

Northern Ireland Fishery Harbour Authority

225th Board Meeting of the Authority
held by Video Conference (Zoom)

on

Wednesday 22nd September 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 13 only)
	Action
1. WELCOME AND APOLOGIES None	
2. CONFLICT OF INTEREST None declared	
3. MINUTES OF PREVIOUS MEETING– 224th Minutes of the 224 th meeting held on 30 th June 2021 were approved. One change was made – Action to be entered against Change Control Process – KQ & DL.	
4. MINUTES OF SUPPLEMENTARY MEETING Minutes of the supplementary meeting held on the 7 th July 2021 were approved.	
5. MATTERS ARISING FROM THE PREVIOUS 2 SETS OF MINUTES Still awaiting planning permission for decommissioning site in Portavogie With regard to an action plan for decommissioning vessels KQ has written to DAERA. KQ to send copy of this tabular action plan to the Board. Harbour Order – meeting held.	KQ

	Action
<p>6. CHIEF EXECUTIVE’S REPORT</p> <p>KQ discussed the report included with the papers. In particular</p> <p>Main stress in all harbours is the ability to retain staff. There is a huge demand for employment. A recent advertisement for temporary staff in Portavogie has a zero response. In Kilkeel we have had one applicant so far for a 9 month post (closes on Friday). This is a real concern. Staff are unsettled – working for just above the minimum wage.</p> <p>Health and Safety – Minor accident in Portavogie – back injury whilst lifting and a boat was damaged in Kilkeel when the skipper fell asleep and rammed the pier. This was reported to MCA</p> <p>Ardglass – issues with the Ice Plant has raised the need to bring forward next years plan to replace the equipment. The Board discussed issues around the Ice delivery and the current levels of recording. Closure of the Ice Plant will result in the loss of landing revenue as well. Fishermen are aware of the issue.</p> <p>Kilkeel – Action Plan is being prepared to cover maternity leave. Current Harbour Foreman is being trained to cover this.</p> <p>Portavogie – Food Festival has taken place and was an immense success.</p> <p>Admin – Rosemary has returned to work albeit on a graduated basis. BMcC is continuing to process the wages and salaries.</p> <p>Pay Review – was submitted to DAERA on 31 March 2021. Still nothing back from DAERA.</p> <p>Board discussed these HR issues and the cancelled meeting between the Chair and the Permanent Secretary.</p> <p>The Board have a concern over the level of contact with senior people in DAERA. At the moment our working relationship with DAERA is poor and ineffective. After a brief discussion it was agreed that KQ would re-write to the Permanent Secretary’s Office and ask for a meeting as soon as possible.</p> <p>Decommissioning – KQ advised the Board at what stage of the process we are now at. It is looking good for Planning Permission Approval.</p> <p>Harbour Order cannot go ahead at the moment – DAERA has said it will take 2 years. This will be a drawn-out battle.</p> <p>Data Matching – No movement but hopefully a meeting can be arranged for later in the year.</p> <p>Dredger – Project progressing and should go well.</p> <p>FSDP – Business Plan has been sent to DoF – on approval a strategic partnership will be formed.</p>	<p>KQ</p> <p>KQ</p>

	Action
<p>KQ noted we currently have two insurance claims. Both cases are moving forward. Risk and Assurance Committee will be kept up to date on their progress.</p>	
<p>7. REVIEW OF BALANCED SCORECARD – SEPTEMBER 2021</p> <p>KQ noted that all are green – which would be normal at this time of the year. Took questions.</p> <p>4.C – Ensure harbours operational management is delivered competently and efficiently. DK asked in light of staffing shortages should this not be Amber or Red. At 1 September 2021 this was ok but will need to be addressed in the next Risk Register.</p>	KQ
<p>8. REVIEW OF RISK REGISTER – SEPTEMBER 2021</p> <p>KQ spoke to the purples (changes since last register).</p> <p>There is a substantial risk around Climate Change – this will be addressed at the Board Corporate Planning Day.</p> <p>RMCC congratulated DK on his chairing of the Risk and Assurance Committee.</p> <p>After a full discussion the Risk Register was approved.</p>	Board
<p>9. HEALTH AND SAFETY / PORT MARINE SAFETY</p> <p>Substantial change here is the arrival of Gail to the Health and Safety Admin Post. Engagement is great – Risk Assessments are now all up to date. She is proving popular with staff. Internal Audit is showing improvements.</p>	
<p>10. SECTION 75, PERSONNEL AND TRAINING</p> <p>Annual Section 75 and Equalities Report has not yet been sent to the Equality Commission but is being worked on at the moment.</p> <p>Training is in full swing. KQ confirmed that all our Harbour Masters are now NEBOSH qualified.</p> <p>Training in managing mental health is being rolled out to all line managers.</p> <p>Board discussed Kilkeel staffing and workload of Harbour Master. KQ noted Risk Assessment is still outstanding on her pregnancy buy he would chase this up.</p>	KQ
<p>11. KEY PERFORMANCE INDICATOR (KPI) REPORT</p> <p>We are in a more stable place at the moment but this may not be sustainable. KQ invited questions.</p>	

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<p>RMcC noted that the only issue is Ice supply in Ardglass which was due to the repairs needed to the Ice Machine.</p>	
<p>12. 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>HW asked about the information received from the Industry in Ardglass. KQ said he attended a meeting where it was determined that another cost is required. Conflict over whether drilling is needed or not. KQ will speak to our engineers (Doran Consulting) to determine costs with or without drilling.</p> <p>The next stage is a grant application – need to know from Ardglass Development what is the minimum they can do. At this stage HW will be consulted.</p> <p>AMcK asked if the Board should have sight of the Ardglass Development Business Plan. KQ stated whilst he is aware of the fundamental details he has not had sight of the Plan. A copy will be requested from DAERA and sent to all Board Members prior to the Stakeholders meeting due to take place in Ardglass in November.</p> <p>KB queried the Works Report and asked if figures could be added. KQ confirmed a Summary Table can be created for next meeting. AMcK suggested a banner for each project giving a headline figure.</p> <p>On the Pedestrian Safety Measures DK asked if any pressures have been received from HSE? KQ confirmed no contact from them in 2 years.</p> <p>KQ referred to the Project Funding Issues Paper (sent separately from the Pack) and confirmed at the moment we have resource available for re-allocation.</p>	<p>KQ</p> <p>KQ</p> <p>DL</p>
<p>13. 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> <p>JL also noted that seven tonnes of marine litter had been processed through the Fishing for Litter program. Positive conversations are ongoing with fishermen.</p>	

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<p>Looking good that end of life nets will be recycled. Some nets were actually picked up earlier this week with the rest to follow to Co. Meath.</p> <p>An application has been made to the DAERA Environmental Fund for a technical analysis of the sand removed by the dredger at Kilkeel Harbour and its alternative uses.</p> <p>JL explained the KPI's and noted they are designed around compliance. It details the series of measures per harbour and whilst it shows mostly oranges work is progressing well.</p> <p>Carbon Targets may need to be added in the future.</p> <p>On the Waste Management front more information will be available for the next Board meeting in December.</p> <p>JL will send an Environmental Sustainability Ideas paper to all Board members prior to the Corporate Planning day. AMcK also asked if some Best Practice Information could also be sent. JL will action this.</p> <p>Grant has been applied for sweepers for the harbours.</p> <p>The Board discussed events coming up that JL should possibly attend.</p> <p>KQ emphasised that well have a well established approach with Health and Safety and we have limited scope in the work that JL can undertake – subject to Grant restrictions, but that does not stop us from looking forward.</p> <p>KQ advised that we are assessing what happens with our rubbish – it is difficult to obtain accurate information as there is a limit to what we can do.</p> <p>JL thanked the Board for their commitment to Environmental issues.</p>	<p>JL</p>
<p>14. FINANCE MEETING OF 07 SEPTEMBER 2021</p> <p>RMcC noted this was a good meeting and information provided was well presented.</p> <p>Debtor's position was discussed and determination made that all overdue accounts should be subjected to the normal credit control procedure.</p> <p>Statutory Accounts were discussed and approval given to sign.</p> <p>Management Accounts – quite positive, especially in Portavogie.</p> <p><u>Estate Management</u></p> <p>Board discussed the following in detail:</p>	

	Action
<p>Rooney Road Site - The opinion of the Finance Committee is that we are not in breach of this lease. Development of the site can progress under the terms of the original lease – but it is not for sale. Possibility would be for the Lessee to buy out the lease</p> <p>G Smyth Boats – Discussed and can proceed.</p> <p>McCullough Net Store – request to sell the store has been received. Change of use requested is Panel repair business. Board discussed this with regard to proximity to the fish market and the business not being fishing related. More information is needed before a decision can be made. KQ will send information to the Board.</p>	KQ
<p>15. RISK AND ASSURANCE COMMITTEE MEETING OF 8 SEPT 2021</p> <p>DK covered the minutes of this meeting.</p> <p>Review of the Risk Register resulted in an extensive discussion on Climate Change.</p> <p>Review of the Risk Appetite. This was amended to include injury to staff – amended document within the pack.</p> <p>Board Approval was given to the Risk Appetite and Risk Management Policy.</p>	
<p>16. CORPORATE PLAN</p> <p>KQ discussed preparation for the Corporate Planning Day in detail. Much has changed since the last Corporate Plan.</p> <p>Presentation of the Plan needs to be modernised. DK noted that Belfast Harbour has produced ‘A Port for Everyone’ which was a good modern format.</p>	
<p>17. SCHEDULE OF MEETINGS</p> <p>Stakeholder’s meeting scheduled for 19th November may be able to be held in Ardglass itself – not over Zoom. Only time will tell if this is possible.</p> <p>RMCC hoped there would be a return to face to face meetings as soon as possible.</p>	
<p>18. ANY OTHER BUSINESS</p> <p>None</p>	
<p>19. DATE OF NEXT MEETING</p> <p>Wednesday 15 December 2021</p>	