

Northern Ireland Fishery Harbour Authority

222nd Board Meeting of the Authority
held by Video Conference (Zoom)

on

Wednesday 24th February 2021 at 10.30am

Present:	Robert McConnell (RMcC) – Chairperson Kevin Quigley (KQ) – Chief Executive Alan McKeown (AMcK) – Board Member David Hill (DH) – Board Member David Knott (DK)– Board Member & Chair of Audit Committee Harry Wick (HW) – Board Member Kate Burns (KB) – Board Member Lynn Gilmore (LG) – Board Member
In attendance:	David Lindsay (DL) – Project Manager Belinda McCaughey (BMcC) – Accounts Administrator Jenny Lau (JL) – Environmental Officer (Item 11 only)
	Action
1. APOLOGIES None	
2. CONFLICT OF INTEREST BMcC and DL will leave the meeting for Agenda item 18.	
3. MINUTES OF PREVIOUS MEETING Minutes of the 221 st meeting held on 9 th December 2020 were approved.	
4. MATTERS ARISING FROM THE PREVIOUS MINUTES DAERA have been informed there will be no need for Grant In Aid before March 2021. MCA Letter has still to be sent to be completed.	
5. CHIEF EXECUTIVE’S REPORT KQ discussed the report included with the papers. In particular Overall the three harbour are performing well. Teams working well together although the overall mood in the harbours is not great. The fishermen are struggling and are less co-operative than in the past.	

	Action
<p>In Ardglass the seasonal landings from Pelagic Vessels are causing stress with both the fishermen and the staff.</p> <p>In Kilkeel staff are working flat out. Refurbishment of the Harbour Offices is progressing; the temporary offices are working out well. Danielle and Lucinda are not sharing offices due to our Covid-19 procedures.</p> <p>In Portavogie the team is more settled now. The Harbour Master is developing well and coming up with suggestions. He is listening well to his customers.</p> <p>Across all three harbours the staff are working well to deliver the minor works program.</p> <p>KQ discussed the issues with our Dredger in detail.</p> <p>Admin – this is a well oiled engine. The team delivers well. Recruitment is underway for the Health and Safety Admin post.</p> <p>Review of Internal Systems in Accounts and IT are due to take place before the end of March 2021.</p> <p>Labelling Fish Boxes – this will happen eventually but will be led by the councils.</p> <p>End of Life Vessels – Final amendment to planning application for Portavogie facility has been submitted to Planning Office. It is now just a waiting game.</p> <p>KQ informed the Board that he has been appointed as Chair of MARPAM. Board discussed this and gave KQ their support.</p> <p>The Schools Project will not proceed this year due to Covid-19 restrictions.</p> <p>Fisheries Industry Development Programme of Work – KQ discussed this fully. RMcC noted he is employed by Kilkeel Harbour Works group a few days per week but does not consider this a conflict of interest.</p> <p>In summary RMcC noted the positive step that NIFHA are involved in the project.</p> <p>An ongoing insurance claim for injuries on Kilkeel slipway has been abandoned. Only cost to the Authority will be legal fees.</p>	
<p>6. REVIEW OF BALANCED SCORECARD – FEBRUARY 2021</p> <p>KQ discussed the oranges: In Particular:</p> <p>1.G – Minimise the number of Accidents. Whilst this is green in the papers it has now moved to Red due to two staff members with minor injuries.</p> <p>2.A – Ensuring Staff skills match operational and business requirements. Staff reviews are underway and will be green by year end.</p>	

	Action
<p>2.E – Provide workplaces which support good mental health. We will sign up to the Mental Health Charter before the end of March 2021.</p> <p>3.A – Customer and Stakeholder Advisory Forum. First stakeholder meeting has taken place using Zoom. Second is scheduled for Friday. Slides tend to be the same for all harbours.</p> <p>5.D – Data Matching. This is likely to go red by year end as although we have a way forward further work needs to be done.</p> <p>6.C – Linking with Socio-Economic Groups. This will go Red by year end – undeliverable due to Covid-19. Will be addressed in the 2021/22 Business Plan.</p> <p>RMCC commended the Balanced Scorecard and noted its usefulness as a means to monitor and measure Objectives.</p>	
<p>7. REVIEW OF RISK REGISTER – FEBRUARY 2021</p> <p>KQ noted this had been fully reviewed by the Risk and Assurance Committee and spoke to the purples (changes since last register)</p> <p>3. Failure to meet planned delivery of capital projects – Procurement process is slow. Likelihood to remain at Medium.</p> <p>8. Ex Parkgate Site – Ready to go to tender.</p> <p>14. Impact of Covid-19 on income and expenditure – The likelihood of this may be able to be reduced closer to year end.</p> <p>20. Abandoned Vessel Risk – The solution to this has been addressed in the 2021/22 Business Plan.</p> <p>RMCC thanked DK for taking on the chair of the Risk and Assurance Committee. After a full discussion the Risk Register was approved.</p>	
<p>8. KEY PERFORMANCE INDICATOR (KPI) REPORT</p> <p>KPI's in theory are great but may not pick up what is actually happening.</p> <p>Quite a lot of KPI's are currently at orange. KQ discussed the oranges.</p> <p>In particular the Dredger Maintenance is at Orange due to previous discussed concerns. Staff Training is also behind, but some is now able to go ahead.</p> <p>Health and Safety – most oranges relate to Covid-19.</p>	

	Action
<p>MSMS – we do not operate on a 24/7 basis. Work permits are hard to monitor outside of our working hours.</p> <p>KB asked if we could have a KPI reporting on Environmental Issues now that we have an Environmental Officer. KQ will work with JL to action this.</p> <p>Health – In principal we have no issue with this. We can report on numbers of days lost.</p> <p>The Board had a full discussion on the risks highlighted by the KPI's and came to the conclusion that a letter from the Board to the Permanent Secretary or Minister in DAERA would be appropriate. KQ agreed this would be timely.</p> <p>KQ and RMcC will liaise, and a letter will be sent to DAERA noting concern.</p>	<p>KQ</p> <p>KQ</p> <p>KQ/RMcC</p>
<p>9a HEALTH AND SAFETY / PORT MARINE SAFETY</p> <p>Dealing with Covid-19 still remains very much to the forefront of all our activities. There have been a couple of staff accidents.</p> <p>No incidents to report under Port Marine Safety.</p>	
<p>9b. SECTION 75, PERSONNEL AND TRAINING</p> <p>5 year Disability Action Plan was out to consultation and is now complete.</p> <p>Concern that training was slipping behind especially in Kilkeel has been addressed. Staff reviews are mostly completed.</p>	
<p>10. CAPITAL AND MINOR WORKS UPDATE</p> <p>Report was taken as read.</p> <p>DL updated the Board on the up to date situation with the Capital and Minor Works Projects and took questions.</p>	
<p>11. ENVIRONMENTAL OFFICER REPORT</p> <p>JL joined the meeting for this Agenda item only.</p> <p>KQ introduced JL to the Board and noted he has been impressed with her commitment to the work involved.</p> <p>JL advised the Board that the report may change in the future as her work develops.</p> <p>The focus is on Marine Litter and Waste Management – Oil Spills, Carbon emissions, etc</p>	

	Action
<p>We need to look to obtain community interaction. Relationships with people.</p> <p>Vision is to see the Environment at the forefront of NIFHA.</p> <p>The Board entered a full discussion with JL on the contents of her report. KQ summarised and thanked JL for her input.</p>	
<p>12. FINANCE MEETING OF 10TH FEBRUARY 2021</p> <p>RMcC gave an overview of this meeting. Discussed the budget in detail.</p> <p>Finance performance was positive. At the end of December 2020 we can reasonably accurately predict the financial situation at year end.</p> <p>KQ discussed the accounts. Management Accounts were approved.</p> <p>Questions were taken on the Budget – To be taken to the February Board Meeting for adoption.</p>	KQ
<p>13. ESTATE MANAGEMENT</p> <p>KQ updated the Board on the current issues in the Harbour Estate. In particular:</p> <p>Kilkeel Rooney Road Site – progressing slowly.</p> <p>Portavogie Training Centre – Taken over by NIFPO; new lease is being prepared.</p> <p>Ex Parkgate Site - Plans underway to build a new processing factory.</p> <p>Portavogie Promenade improvement – Ards and North Down Council have submitted plans for Phase 1 of this project.</p> <p>After a full discussion approval was given with certain limitations.</p>	
<p>14. CORPORATE PLANNING MEETING – 18 FEBRUARY 2021</p> <p>RMcC gave a summary of the meeting.</p> <p>Amendments have been made to the Corporate Plan and KQ has sent these amendment to RMcC for approval. Already the seeds of good corporate planning have been sown.</p> <p>Once RMcC finalizes the business plan a copy will be circulated to all Board Members showing markup. KQ accepted this approval subject to any objection submitted by 1st March 2021 that may need to be brought back to the Board.</p>	KQ

	Action
<p>15. RISK AND ASSURANCE MEETING OF 18 FEBRUARY 2021</p> <p>Dk gave an overview of the meeting and the effect of Covid-19 on the Organisation.</p> <p>The Risk Register was approved for February 2021 with some minor amendments made.</p> <p>New harbour order was discussed and KQ will prepare a full presentation for a future Board meeting</p> <p>Comprehensive review of the H&S and MSMS. Compliance letter to MCA is in the pipeline and will be completed by end of March 2021. Permission to sign this was granted.</p> <p>KQ discussed the proposed Risk Register for 2021/22. In particular</p> <p>3. Failure to meet delivery of Capital Projects – will be removed now but may have to be added again later in the year.</p> <p>7. Injury to visitors – this is the new risk that was discussed at the Risk and Assurance meeting covering injury to members of the public.</p> <p>9. Ex Parkgate Site – Tender may be drawn out.</p> <p>DK proposed acceptance of the proposed register - approval given.</p> <p>Health and Safety / Port Marine Safety – KQ took questions. It was noted that reading the minutes of the H&S Meetings would be very useful prior to attending the stakeholder meetings.</p> <p>Both AMcK and DK commended these reports and the focus on action points.</p> <p>KQ advised that the interim meetings which take place 3 months after the main meeting concentrate only on the Red Action Points.</p>	<p>KQ</p> <p>KQ / DK</p>
<p>16. MEETING DATES FOR 2021</p> <p>Approved.</p>	
<p>17 ANY OTHER BUSINESS</p> <p>None</p>	
<p>18. PAY AND GRADING REVIEW</p> <p>DL and BMcC declared a Conflict of Interest and left the meeting for this Agenda item only.</p>	

	Action
KQ presented latest version of pay and grading review business case. This was discussed at length. This was approved by board with a request that the boards view that the CEO post is due to its complexity currently underpaid. The business case was cleared for submission to DAERA.	
19. DATE OF NEXT MEETING Wednesday 30 June 2021	