

Northern Ireland Fishery Harbour Authority

235th Board Meeting of the Authority

At the Downpatrick Office

on

Friday 15th December 2023 at 10.00am

Present:	David Knott (DK)– Interim Chair (over Teams) Kevin Quigley (KQ)– Chief Executive Alan McKeown (AMcK) – Board Member David Hill (DH) – Board Member Harry Wick (HW) – Board Member Kate Burns (KB) – Board Member Lynn Gilmore (LG) – Board Member
In attendance:	Belinda McCaughey (BMcC)– Accounts Administrator
DAERA Sponsor Branch (Observer)	David Simpson (DS) – Head of Corporate Services Philip Gilmore (PG) – DAERA Data Protection & Management Unit

	Action
1. Chair's Opening remarks	
<p><u>Welcome and Apologies</u></p> <p>DK welcomed all to the meeting. No apologies received.</p> <p>DK confirmed the appointment of a new Chair and 2 new Board Members. Start date for all three is 18 December 2023.</p> <p><u>Declaration of Interest</u></p> <p>No Declarations of Interest made.</p>	
2. Presentation by Philip Gilmore	
<p>PG, a member of DAERA Data Protection and Information Management Unit, was invited to give a presentation to the Board.</p> <p>Topic covered was Cyber Security, how to keep our information secure and how to protect our Information Assets.</p> <p>Access to training for the Board may be available through DAERA.</p> <p>PG will provide details to BMcC after the meeting.</p> <p>A booklet on <i>Information Security Standards for All</i> was provided.</p>	
3. Minutes of the Board Meeting – 29 September 2023	
<p><u>Comments and Approval</u></p> <p>Minutes were approved.</p>	

	Action
<p><u>Matters Arising</u></p> <p>Stakeholder meetings – not feasible to only take place in the winter months but will be held within a 6 months window.</p> <p>David Lindsay met with Marine Licencing to discuss the issue of licencing. Going forward licences will be more expensive as there will be more rigorous investigations to be carried out.</p> <p>Raising Concerns Policy – DAERA may have a conflict of interest if they are named in this policy. KQ wrote to our solicitors for advice on this matter and after a discussion the Board agreed that KQ should follow the legal advice received and amend the policy accordingly.</p> <p>Pay and Grading Business Case had been submitted to DAERA but has now returned with questions to KQ. Changes to the Corporate Plan need to be fed into this Business Case. KQ will make amendments and return to DAERA before Christmas.</p> <p>KQ discussed the current state of play with the Union and where we are with finalising the agreement.</p> <p>Quinquennial Review – DS confirmed this will possibly take place in 2024 subject to budget availability.</p> <p>Partnership Agreement – Workshop is scheduled to take place in Jan 2024. DAERA have been working on this.</p> <p>Dredger Coding will take place early in 2024.</p> <p>All other matters arising were actioned or will appear later in this meeting.</p>	<p>KQ</p> <p>KQ</p>
<p>4. Executive Report</p>	
<p><u>CEO Report</u></p> <p>Aquarius is being decommissioned at the moment and will be completed before Christmas.</p> <p>Stakeholder communication – KQ met with a representative from both ANIFPO (Brian Chambers) and NIFPO (Trevor McKee). Result of the meeting is that they are to write a letter to NIFHA voicing their concern over the state of the fish ladder at Kilkeel.</p> <p>The bottom of Kilkeel harbour has been surveyed and a hole is forming. If there is a repeat of Storm Ciaran the Pontoon will be considered out of bounds to all. Plans are in place to warn Vessel Owners using the pontoon if there are likely to be issues in the future.</p> <p>DK thanked all the staff who responded to the incident</p> <p>The PO’s also will forward to NIFHA a letter detailing the possible implications of minimum wage for migrant crews – c.£38k. This may eventually result in no crews available for the fishing boats.</p> <p>LG noted that Seafish are carrying out an Economic Impact Assessment of the effect of this £38k level of wage.</p>	

	Action
<p>KQ confirmed he will meet with the new chair next week and early in the new year with the other two new Board Members.</p> <p>DK confirmed he will meet with the new chair before the end of the year if required.</p> <p>DS confirmed that the replacement for AMcK will be taken from the Reserve List from the last recruitment exercise. This is with the Secretary of State and can take up to 6 weeks.</p> <p><u>Balanced Scorecard – November 2023</u></p> <p>KQ took questions.</p> <p>In particular:</p> <p>1A – Operational KPI’s. DK advised that it is imperative that we recover this back to green. KQ confirmed H&S meetings have been held in Ardglass and Kilkeel. Portavogie is planned for next week. There have been no significant issues. Kilkeel has recovered since the last meeting and there is nothing material outstanding.</p> <p>4B – Supporting our people. KQ confirmed IIP is not yet due. There are concerns over retaining our status but mood in the harbours is better than previously.</p> <p><u>KPI’s</u></p> <p>No questions on KPI’s</p>	<p>KQ</p> <p>DK</p>
5. Safety and Personnel	
<p><u>Health and Safety / Port Marine Safety</u></p> <p>A staff member in Ardglass has sustained an injury to his arm by moving a battery from one place to another. May have pulled a tendon. Currently on light duties.</p> <p>All staff have had manual handling training.</p> <p>Engineers were engaged to review access to our slipways and have confirmed there is a problem, they have not yet come up with a solution.</p> <p>KQ met with Kilkeel HM and David Lindsay to discuss possible solutions. Using a telehandler or a scissor lift may be the answer. This will need to be investigated further.</p> <p>Comprehensive Emergency Response Plans are in place but better documentation is required.</p> <p>The tripod from the Galena which sank during Storm Ciaran is still missing despite extensive searches.</p> <p>The Board discussed remedial works in the wake of the storm and KQ was given approval to proceed with necessary works.</p> <p><u>Section 75, Personnel and Training</u></p> <p>The HR officer has continued to deliver our extensive training program.</p>	<p>KQ</p> <p>KQ</p>

	Action
<p>A replacement Admin Officer has been recruited and is undergoing training. Internal Audits have been completed and reports produced.</p> <p>Recruitment of a deputy in Kilkeel is expected to launch in January. There may be a need to review staffing in Portavogie.</p>	KQ
<p>6. Finance and General Purposes Committee Update</p>	
<p><u>Report Presentation (including Finance Pack)</u></p> <p>AMcK chaired the Finance meeting in the absence of DK. He invited questions on the papers provided.</p> <p>KQ confirmed budget is low for the last 6 months of the year. Also noted there is a £15k insurance excess charge this year.</p> <p>Cash Flow – All Project costs required to be paid and matching grant claims to be made by 31 December 2023.</p> <p>Payment also was made to Qualter Hall as the first payment in the Portavogie Slipway project. DAERA have taken on the GAP funding for this project and will provide GIA of £113k</p> <p>Management Accounts were accepted by the Board.</p> <p>Estate Management</p> <p>Approval was given to transfer Comgall Milligan’s lease in Ardglass to a family member once a written request is received.</p> <p>AMcK updated the Board on the issue over the Rooney Road property. After a full discussion it was agreed not to accept the sale.</p>	
<p>7. Audit Risk and Assurance Committee Update</p>	
<p><u>Report Presentation (including Risk Register)</u></p> <p>KB gave an update on the ARAC meeting and brought the following to the Board for approval.</p> <p>Three policies:</p> <ul style="list-style-type: none"> i. CCTV Policy ii. Records Management Policy iii. Positive Work Environment Policy <p>Approval was given for all three policies.</p> <p>Risk Management Policy and Procedures (inc Risk Appetite). Approval given</p> <p>Industrial Action Contingency Plan – Approval given.</p>	

	Action
<p>Risk Register – November 2023</p> <p>Board discussed the Risk Register in detail.</p> <p>The Risk Register was approved.</p>	
8. Stakeholder Engagement Plan	
<p>KQ gave an overview of the stakeholder engagement plan.</p> <p>Board discussed in detail.</p> <p>KQ will add a section on Community Engagement.</p> <p>KQ also noted that a broad section of people need to feed back on the Corporate Plan. A draft will go out to consultation prior to the February Board Meeting.</p> <p>CEO report for the next meeting will include a section on Stakeholder engagement.</p> <p>There is a need to make reference to the Partnership Agreement with DAERA within this plan. KQ will add.</p>	<p>KQ</p> <p>KQ</p> <p>KQ</p> <p>KQ</p>
9. Environmental Management	
<p>KQ informed the Board that our Environmental Officer (covering for Jenny who is on maternity leave) resigned at the end of November.</p> <p>KQ spoke to the Environmental Action Plan and the Environmental KPI's</p> <ul style="list-style-type: none"> - HM's might be persuaded to co-ordinate the final 4 Beach Cleans. - Not sure of the necessity of having a net cutting waste plan. - Kilkeel Waste areas are working well – very successful. Stopped public dumping. Plans to roll this out to both Ardglass and Portavogie. <p>HM's are educating the fishermen on what waste they can leave out.</p> <p>Communication and Best Practice – not likely to progress this further before year end.</p> <p>AMcK asked whether it would be possible to issue a press release noting the successes.</p> <p>LG confirmed she will prepare an article and forward to Down News. KQ will supply facts and figures.</p> <p>KPI's are in good shape. The intention is to have 9 green by year end.</p>	<p>KQ / LG</p>
10. Union Agreement	
<p>Covered earlier in the meeting.</p>	

	Action
11. Corporate Plan	
<p>KQ confirmed the Plan has been changed both since the last meeting and the lead up to this meeting.</p> <p>Concerns around the Budget still exist but we need to be optimistic as well.</p> <p>KQ has spent time with Jenny Frazer (Environmental Officer on maternity leave) to discuss information for the environmental section of the plan.</p> <p>The Board reviewed the Corporate Plan and changes proposed will be made by KQ as tracked changes and forwarded to all Board Members.</p> <p>The Board discussed the possibility of changing the format of the plan before it goes out for consultation.</p> <p>LG and AMcK will send contact details to KQ of companies who would be able to re-design the layout of the Corporate Plan.</p>	<p>LG/ AMcK</p>
12. Schedule of Meetings / Next Meeting Date	
<p>Dates were reviewed. BMcC will email out dates.</p>	<p>BMcC</p>
13. ANY OTHER BUSINESS	
<p>DK thanked AMcK for his contributions to the Board and especially for his leadership whilst Interim Chair during a particularly difficult period. On behalf of the Board DK wished AMcK all the best for the future.</p> <p>AMcK thanked the Board for all their help.</p> <p>Joint meeting with DAERA should be in May 2024. Date still to be confirmed.</p> <p>Meeting ended at 2.15pm.</p>	