completed Annual Reports is still at only 59%. The Chair and Martyn Todd stressed to Directors of the need for them to show leadership and ensure that Annual Reports as well as PDPs, PPAs and in-year reviews are conducted.</p> <p>The Group's absence performance is on track to meet the target.</p> <p>Beverly explained the training plan to ensure that some staff in each Directorate are trained to be able to deal with initial problems with the HR Connect Annual Reporting system.</p> <p>Peter confirmed that an Agency Framework Document for shaping the pattern and frequency of Internal Audit investigations existed.</p>	Beverly Directors
10.	<p>Audit Committee Chairman's report</p> <p>Martyn, in his role of Audit Committee Chairman, recommended that the Directors give more time and attention to updating and closing off recommendations attributed to them (eg PPEs, Risk Register and report recommendations).</p> <p>Martyn noted that the Agency's reputation was at risk of being harmed due to delayed responses to Internal Audit and NIAO / PAC reports.</p> <p>The Board Chair paid tribute to Martyn for performing the AC Chair role and thanked him for his constructive working arrangements.</p>	
11.	<p>Finance and Business Planning</p> <p>Peter reported that the Current and Capital spend patterns were on track against the profile. He noted that no savings are expected due to any recruitment drag following the Scientific Officer competition.</p> <p>Peter proposed that £136k (Capital) is released from the June Monitoring Round. Peter will prepare a paper for the next Board meeting to consider moving money from current funding streams.</p> <p>Michael asked if the commitment to undertake the Second Survey should have a higher priority due to the commitment given to the NIAO and PAC.</p>	

	<p>The Board noted that Ministers are due to meet to discuss 'loans' for Heritage Led Development.</p> <p>Peter advised that the Core had contractual obligations for IT that had not been budgeted for; this has reduced the ability to transfer money within EMG following easements with the Rethink Waste campaign.</p> <p>The Board asked Peter to prepare a five-year Capital spending plan.</p> <p>Peter briefed the Board on the Group's Current and Capital bids in the Department's October Monitoring Round and the position with the Coastal Communities Fund.</p> <p>Business Planning</p> <p>The Chair approved Peter's proposal that a full Agency Scorecard and non-Agency Scorecard be submitted to future Board meetings as required.</p> <p>Following questioning from Martyn, Peter advised that the Risk Register will be updated.</p>	Peter
12.	<p>AOB</p> <p>The Chair asked Board members to review the results from the staff survey</p>	

Previous Action Points still to be completed		Action by
1.	TG1 review The Chair is to discuss this with Helen and Michael.	Chair
2.	Health and Safety audits Directors are still to provide the outstanding H&S audit reports to the Group H&S team.	Directors
3.	RPA process Linda MacHugh and Angus Kerr are to be asked to brief the Board on the current position of the RPA review.	Secretariat
4	Revenue Innovation Trial The Chair is to speak to Board Members to discuss a possible new team to take this forward.	Chair
5	Moy Park resource requirements The Chair is to speak to Bob Davidson and Mark Hammond.	Chair
New Action Points from 25 September meeting		
6	IUCN proposal The Chair is to discuss this proposal with Secretary. Eileen is to forward the IUCN proposal business case to the Chair.	Chair Eileen
7	Communications <ol style="list-style-type: none"> 1. The Chair is to discuss the possible use of the CBL funding for Exploris with Damian Campbell. 2. The Chair is to discuss the outcome of EHOD with Michael Coulter. 	Chair Chair
8	Innovation Trials The Chair, Dave and Stephen are to meet to discuss allocating staff to lead the next series of Innovation Trials.	Chair
9	Health and Safety Michael is to keep the Chair updated following the HSE inspection of the Moira depot and the other proposed inspections.	Michael
10	HR <ol style="list-style-type: none"> 1. Beverly will advise Directors of proposed dates for the HR Connect 'floor-walkers' Performance Reports training session. 2. Beverly will clarify the position about Casual Scientific Officers (para 1.4 of HR report). 	Beverly Beverly
11	Finance Peter will prepare a five-year Capital spending plan for the Board to review.	Peter