

Northern Ireland Fishery Harbour Authority

226th Board Meeting of the Authority

In British Legion, Kilkeel

on

Wednesday 15th December 2021 at 11.45am

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

	Action
1. WELCOME AND APOLOGIES None	
2. CONFLICT OF INTEREST DI & BMcC noted conflict of interest for item 19 on the Agenda. DH noted conflict for item 17 on the Agenda.	
3. MINUTES OF PREVIOUS MEETING– 225th Minutes of the 225 th meeting held on 22 nd September 2021 were approved.	
4. MATTERS ARISING KQ noted the following: Data Matching – struggling to arrange a meeting at the moment due to staffing levels at both DAERA and NIFHA. In Kilkeel new recruit is working out well – as is member of staff covering for Harbour Master. KQ confirmed that Environmental Officer will provide a report for future meeting – removing the need for attendance. The Board discussed the continued lack of contact with senior members of DAERA. KQ will try to arrange a meeting with the minister before the end of March.	KQ

	Action
<p>5. CHIEF EXECUTIVE’S REPORT</p> <p>KQ discussed the report included with the papers. In particular</p> <p>All three harbours are performing well.</p> <p>Admin team – High levels of overtime required by both BMcC and DL.</p> <p>New H&S Officer is doing an excellent job – overall H&S is managed better.</p> <p>Decommissioning facility in Portavogie – KQ advised that this will be going to planning committee in January 2022. KQ will attend and put forward our case.</p> <p>KQ noted that John Kearney has a licence to decommission vessels on his premises in Kilkeel.</p> <p>After discussion the Board agreed that KQ should engage the Authority’s engineers to proceed with the design for the winch for the decommissioning site.</p>	
<p>6. REVIEW OF BALANCED SCORECARD – DECEMBER 2021</p> <p>KQ spoke to the red risks and took questions.</p> <p>1.E – Implementation of Capital Works programme – currently three at risk projects.</p> <p>1.G. – Minimise the number of accidents – Already have had 4 minor accidents – issues have been addressed and lessons learnt.</p> <p>3.C. – Active communication through modern media – Low level of updates due to resource issues.</p> <p>6.C – Environmental Protection – This is Amber but bench marking has begun. Plans for improvements are to be finalised.</p> <p>6.D – Linking with Socio-Economic Groups – Only one event has taken place; the festival in Portavogie.</p> <p>The Board discussed the need for someone to look at communications and development within the fishing industry.</p>	
<p>7. REVIEW OF RISK REGISTER – DECEMBER 2021</p> <p>KQ took the register as read and spoke to the purples (changes since last register).</p> <p>Risk 6 – Leaving EU issues. Risk should be retained but Impact reduced to M from H.</p>	KQ

	Action
<p>Staff issues remain a problem. KQ will address manpower planning in next years Business Plan.</p> <p>After a full discussion the Risk Register was approved.</p>	
<p>8. HEALTH AND SAFETY / PORT MARINE SAFETY</p> <p>One accident in Portavogie since the last CEO report. Incident was reported to MCA.</p> <p>There have been significant improvements in the H&S Admin function.</p>	
<p>9. SECTION 75, PERSONNEL AND TRAINING</p> <p>The Annual Section 75 and Equalities Report has been sent to the Equality Commission as has the new five year Disability Action Plan.</p> <p>The HR Officer is now back at work, although still not processing the Wages and Salaries. Training is moving ahead.</p> <p>KQ noted his pride in the Organisation – the reputation of NIFHA is that we look after our staff well although wage levels are a major source of concern amongst staff.</p>	
<p>10. KEY PERFORMANCE INDICATOR (KPI) REPORT</p> <p>Significant improvement since the last report. Mainly back to greens.</p> <p>KQ discussed the issues in all areas. MSMS audit tender process is almost complete – this will take place early in 2022.</p> <p>Duty holder refresher training will be organised for DH.</p>	KQ
<p>11. 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>KQ noted that changes are taking place going forward within CPD. Part of the tender process will be to confirm that monies are available for the project. Process may take up to 9 months to complete.</p> <p>DL covered the emerging issues with regard to projects.</p> <p>Corporate Planning meeting will discuss projects in greater detail.</p>	

	Action
<p>12. ENVIRONMENTAL OFFICER REPORT</p> <p>This report was taken as read.</p> <p>DK queried usage of dredged material – the Environmental Officer is currently reviewing this.</p>	
<p>13. FSDP NEXT STEPS</p> <p>There is a strong case for getting the legal issues sorted and staying connected with DAERA on the progress. KQ will arrange date for meeting with DAERA.</p>	KQ
<p>14. PORT MARINE SAFETY CODE COMPLIANCE</p> <p>The Board discussed this review in detail. Only one change was requested.</p> <p>CEO Responsibility regarding adequate resources – this should be changed to amber.</p>	KQ
<p>15. BOARD OPERATING FRAMEWORK</p> <p>The Board reviewed this document. No changes were proposed.</p>	
<p>16. FINANCE MEETING OF 01 DECEMBER 2021</p> <p>RMcC gave an overview of the meeting and took questions on the accounts. After a discussion management accounts were approved.</p> <p>Draft budget figures were presented – additional budget needed to deliver Capital Projects and increase temporary wages in Kilkeel to cover 52 weeks.</p> <p>Board approved the draft budget subject to the above amendment.</p>	KQ
<p>17. ESTATE MANAGEMENT AND DEVELOPMENT</p> <p>The Board discussed lease issues and KQ was tasked to proceed with recommendations.</p> <p>A policy on Estate Management needs to be created.</p>	KQ KQ
<p>18. SCHEDULE OF MEETINGS</p> <p>After a brief discussion changes were made to the proposed dates for meetings schedules for Jan, Feb and March 2022.</p>	
<p>19. REMUNERATION ISSUES</p> <p>DL and BMcC left the meeting at this point.</p> <p>KQ updated the board and decisions were made on the way forward.</p>	KQ

	Action
20. ANY OTHER BUSINESS DL confirmed that queries on the tender for Kilkeel Fishmarket have been addressed and price stands.	
21. DATE OF NEXT MEETING Tuesday 8 March 2022	