

Northern Ireland Fishery Harbour Authority

224th Board Meeting of the Authority
held by Video Conference (Zoom)

on

Wednesday 30th June 2021 at 10.30am

<p>Present:</p>	<p>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</p>
<p>In attendance:</p>	<p>David Lindsay (DL) – Project Manager Belinda McCaughey (BMcC) – Accounts Administrator Jenny Lau (JL) – Environmental Officer (Item 16 only) Karl Gilchrist (KG) – MB McGrady (Item 6 only)</p>
	<p>Action</p>
<p>1. APOLOGIES DAERA Sponsor Branch</p>	
<p>2. CONFLICT OF INTEREST RMcC noted an interest in 2 companies included in Estate Management.</p>	
<p>3. MINUTES OF PREVIOUS MEETING– 222nd Minutes of the 222nd meeting held on 24th February 2021 were approved.</p>	
<p>4. MINUTES OF SPECIAL MEETING– 223rd Minutes of the 223rd meeting held on the 23rd May 2021 were approved.</p>	
<p>5. MATTERS ARISING FROM THE PREVIOUS 2 SETS OF MINUTES Business Plan has been approved subject to small amendment on Covid-19 and Brexit. KQ advised the board of changes to personnel in DAERA. Rod Cappell was to share slides to the special meeting presentation. Not yet received. KQ will chase this up.</p>	<p>KQ</p>

	Action
<p>All letters to be sent to DAERA were completed. Copy of the stakeholder letter to be sent to Board.</p>	<p>BMcC</p>
<p>6. 2020/2021 REPORT AND ACCOUNTS</p> <p>KG joined the meeting for this item only.</p> <p>KG introduced himself to the new Board Members and discussed the 2021/21 Accounts and the range of Audit Testing that was carried out.</p> <p>Still awaiting results from Revaluation so final figures including depreciation will be brought to the next Finance Meeting for approval.</p> <p>KG also thanked BMcC and the rest of the staff for help during the Audit process.</p> <p>KG confirmed the Audit Report was clean and unqualified.</p> <p>The issue with Going Concern note needs to be addressed, as does the Contingent Liability for abandoned vessels.</p> <p>KQ noted we are no closer to a viable solution to decommission these abandoned vessels or what the cost to do so is likely to be. The board discussed the issue fully and KQ will liaise with KG to amend the note appropriately.</p> <p>KQ thanked KG for his work with us. RMcC also thanked KG for his review of the Accounts.</p>	<p>KQ</p>
<p>7. CHIEF EXECUTIVE'S REPORT</p> <p>KQ discussed the report included with the papers. In particular</p> <p>Kilkeel and Admin teams are running at full speed. Portavogie has recruited a temporary member of staff to cover sick leave. This cost was not in our budget. Morale in the harbour is good.</p> <p>From an Admin point of view Gail is turning out to be an excellent addition to the team. BMcC is covering Rosemary's work (HR) whilst she is on Sick Leave. DL has an avalanche of work with Projects.</p> <p>AMcK raised a concern over the capacity for working safely. KQ noted that both Ardglass and Portavogie are staffed adequately. The workload in Kilkeel has increased. The temporary member of staff needs to be made permanent and in fact we may need 2 additional staff.</p> <p>Admin staffing and workload was the subject of an IT report and a Finance Review. This will be brought to the Corporate Planning meeting later in the year. KQ noted he was not getting to spend enough time with staff – investing time with Gail and getting Rosemary back to work. Has the world changed so much that the workload has been permanently changed? This needs to be addressed in our new Corporate Plan.</p>	

	Action
<p>On the decommissioning front the mussel dredger has finally left Kilkeel harbour and Portavogie planning is moving forward – albeit slowly. John Kearney may be willing to decommission 3-4 vessels. KQ has a meeting scheduled with DAERA in the near future to discuss.</p> <p>Board discussed the issues of abandoned vessels in all three harbours. DH queried why no restriction had yet been made by DAERA on the licence front? KQ noted we are doing all we can – it is not our responsibility to get rid of abandoned vessels.</p> <p>KB asked about having a clear strategy for raising at joint DAERA Board Meeting. KQ discussed this Agenda and what is likely to be raised at the meeting.</p> <p>LG asked if some sort of table detailing problems with Abandoned vessels could be provided? AMcK suggested that the table could be created into an Action Plan. Letter needs to be sent to DAERA with this Action Plan. KQ noted that sending this 7 days before the meeting would be too short notice and might end up being counter productive.</p> <p>Board agreed and it was determined that after the meeting KQ could follow up with the letter and Action Plan. RMcC confirmed we need to be more assertive and enhance our written communication after the discussion.</p> <p>The tender for Dredger repairs is close to being finalized – should be ready to go out after the July holidays. Steel is hard to source at the moment.</p> <p>KQ discussed the two written complaints re Ardglass issues.</p>	<p>KQ</p>
<p>8. BALANCED SCORECARD OVERALL PERFORMANCE REVIEW – 2020/21</p> <p>KQ confirmed that Covid-19 has had an impact on the reds – 6 in total.</p> <p>1.G – Minimise the number of Accidents. DK asked should the target be along the lines of lost time, etc.</p> <p>5.D – Data Matching Process. No progress with this. KB commented that this had been hanging about for quite a while and she would like to see some progress being made.</p> <p>6.C – Linking with Socio-Economic Groups. Not attainable due to Covid-19. This needs to be addressed in the new Corporate Plan.</p>	
<p>9. REVIEW OF BALANCED SCORECARD – JUNE 2021</p> <p>KQ noted the only Red Status was the following</p> <p>1.E – Implementation of Externally Funded Capital Works Program. The HM Offices are currently running ahead of budget.</p>	

	Action
Normally at this stage in the year all targets would be green.	
<p>10. REVIEW OF RISK REGISTER – JUNE 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>1. Various Risks to delivery due to Covid-19. Ongoing monitoring and engagement with Staff.</p> <p>26. Authority is operating beyond available HR capacity for a prolonged period of time. Review of how resources and needs are better matched.</p> <p>DK confirmed the main change from the meeting was the addition of number 26. Numbers 22, 23 and 24 which relate to abandoned vessels remains a big concern.</p> <p>After a full discussion the Risk Register was approved.</p>	
<p>11. HEALTH AND SAFETY / PORT MARINE SAFETY</p> <p>All 3 six monthly Health and Safety Meetings have been held. DK confirmed that the minutes included in the pack are extremely detailed.</p> <p>The Board discussed the minutes. An issue with near misses was raised and KQ confirmed that it is a struggle to get these reported.</p>	
<p>12. SECTION 75, PERSONNEL AND TRAINING</p> <p>Currently the Harbour Master’s are organising their own training. Rosemary is sorely missed. On her return focus will be on the training and staff development plans.</p> <p>RMCC asked KQ to pass on the Boards best wishes to Rosemary and to wish her a speedy recovery.</p> <p>DK asked about the mental health charter and KQ confirmed that two of the three harbour masters, himself and Rosemary have been trained to date.</p>	KQ
<p>13. KEY PERFORMANCE INDICATOR (KPI) REPORT</p> <p>Good solid improvement in KPI’s. No reds at the moment. KQ advised that is was impossible to cover everything but RMCC confirmed that the visual of those covered is useful.</p> <p>The Board discussed the KPI’s in detail. KQ confirmed the Marine Safety Management System will be subject to an external review this year.</p>	

	Action
<p>14. BOARD SELF EVALUATION</p> <p>BMcC took this agenda item. KB commented some areas are very difficult to complete. Comments made will be taken to the Corporate Planning Meeting later in the year.</p> <p>Overall the Board were happy with the results of the Self Assessment for this year.</p>	
<p>15. 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>During the HM Offices refurbishment in Kilkeel NI Water issued an improvement notice which requires a break tank system on the water supply to the sampling rooms and the hose pipe supplying the dredger and other vessels. This may become a mandatory requirement which will be enforced over all three harbours. Ardglass would have 4, Kilkeel 10 and 8 in Portavogie. Way forward could be a central tank pumped to individual taps or tank at each point.</p> <p>HW advised that bricking up some of the doors at the Fishmarket in Kilkeel is a matter of concern to the fishermen.</p> <p>DL discussed the costs for Project design before applying for Grant Funding.</p> <p>The Board held a full discussion on the Capital Projects and DL noted that the overspend amounts to about 5%. KB agreed that performance on Capital hasn't been easy - especially Climate Change and Potential impact on Flooding. A report on flooding issues may need to be organised.</p> <p>DH noted the whole of Kilkeel comes under the flood plain due to Silent Valley. (DH left the meeting at this point).</p> <p>KQ confirmed there is a lot of ongoing Capital Works.</p> <p>RMcC noted the low level of overspend but stakeholders see any spend which doesn't directly affect them as an overspend.</p>	
<p>16. ENVIRONMENTAL OFFICER REPORT</p> <p>JL joined the meeting for this Agenda item only and took the report as read and asked for questions.</p>	

	Action
<p>JL has been with the Authority just over 6 months and all main projects have kicked off. The next stage is to work with NIFHA issues such as end of life fishing equipment, oil drums, etc</p> <p>AMcK thanked JL for the work being done with schools.</p> <p>KB asked if a Bio-diversity Policy or Plan would be suitable for NIFHA. JL and KQ have discussed this and it needs further thought. Focusing on the litter is a hook to get people engaged.</p> <p>DK – we have reached the stage of needing a strong sustainable strategy for moving forward in the Corporate Plan. How we reach our stakeholders and influence others is important.</p> <p>LG noted we need to look at the sustainability of JL role (currently 2 years only). HW advised that NIFF has recruited a sustainability officer. DK confirmed that British Ports association has done the same.</p> <p>KQ – pleased with the progress being made. Change in the culture of the Organisation.</p> <p>RMcC thanked JL for her report.</p>	
<p>17. DAERA ACCOUNTABILITY MEETING OF 21 MAY 2021</p> <p>Most notable is NIFHA's non conforming in relation of the Business Plan for Insurance.</p> <p>Also the dredger consultant – whilst within KQ's remit to appoint, should have been consulted with CPD prior to appointment. Result is that KQ has to submit a monthly report / return on procurement.</p>	
<p>18. RISK AND ASSURANCE COMMITTEE MEETING OF 9 JUNE 2021</p> <p>DK noted that Self Assessment was carried out and the results were satisfactory.</p> <p>The Report on the work of the Risk and Assurance Committee was discussed and approved.</p> <p>Internal Audit was thoroughly discussed and the recommendations deemed to be very satisfactory – 3 @ Level 2 and 2 @ Level 3.</p> <p>Internal Audit Strategy was approved.</p> <p>Governance statement for the Annual Report and Accounts was approved.</p>	

	Action
<p>19. HARBOUR MASTERS OFFICES COST OVERRUN</p> <p>KQ gave an overview of this issue and why the Board required an insight into the Overspend.</p> <p>An in depth discussion on the costs and reasons behind the overspend took place. This highlighted the scope of the problem.</p> <p>DL has been in touch with DAERA with a view to securing additional funding. Following this meeting KQ and DL will determine the amount required and make a request for additional funding. There is no guarantee that additional funding will be approved. KQ will prepare a new business plan for the grants team.</p> <p>AMcK – What is our process for Change Control? The process needs to be documented.</p> <p>KQ noted that DL has a wide experience of negotiations and will get the costs as low as possible.</p>	<p>KQ & DL</p> <p>KQ & DL</p>
<p>20. FINANCE MEETING OF 10TH JUNE 2021</p> <p>RMcC gave an overview of this meeting.</p> <p>Covid-19 covered the complete 2020/21 year. In spite of this outcome is better than that budgeted.</p> <p>Approval was given for the 2020/21 management accounts.</p>	
<p>21. ESTATE MANAGEMENT</p> <p>KQ updated the Board on the current issues in the Harbour Estate. In particular:</p> <p>G. Smyth is wishing to lease additional land. Approval to proceed was given.</p> <p>Kilkeel Rooney Road Site – Varsity are ready to proceed. Head of Terms was agreed subject to approval from DAERA.</p> <p>The Board discussed the absence of an overall strategy for land in Kilkeel – we don't know what we might need in the future. KQ noted that access from Rooney Road is not suitable for the harbour – not a great site</p> <p>AMcK requested more information on the Rooney Road Site – Map, etc.</p> <p>KDA – working around a plan for debt recovery.</p> <p>A further discussion of Estate Management will take place on 7 July 2021 to determine the way forward with current issues.</p>	<p>KQ</p>

	Action
<p>22. FSDP REPORT</p> <p>This was discussed at the meeting on 3 May 2021.</p> <p>KQ will write to DAERA to ensure we are included in all meetings going forward.</p>	KQ
<p>23. CORPORATE PLAN – 2022/26</p> <p>KQ discussed the process used in setting the current Corporate Plan. Niamh Shiels was the facilitator and will hopefully be involved this time as well.</p> <p>Board discussed what should be included at the meeting.</p> <p>KQ will carry out some pre-consultation with stakeholders.</p>	KQ
<p>24. SCHEDULE OF MEETINGS</p> <p>BMcC confirmed that Risk and Assurance Committee only meets 3 times per year and will let DK know that the November date has been deleted.</p> <p>Going forward it would be good to send meeting invites in Outlook format with the required timings.</p>	<p>BMcC</p> <p>BMcC</p>
<p>25. ANY OTHER BUSINESS</p> <p>KQ noted an issue with a bonfire on Princess Anne Road, in Portavogie. Council initially thought this was an approved site – but Harbour Master confirmed it was not. It is on leased property.</p> <p>RMcC asked if future meetings could be held in person and not over Zoom. This will be addressed nearer to the meeting dates and subject to Covid-19 regulations.</p>	
<p>26. DATE OF NEXT MEETING</p> <p>Wednesday 22 September 2021</p>	