Summary of the 75th meeting of the NIEA Board (with EMG Core Directors in attendance) held on 26 August 2015 in Klondyke Building, Belfast.

Members:

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<th>Name</th>
<th>Position</th>
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<tr>
<td>Wesley Shannon</td>
<td>Acting Chief Executive, NIEA and Deputy Secretary, EMG</td>
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<tr>
<td>Helen Anderson</td>
<td>Director of Natural Environment Division, NIEA</td>
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<tr>
<td>Chris Mills</td>
<td>Director of Resource Efficiency Division, NIEA</td>
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<tr>
<td>Stephen Aston</td>
<td>Director of Innovation Strategies Division, NIEA</td>
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Attendees:

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<th>Name</th>
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<tr>
<td>Dave Foster</td>
<td>Director of Regulatory and Natural Resources Policy Division, DOE</td>
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<td>Damian Campbell</td>
<td>Director of Marine Environment Division, DOE</td>
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<td>Tim Irwin</td>
<td>Deputy Director of Environmental Policy Division, DOE</td>
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<td>Peter Aiken</td>
<td>Finance and Business Planning Division, DOE</td>
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<td>Chris Wilson</td>
<td>HR and Organisational Change Division, DOE</td>
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<tr>
<td>Stuart McDougall</td>
<td>Innovation Strategies Division, NIEA (Note-taker)</td>
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1. **Apologies and Conflicts of Interest**
   
   No Conflicts of Interest were declared.

2. **Minutes of 74th Meeting**
   
   The Minutes, as circulated, were approved.

   **Action Points from 74th Meeting of the Board**
   
   All Actions were recorded as completed with the exception of:
   
   - Damian is to speak to Stephen Reid to clarify the Council’s financial requirements for Exploris during 2015/16.
   - The Chair is to speak to Anthony Carlton about the Roe Valley Hydro Scheme.

3. **Workforce Planning**

   The Board discussed the staff proposed for the vacancies in the four priority areas.
   
   - Stephen is to consider the support required to assist the Roe Valley and EMS team.
   - Helen is to consider with Mark Hammond the potential for an additional staff member working on Planning Consultations.
   - Helen is to advise the Chair by cop 28 August of the staff members identified and agreed with Directors as required for Planning consultations.

   **Reorganisation of EMG**
   
   Helen and Chris are to meet the Chair to discuss the possible staff structures in the proposed expanded NED and RED.
   
   Model 2 in the Board Papers is the preferred model for the Policy Divisions

4. **Departmental Restructuring**

   Dave Foster attended the DAERA Formation Board meeting on 18 August and he briefed the Board on major talking points.
   
   Dave is to speak to Catherine McCallum to discuss the SRO role for the Communications workstream.
   
   The Chair is to circulate Gerry Lavery’s 25 August email and Graeme Wilkinson’s paper. Liz Smyth is to arrange a meeting for EMG Directors prior to the 17 September DAERA SCS meeting.
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| 5. | **Finance**  
Peter reported that the gross Resource spend to end July was 29.1% of budget, including the estimated income accrual for the Carrier Bag Levy for the same period.  
It was noted the Capital requirements for Exploris and the final stage of the Roe Valley Hydro scheme will need careful monitoring.  
The Board noted the briefing on:  
a) June Monitoring Outcome (Stage 1);  
b) The commissioning of the October Monitoring Round; and  
c) Unfunded pressures in EMG, some of which are inescapable.  
**Governance**  
Peter will circulate the EMG Risk Registers, including the minor amendments to reflect the DOE RR wording, for approval. Peter advised that an ‘Issues Log’ is now to be included in all Risk Registers and that an exercise would be commissioned to develop these.  
Chris Mills is to review his previously circulated guidance on formatting Risks and then circulate the guidance.  
The Chair will review the Core Divisions’ Risk Registers with the individual Directors. | Peter |   |   |   |   |
| 6. | **Human Resources**  
Chris Wilson highlighted the statistics relating to the ‘long-term’ sick and the recent approval for use of Recruitment Agency workers.  
Chris noted that completion of 2014/15 End of Year reviews is 81% in DOE but only 71% in EMG.  
EMG is missing three out of the four targets for reporting sickness absences. | Chris Mills | Chair |   |   |   |
| 7. | **Prosperity Agreements update**  
Stephen reported on the progress to date and on the staff resources required to deliver PAs (DOE BSC target). Stephen noted that the discussions with a major multi-national company are progressing very well.  
The Chair will discuss the proposed PAs to be managed by HED with Iain Greenway.  
Chris Mills advised that at the recent Steering Group meeting, it was proposed to concentrate on PAs and the Prosperity Panel. | Chair |   |   |   |   |
| 8. | **Health and Safety**  
Stephen highlighted the three incidents in the Board report and then advised of an accident to a volunteer at Grey Point Fort. Stephen is to send the incident report about the Grey Point Fort to the Chair and Helen for consideration of lessons that need to be learnt.  
The Board considered and approved the revised EMG Risk Assessment Arrangement. | Stephen |   |   |   |   |
| 9. | **AOB**  
No items were raised under AOB. |   |   |   |   |   |
Summary of Action Points

1. **Damian** is to speak to Stephen Reid to clarify the Council’s financial requirements for Exploris during 2015/16.
2. **The Chair** is to speak to Anthony Carlton about the Roe Valley Hydro Scheme.

**Workforce Planning**

3. **Stephen** is to discuss with an ISD officer the possibility of transferring the individual to NED to assist the Roe Valley and EMS team.
4. **Helen** is to consider with Mark Hammond the potential for an additional staff member working on Planning Consultations.
5. **Helen** is to advise the Chair by cop 28 August of the staff members identified and agreed with Directors for Planning consultations.
6. **Helen** and **Chris** are to meet the Chair by cop 28 August to discuss the possible staff structures in the proposed expanded NED and RED.

**DAERA Formation Project**

7. **Dave** is to speak to Catherine McCallum to discuss the SRO role for the Communications workstream.
8. **The Chair** is to circulate Gerry Lavery’s 25 August email and Graeme Wilkinson’s paper.
9. **Stuart / Liz** are to arrange a meeting for EMG Directors prior to the 17 September DAERA SCS meeting.

**Governance**

10. **Peter** will circulate the Risk Registers, including the minor amendments to reflect the DOE RR wording, for approval.
11. **Chris Mills** is to review his previously circulated guidance on formatting Risks and then circulate it.
12. **The Chair** will review the Core Divisions Risk Registers with the individual Directors.

13. **The Chair** will discuss **Prosperity Agreements** the proposed PAs with Iain Greenway.

**Health and Safety**

14. **Stephen Aston** is to circulate the initial report on the accident at Grey Point Fort to the Chair and Helen.