

Northern Ireland Fishery Harbour Authority

227th Board Meeting of the Authority
3 St Patrick's Avenue, Downpatrick on
Tuesday 8th March 2022 at 9.30am

<p>Present:</p>	<p>Robert McConnell (RMcC) – Chairperson Kevin Quigley (KQ) – Chief Executive Alan McKeown (AMcK) – Board Member David Knott (DK)– Board Member & Chair of Audit Committee Harry Wick (HW) – Board Member Kate Burns (KB) – Board Member (joined by Zoom at 10.30am) Lynn Gilmore (LG) – Board Member</p>
<p>In attendance:</p>	<p>David Lindsay (DL) – Project Manager Belinda McCaughey (BMcC) – Accounts Administrator</p>
	<p>Action</p>
<p>1. WELCOME AND APOLOGIES David Hill (DH) – Board Member DAERA Sponsor Body</p>	
<p>2. CONFLICT OF INTEREST DL & BMcC noted conflict of interest for item 20 on the Agenda.</p>	
<p>3. MINUTES OF PREVIOUS MEETING– 226th Minutes of the 226th meeting held on 15th December 2021 were approved.</p>	
<p>4. MATTERS ARISING KQ noted the following: Risk Register has been adjusted. Action added - KQ. On further investigation Duty Holder training has to be provided for all Board Members. KQ will arrange. All other matters arising will be covered in the meeting.</p>	<p>KQ</p>
<p>5. CHIEF EXECUTIVE'S REPORT KQ discussed the report included with the papers. In particular Paperwork in relation to the planning permission for the decommissioning site in Portavogie has still not been received. There is a legal problem which has not yet been addressed. With our solicitors.</p>	

	Action
<p>Insurance claim from a previous employee has been withdrawn.</p> <p>Traffic Management Project in Kilkeel – KQ updated the Board on the meetings held. The Board fully discussed the issues around Bollards and pathways.</p> <p>One particular business has an issue with the location of the pathway on the South Side. KQ will remind this business of their legal responsibility for disabled access.</p> <p>The Ardglass costing options paper has been sent to DAERA. KQ will forward copy to Board Members.</p> <p>Dredger project is still on budget. Dredging will not recommence until end of April 2022.</p> <p>Data Matching is proceeding.</p>	<p>KQ</p> <p>KQ</p>
<p>6. REVIEW OF BALANCED SCORECARD – FEBRUARY 2022</p> <p>KQ spoke to the red risks and took questions.</p> <p>1.G. – Minimise the number of accidents – Our standards are very high. This will remain at red.</p> <p>3.C. – Active communication through modern media – Low level of updates but all relevant information is published. After a full discussion this Status needs to be changed from Amber to green.</p> <p>6.D – Linking with Socio-Economic Groups – Only one event has taken place; the festival in Portavogie, due to Covid-19.</p>	<p>KQ</p>
<p>7. REVIEW OF RISK REGISTER – FEBRUARY 2022</p> <p>RMCC thanked DK for chairing the Risk and Assurance Committee.</p> <p>KQ took the register as read and spoke to the purples (changes since last register).</p> <p>After a full discussion the Risk Register was approved.</p>	
<p>8. HEALTH AND SAFETY / PORT MARINE SAFETY</p> <p>No on shore accidents and one off shore. All Health and Safety Meetings were held. The task of reviewing this meetings has been passed to the Risk and Assurance Committee.</p> <p>The Marine Safety Management system Audit is complete and the report very positive.</p>	

	Action
<p>9. SECTION 75, PERSONNEL AND TRAINING</p> <p>Fully compliance with Section 75 and 49a of the Disability Discrimination Order.</p> <p>Well caught up on training now. Next year should revert to normal levels.</p> <p>The Board discussed how effectiveness of training is measured. KQ noted 80% of our training is a statutory requirement.</p>	
<p>10. KEY PERFORMANCE INDICATOR (KPI) REPORT</p> <p>Improvement since the last report. Mainly back to greens.</p> <p>Minor Works – difficult year with lots of Capital Projects in play. Quite a spend on repairs.</p> <p>Human Resources – all green. But does not show how concerned staff are with Pay Levels as the cost of living rises.</p>	
<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>DL also covered the emerging issues with regard to projects.</p> <p>KB asked if CPD could be asked to attend a NIFHA meeting to discuss procedures. KQ noted procedures are open and transparent and no need for them to meet with us.</p> <p>Next steps in relation to funding were discussed. DL will bring a strategy report to the next Board Meeting.</p> <p>HW updated the Board – that funding should soon be available for Carbon reduction projects. There is a need to have plans ready to go. KQ will speak to Ronnie McBride about funding availability.</p>	<p>DL</p> <p>KQ</p>
<p>12. ENVIRONMENTAL OFFICER REPORT</p> <p>This report was taken as read.</p> <p>Job is becoming more real and progress is being made.</p> <p>Board discussed issues on the KPI's. These are to be amended to include customer engagement. KQ will discuss with Environmental Officer at their next meeting.</p>	<p>KQ</p>

	Action
<p>13. FSDP NEXT STEPS</p> <p>Report has been released and there is a meeting scheduled for 28 March 2022. Patrick Campbell will move into the FSDP role within DAERA and stay there until his retirement in 3 months. He will then be replaced by Fiona Taylor.</p>	
<p>14. MATTERS ARISING POST CORPORATE PLANNING MEETING</p> <p>The Board discussed the changes which were made to the Corporate Plan after the Corporate Planning Meeting of 11 Feb 2022.</p> <p>After a full discussion the following amendments were approved:</p> <ul style="list-style-type: none"> - Introduction from the Chair – to include Ukraine reference - Outcome 1.D to include digital support. - Outcome 2.E to include Estate Strategy - Outcome 3.E – add section for Environmental Action Plan - Outcome 4.E – Amend to Understanding and Engaging our stakeholders. <p>UK Seafood Fund paragraph on page 16 should be made broader in scope.</p> <p>Changes to the Business Plan were also discussed. Amendments as follows:</p> <ul style="list-style-type: none"> - Chairmans signature will be added to the final document. - All changes in the Corporate Plan will be filtered down into the Business Plan. <p>Both Corporate Plan and Business Plan were approved subject to the previous amendments. KQ will forward to RMcC for final confirmation of changes – ready to submit to DAERA.</p>	KQ
<p>15. FINANCE MEETING OF 24 FEBRUARY 2022</p> <p>RMcC gave an overview of the meeting and took questions on the accounts. After a discussion management accounts were approved.</p> <p>2022/23 budget Key Assumptions – General comment needs to be added re Income Projections.</p> <p>Board approved the draft budget subject to above amendment.</p>	KQ

	Action
<p>16. ESTATE MANAGEMENT AND DEVELOPMENT</p> <p>KQ noted the implications with regard to the usage clause within our current leases. This will be addressed when we prepare an Estate Strategy.</p> <p>The Board discussed lease issues and KQ was tasked to proceed with recommendations.</p>	KQ
<p>17. RISK AND ASSURANCE COMMITTEE MEETING OF 1 MARCH 2022</p> <p>DK gave an overview of the meeting and spoke to the minutes.</p> <p>Proposed Risk Register for 2022/23 – Key issues were addressed and 2 new risks added. Risk Register was approved for adoption in 2022/23.</p> <p>Health and Safety Minutes were reviewed during this meeting as were an Efficiency Report and an IT report. Key recommendations were noted in the summary report provided with the Board Pack.</p> <p>DK noted that going forward a status update on Internal Audit Recommendations would be included with the Risk and Assurance Committee Papers.</p>	BMcC
<p>18. SCHEDULE OF MEETINGS</p> <p>KQ confirmed Risk and Assurance Meetings would be held in the afternoon. The proposed dates were approved.</p>	
<p>19. ANY OTHER BUSINESS</p> <p>HW asked if at future meetings a specific topic could be chosen where the Board could do a more in depth study. Board discussed this idea and decided that for next meeting the following topic would be discussed – <i>Engagement and Communication Strategy – Challenges faced.</i></p>	
<p>20. 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
<p>21. DATE OF NEXT MEETING</p> <p>Thursday 30 June 2022</p>	