

Summary of the 56th meeting of the NIEA Board (with EMG Core Directors in attendance) held on 18 December 2013 in Millennium House, Belfast

Members:

Mr D Foster	Director of Environmental Protection, NIEA (Acting Chair)
Mr M Coulter	Director of Built Heritage, NIEA
Mr S Aston	Director of Innovation Strategies, NIEA
Mrs D Stevenson	Acting Director of Natural Heritage, NIEA

Attendees:

Mr W Shannon	Director of Environmental Policy Division, DOE
Mr D Campbell	Director of Marine Division, DOE
Mrs B Beggs	Senior HR Business Partner, DOE
Mr P Aiken	Finance and Business Planning – Business Partner, DOE
Mrs E Curry	Communications Office, DOE

Secretary:

Mr S McDougall, ISD

		Action
	Closed session	
1.	Apologies, Introductions and Conflict of Interest No Conflicts of Interests were registered. Apologies were noted from Terry A'Hearn, Helen Anderson, Damian Campbell, Liz Smyth and Catherine Heron.	
2.	Mills Report The Acting Chair circulated copies of the Mills Report. Directors provided their initial reactions.	
3.	Health and Safety Stephen Aston asked the Board to note Appendix A of Paper 13-11-5 (responsibilities of employers and employees). Stephen provided further information relating to the incident at Crawfordsburn CP (para 15 of report). Following a discussion on 'Unacceptable Customer Behaviour', Diane is to circulate details to Board Members of the proposed training related to DARD and how its staff deal with landowners (data protection issue and unhappy customers).	Diane Stevenson
4.	HR Beverly thanked the Board members for their input to the recent induction event. Beverly noted that with the in-coming permanent ScO staff, DHR and business units will be reviewing the number of Agency staff. Diane advised that in NH, some of the Agency workers are on a special exercise. Beverly provided updates on the HSO, Staff Officer and DP promotion lists. Beverly advised that EMG is no-longer on target for the Ministerial target of sickness absence and that the Permanent Secretaries Group is considering what additional steps should be taken to achieve the target.	

	Open session	
5.	<p>Communications report Eileen advised of recent media activity including the proposed Spotlight programme, the proposed Fresh Water summit and the NIEA Challenge Fund coverage.</p> <p>'Wonderful days out' evaluation summary Eileen noted that despite late approval for the campaign, it exceeded all but one of the objectives. Eileen advised that an 'App' will not be ready in time for the 2014 EHOD. Diane noted that an application to the EU for 'communications and technology' was possible.</p>	
6.	<p>Minutes from 27 November NIEA Board meeting Michael asked for 'Built Heritage' to be changed to 'Historic Environment' in the EMG Priorities paragraph. There were no other changes to the Draft Minutes. The Draft Minutes were approved.</p>	
7	Action Points from 27 November 2013 NIEA Board meeting	
7.1	Health and Safety Completed	
7.2	TG 1 review Completed	
7.3	Business Planning Wesley is to advise Peter of the three sectors EPD would wish to influence during 2014/15.	Wesley Shannon
7.4	Finance All actions completed.	
7.5	Proposed programme of public facing events at EMG sites 2014/15 Proposal considered. Action completed.	
8.	<p>Finance and Business Planning</p> <ol style="list-style-type: none"> Peter advised that Administration spend for the first 8 months to end November was 64% (with total net Current spend of 62%). Capital spend was 13% to end November - it was noted that most of the Heritage Led Development Capital spend will occur late in the financial year. Consultancy spend, to the end of November, was £65k compared to the original estimate of £250k. Peter will circulate a table to Directors for them to confirm Consultancy spending proposals. Peter and Beverly are to discuss any potential further savings due to the timetable for the new staff arrivals and on the basis that these savings will be minimal, Peter will assess whether most of the estimated easement from the Coastal Communities Fund (£0.8m) should be used to fund the Group's overall pressure (£658k) (EP (£340k) and BH (£318k)). 	<p>Peter, then Directors</p> <p>Peter and Beverly</p>

	<p>4. Stephen noted that although staff bid with good intentions, due to the timing of the approval of the Capital Heritage Led Development funding (£1.1m), it will be a challenge to spend the Capital money this year.</p> <p>5. Wesley advised the Board that DFP staff had informed the Waste Infrastructure Programme Board members of the plans to have a one-year budget for 2015-16 covering the additional year of the Assembly's mandate.</p> <p>6. Peter and Diane are to discuss the contribution required by EMG as the match-funding element for EU drawdown.</p>	Peter and Diane
9.	<p>Business planning Peter and Wesley advised that due to the Assembly's mandate being increased by one year, the PfG targets are being reviewed and extended to 2015-16. Peter is to circulate Leo O'Reilly's 10 December email on business planning / reviewing PfG targets. Peter outlined the process/timetable for the development of the DOE 2014-15 Scorecard and DOE Corporate Risk Register and reiterated the action required in the Annex 3 paper for all Directors to consider the proposed EMG input to the draft DOE 2014-15 Scorecard (Board paper 13-11-6) and provide contributions in respect of the Group's agreed main functions (waste, planning, economic and social value of assets and regulatory reform) in addition to the PfG targets.</p>	Peter Directors
10.	<p>AOB No items of AOB were discussed.</p>	