

Northern Ireland Fishery Harbour Authority

Audit Risk and Assurance Committee Meeting

on

Tuesday 23rd November 2023 at 1.30pm

In Harbour Masters Offices, Kilkeel

Present:	Kate Burns (KB) – ARAC Chair Lynn Gilmore (LG) – Board Member David Knott (DK) – Interim Chair
In attendance:	Kevin Quigley (KQ) – Chief Executive Belinda McCaughey (BMCC) – Accounts Administrator
DAERA Sponsor Branch (Observer)	Joanne McClements (JMCC)

	Action
1. Welcome and Apologies	
KB welcomed all to the meeting and thanked DK for attending in lieu of Harry Wick who had sent his apologies. Eveline Doherty from DAERA Internal Audit was unable to join the meeting over Teams due to technical issues.	
2. Declaration of Interests	
No declarations made.	
3. Minutes of the meeting held on 12 September 2023	
Minutes were approved	
4. Matters Arising	
Raising Concern Policy – was taken to Board Meeting in September and awaiting response from David Simpson from DAERA. KQ has not as yet been able to spend a full 1 day per month in each of the harbours due to workload. Visits have taken place as usual. Laptops are available today for distribution to attending members of the Board. All other matters arising have been completed or are on todays agenda.	

	Action
<p>5. Storm Ciaran update</p>	
<p>KQ advised the committee that £60k grant has been granted to address Pontoon and Road repairs caused by to the storm.</p> <p>Subsequently the Fish Ladder in Kilkeel has presented with significant issues. Engineers are considering if a temporary repair to the piles would be worthwhile. We are not the owner of this structure so any work undertaken will be done by Dol the owners.</p> <p>Portavogie Revetment also suffered damage to remedial works which had taken place in 2020. The plan now is to not just make this good but re-design and future proof the area.</p> <p>A discussion was held over the damage caused by this storm and KB asked was there a way to scope out issues which may occur in the future during storms? KQ noted that issues on this occasion were unimaginable.</p> <p>We need to carry out a review of our projects list in light of these happenings.</p> <p>KB thanked KQ and the team for moving so quickly to sort issues on the ground.</p>	KQ
<p>6. Review of Policies</p>	
<p><u>CCTV Policy</u></p> <p>KB asked who was the CCTV Project Manager? KQ noted this was currently David Lindsay but will check this is still the case.</p> <p>Reasons for the use of CCTV? KQ noted this would mainly be the PSNI.</p> <p>Form will be updated to emphasis the request is only for the viewing of images. Policy will be taken to Board for full approval.</p> <p><u>Records Management Policy</u></p> <p>BMcC noted that this policy includes a reference to Data Retention and Disposal which is one of our Internal Audit Recommendations for 2022/23. Policy will be taken to Board for full approval.</p> <p><u>Positive Work Environment Policy</u></p> <p>KQ updated the committee on the reasons for updating this policy.</p> <p>After a full discussion on dealing with issues the decision was taken to add a line to permit 3rd party assistance if required. This will be added and policy will be taken to the Board for approval.</p> <p>LG asked should a 1 page summary document be prepared to guide staff in which policy to use – either this one or the Raising Concerns Policy. KQ will consider this.</p>	<p>KQ</p> <p>BMcC / Board</p> <p>Board</p> <p>KQ / Board</p> <p>KQ</p>

	Action
<p>7. Staff Report</p> <p>KQ gave an overview of the current staff situation in all locations.</p> <p>In Downpatrick a new member of staff has been appointment to the health and safety admin role.</p> <p>Ardglass – One staff member on light duties due to an injury. Ardglass staff will help out in the Kilkeel when the need arises.</p> <p>Portavogie – A temporary staff member has been employed for a three month period which may need to be extended due to one staff member on light duties and another off on extended sick leave.</p> <p>Kilkeel - One staff member has requested a four day week due to chronic pain and another staff member is about to have an operation which will result in extended sick leave.</p> <p>Recruitment will need to proceed for the Harbour Foreman role. KQ noted that the proposed wage level in April may make this a more attractive role.</p> <p>An update was giving on the current wage rates and the difference between the National Living Wage (announced in the chancellors speech) and the Real Living Wage rates. It is a statutory requirement that all employers in Northern Ireland pay the National Living Wage.</p>	
<p>8. Industrial Action Contingency Plan</p> <p>KQ updated the committee on the current stage of contact with Unite the Union.</p> <p>The draft Voluntary Agreement is being amended by our solicitor.</p> <p>The Pay and Grading Business Case has been returned to KQ from DAERA with questions. KQ will answer these and return to DAERA as soon as possible.</p> <p>LG asked about having a strategic resourcing plan for our harbour?</p> <p>KQ confirmed we have a zero budget for contingency. Kilkeel needs a trained person on the slipway. Currently resources are moved between the three harbours – very tight at the moment.</p> <p>KQ confirmed we are meeting safety objectives at the moment.</p> <p>A business case is required to show the need for extra staff. This will be addressed in the Corporate Plan.</p>	<p>KQ</p> <p>KQ</p>
<p>9. Risk Register – November 2023</p>	
<p>KQ took questions on the Register.</p>	

	Action
<p>LG asked if we are recruiting a replacement for Environmental Officer (Jen Maxwell) who is leaving at the end of the month? KQ confirmed that this post will be vacant until Jenny returns from Maternity Leave.</p> <p>KQ will bring a report to the Board on the updated Environmental Plan targets. The Environmental Plan is being rewritten for the Corporate Plan.</p> <p>Risk 4 – Failure in delivery of Marine Management System. What are the issues around the sinking of the Galena? KQ confirmed that if boats had been facing the other way round it is likely there would not have been an issue. This is being addressed. Bigger vessels on the outside of the Pontoon will be required to move in bad weather.</p> <p>KB asked about a Risk around Climate Change. KQ noted this is addressed within the evidential supplementary document under Risk 10, Environmental Issues.</p> <p>No 9 – Capital Funding. The committee discussed new funding availability for NI. No level up funding available and MFF grants will be lower than EMFF was in the past. Timing will be an issue here. Marine Licencing will also be a problem. KQ noted more funding is now Region specific and this has limitations.</p> <p>The Risk Register will be taken to Board for approval at the December meeting.</p>	<p>KQ / Board</p> <p>Board</p>
<p>10. Risk Appetite & Management Policy</p>	
<p>The Risk Appetite Statement has been revised since the last meeting. This was considered and subject to confirmation with Harry Wick, will be taken to the Board Meeting for Approval.</p> <p>Risk Management Policy and Procedures – minor change made since the last meeting. This will be taken to the Board Meeting for final Approval.</p>	<p>KQ / Board</p> <p>Board</p>
<p>11. Internal Audit 2022/23 Recommendation Update</p>	
<p>There are currently 5 recommendations at Priority Level 2.</p> <p>Financial Memorandum – Draft Partnership agreement in progress. Workshop on this will take place with DAERA in Jan 2024.</p> <p>GDPR Training – On track to be completed by 31 Dec 2023</p> <p>Information Asset Register – Work has commenced on the Register. Should be in place by 31 Dec 2023</p> <p>Data Retention and Disposal Register – Behind schedule but will be implemented by 31 March 2023.</p>	

	Action
<p>Emergency Response Exercises – These do take place but issues are around documentation. KQ gave an example of an exercise in Portavogie where the learning outcome was that staff required waterproof gear.</p>	
<p>12 Minutes of Accountability Meeting on 26 October 2023</p>	
<p>No questions from these minutes.</p>	
<p>13 Any Other Business</p>	
<p>Potential lack of Board Members is a risk to the Organisation. There is a need to proceed at speed with the current recruitment exercise.</p> <p>KQ confirmed that David Simpson will revert to the standby list from the last recruitment exercise to replace Alan McKeown (due to leave on 31 Dec 2023).</p> <p>DK updated the committee on recent email scam he received.</p> <p>KQ confirmed that Philip Gilmore, DAERA Data Protection Officer, will give a presentation to the Board before the meeting on 15 December 2023.</p>	
<p>14 Date and location of next meeting</p>	
<p>Tuesday 20 February 2024 in Ardglass Harbour Masters Offices.</p>	