

Northern Ireland Fishery Harbour Authority

230th Board Meeting of the Authority

At the Downpatrick Office

on

Monday 3rd October 2022 at 10.00am

Present:	Alan McKeown – Interim Chair Kevin Quigley – Chief Executive David Hill (Davey) – Board Member David Knott – Board Member & Chair of Audit Committee Harry Wick – Board Member Kate Burns – Board Member Lynn Gilmore – Board Member
In attendance:	Belinda McCaughey – Accounts Administrator
DAERA Sponsor Branch (Observer)	Lynda Lowe Patrick Griffin (Paddy) Kathryn Clarke – part attendance, remote over Teams

	Action
1. Chair's Opening remarks	
<p><u>Welcome and Apologies</u></p> <p>Apology received from David Lindsay – Project Manager.</p> <p>Alan welcomed all to the meeting and in particular Kathryn Clarke who is taking over from Lynda Lowe next week. All around the table introduced themselves and their role within NIFHA.</p> <p><u>Declaration of Interest</u></p> <p>Davey declared an interest as a member of SeaSource, ANIFPO and vessel owner.</p> <p>Harry also declared an interest as the CEO of NIFPO.</p> <p>Lynn also advised of her appointment as a Trustee of AdoptNI and will update her declaration accordingly.</p>	Lynn
2. Minutes of the Board Meeting - 30 June 2022	
<p><u>Comments and Approval</u></p> <p>Reference to comment by Kate in section 5 is to be removed. Not necessary for the minutes. Belinda will amend.</p>	Belinda

	Action
<p>David asked that his comment at the end of Section 6 of the minutes be amended for clarity. David will send amended wording to Belinda.</p> <p>Minutes were approved subject to amendment as noted above.</p> <p><u>Matters Arising</u></p> <p>Kevin spoke to the action points. In particular:</p> <p>Duty Holder training will be organised by Rosemary Scott and will be carried out through British Ports.</p> <p>Ardglass Costing Option not yet forwarded to Board. Kevin will action this now.</p> <p>No further suggestions for amendments to Corporate Plan or Business Plan were received and Kevin forwarded plans to DAERA.</p> <p>Annual Report and Accounts have just been received back from Auditors with amendments made in relation to treatment of Grant in Aid.</p> <p>As Alan will be signing off these accounts the Chairmans statement may need to be amended. Belinda will send the accounts to Alan.</p> <p>Kevin confirmed that Health and Safety Internal Audits have been carried out in all harbours.</p> <p>Kevin will formalise the withdrawal of the draft harbour order with DAERA.</p> <p>Alan advised the Board that meetings between himself and Kevin are now scheduled every 2 weeks for general updates and support to the CEO. The board will be kept informed of any relevant matters.</p> <p>Written Policy on procedures in relation to Estate matters is still being worked on. Carried forward to future meeting.</p> <p>Kevin has not yet spoken to DAERA on regular updates in regard to FSDP. Alan undertook to write to DAERA.</p> <p>All other matters arising were actioned or will appear later in this meeting.</p>	<p>David</p> <p>Kevin</p> <p>Kevin</p> <p>Belinda & Alan</p> <p>Kevin</p> <p>Belinda</p> <p>Alan</p>
3. Executive Report	
<p><u>CEO Report</u></p> <p>Kevin advised the Board that the Ardglass Fleet is now tied up and not fishing –foreign crews have returned home. At the moment Kilkeel and Portavogie Fleets are still fishing.</p> <p>Kilkeel Harbour Master has returned from Maternity Leave and there is a positive improvement in staff performance.</p> <p>Accounts are showing a major revenue improvement. This may be short lived as the tie up of vessels may severely effect income going forward. The budget has been changed to reflect this.</p>	

	Action
<p>Portavogie – Food Festival took place on Saturday and was very busy. As in previous years this was an immense success.</p> <p>Ards and North Down Council held a gala dinner in Portavogie Fishmarket as part of the festival. It was well attended.</p> <p><u>Balanced Scorecard</u></p> <p>Kevin spoke to the oranges.</p> <p>1.A – KPI’s delivered continuously. Improvements are noted in Kilkeel due to the Harbour Master’s return from maternity leave.</p> <p>1.C – Opportunities to generate income. Still awaiting approval of our 2022/23 Business Plan.</p> <p>1.D – Administration Function. Until approval for Business Plan is received from DAERA little movement can be made on recruitment of additional staff.</p> <p>2.B – Understanding of Grant landscape. Currently no resources to undertake research.</p> <p>Kevin noted that grants are pursued as much as possible with the resources at hand and both the Project Manager and Environmental Officer are grant funded.</p> <p>The Board discussed current grant allocations and our use of the funds. Kevin will speak to Ronnie McBride to determine if there is more funding available.</p> <p>2.C – Manage Capital Projects. Traffic Management Project is almost complete. Fishmarket project is moving very slowly.</p> <p>2.E – Modern Estate Management. Time restraints may hinder preparation of management plan.</p> <p>3.C – Dealing with abandoned vessels. Slow progress. Disposal of the sunken vessel in Kilkeel is proving difficult. Jenny Lau met with NIEA to discuss. May be possible to tender out the management of the decommissioning process.</p> <p>Kevin advised that whilst we were licenced before to dismantle a vessel in Portavogie, we will write the method statement and tender for someone to do the work in Kilkeel.</p> <p>4.A – Growing staff capability. Nothing new to report here. Still issues but will be addressed later in the agenda.</p> <p>Kevin confirmed that all Line Managers carry out the reviews of their own staff. Currently, with the exception of 1 review, all reviews are up to date.</p> <p>4.C – Remuneration. Kevin is hoping to commence work on these business plans this week.</p> <p>4.D – Skills and resources. This requires approval of business plans to move forward.</p>	<p>Kevin</p>

	Action
<p>Davey asked whether the support offered in the joint Board Meeting with DAERA has been forthcoming? Kevin noted that recruitment cannot move forward until the current Business Plan has been approved. Hard to bring on temporary staff as a stop gap due to resources needed to train.</p> <p>4.E – Stakeholder understanding and engagement. No real change effected yet.</p> <p>Kevin noted we are still awaiting results from NIEA with regard to the mud samples taken from Kilkeel and Portavogie. Until results are received no dredging can take place in Kilkeel Inner Harbour or in Portavogie. Kevin will write to Owen Lyttle to chase this up.</p> <p>In a response to a question on the approval of the Corporate Plan and Business Plan, Paddy confirmed that this only went to the DAERA Departmental Board in August. It is now ready to be presented to the Minister for approval.</p> <p>Paddy confirmed that grant support from DAERA is not within sponsor branch remit. This would need to be addressed with Grants Team.</p> <p><u>KPI's</u></p> <p>Kevin noted that going forward it may be helpful to include the previous quarters results as a comparison.</p> <p>Kilkeel – HSMS and MSMS KPI's compliance should be green by next quarter.</p> <p>Portavogie Ice is currently being delivered manually.</p> <p>In Project Management there may be a small overrun on the Kilkeel Fishmarket project.</p> <p>Admin - Minutes from the Ardglass H&S meeting are not available yet as Kevin had to take these himself.</p> <p>Governance – Dredging KPI may move to red depending on the results from the sediment analysis.</p>	<p>Kevin</p> <p>Kevin</p>
<p>4. Safety and Personnel</p>	
<p><u>Health and Safety / Port Marine Safety</u></p> <p>As per papers supplied.</p> <p><u>Section 75, Personnel and Training</u></p> <p>Kevin noted the Authority remains compliant with Section 75 legislation.</p> <p>Kevin will prepare a business case and draft tender specification to engage consultants to deliver a comprehensive pay and grading review for NIFHA. This will prompt discussions on the way forward with DAERA.</p> <p>After a discussion on Board reviews it was noted that the CEO Review is still outstanding. Alan and Kevin will carry this out asap.</p>	<p>Kevin</p> <p>Alan & Kevin</p>

	Action
5. Finance and General Purposes Committee Update	
<p><u>Report Presentation (including Finance Pack)</u></p> <p>Alan noted the strong start to the year. Spoke to the issues surrounding Electricity and Ice.</p> <p>Belinda updated the Board with current issues around pricing within the new contract through CPD.</p> <p>After a full discussion it was agreed to increase Electricity Costs in line with increase notification received from current supplier. This will be reviewed and adjusted as necessary on a quarterly basis going forward.</p> <p>Currently no information has been forthcoming on the electricity tender award. Kevin will write to CPD to express dissatisfaction with communication over this tender.</p> <p>The Board discussed issues around Grant in Aid and the Authority's move back to being self funded.</p> <p>Alan spoke of the growing use of our harbours for purposes other than fishing and that our current revenue models are not properly geared to deal with this. Scenario planning and new models are needed for the future – to be discussed and included in a review of the Corporate Plan. Lynda Lowe noted concerns within DAERA that budgets will be cut. This creates huge pressure over Grant in Aid and NIFHA will need to take into account the ratio between Grant in Aid sought and total income.</p> <p>Alan proposed a change to the information currently provided within the Board Packs. After a discussion it was agreed that the packs will be redesigned as proposed.</p> <p><u>Acceptance of the Management Accounts</u></p> <p>The Board accepted the management accounts to the end of June 2022.</p>	<p>Kevin</p> <p>Board</p> <p>Belinda</p>
6. Audit Risk and Assurance Committee Update	
<p><u>Report Presentation (including Risk Register0)</u></p> <p>David gave an overview of the meeting that took place on Thursday 8th Sept 2022 and noted the next Internal Audit Review is due to take place in the last quarter of the financial year. David is meeting with Internal Audit to discuss this.</p> <p>Approval was given for the Risk Appetite, the Risk Management Policy and the MSMS Action Plan.</p>	

	Action
<p>Audit Committee Terms of Reference will be brought to the next Board Meeting for review and acceptance.</p> <p>There is a need to simplify and review the current format of the Risk Register – this will be reviewed at the next ARAC meeting in December.</p> <p><u>Risk Register</u></p> <p>No 10. – Delivery of Capital Projects. Residual Risk has been downgraded from VH to H.</p> <p>No 16 – Reputational Risk has been amended in light of discussion at the meeting. After a brief discussion it was determined that Kevin will look at the wording of this again.</p> <p>The Chair noted that Harry, Davey, and Kate were at risk of a perceived conflict of interest relating to the reputational risk and that the remaining board members should make the decision on the acceptance of the proposed changes. The Risk Register was approved by the unaffected Board members.</p> <p>Davey noted that the Northern Ireland fleet is very dependent on migrant workers. Kevin agreed this presented a significant risk to the fleet and to NIFHA’s future income.</p> <p>Lynda Lowe advised that a covering paper detailing the overview of the ARAC meeting should be included with the Board papers. David will ensure this is available for the next meeting.</p>	<p>Kevin</p> <p>David</p>
7. Capital Works Update	
<p>Kevin talked to the ongoing issues within the projects.</p> <p>Ardglass dredging – any sediment removed will have to be taken to landfill and this will need to be factored into the project costs.</p> <p>Grant Funding – may be some reallocation before the end of the current round of funding.</p> <p>Project Cost summary to be amended to include Original Project Costs.</p>	<p>Belinda/ David Lindsay</p>
8. Environmental Management	
<p>Kevin advised that Jenny Lau is being trained by him to take over the management of the decommissioning of vessels. In order to take on this role she will have to do a Waste Management Course. After a discussion over the level of training required it was agreed that David would speak to Kevin after the meeting.</p>	<p>Kevin / David</p>

	Action
<p>David spoke to the issues around the holding tank at the slipway in Killeel – Kevin agreed to address this.</p> <p>The Board discussed the role of the Environmental Officer and praised Jenny for her work on stakeholder engagement.</p> <p>The Board discussed Grant Funding for Environmental issues and Lynn suggested that the Seafish NI Manager may be able to aid Jenny in applying for additional funding through Seafish.</p> <p>Lynda Lowe asked in regard to Climate Change and the Environment do we tap into help that is available in England and Wales?</p> <p>Kevin noted that we were involved at the beginning of the responsible harbours programme. We aided in the format of the smaller harbours section.</p> <p>Jenny Lau will send an Environmental Sustainability Ideas paper to all Board members prior to the Corporate Planning day. Alan also asked if some Best Practice Information could also be sent. Jenny will action this.</p>	<p>Kevin</p> <p>Lynn</p> <p>Jenny</p>
9. Estate Management	
<p>Kevin spoke to this.</p> <p>Belinda advised the Board that an approach had been made with regard to the Rooney Road Site with a view to a possible requirement for a lease of around 20 years. The Board confirmed that until the land is considered in the context of NIFHA's overall estates management strategy no long term lease was to be entered into for this site.</p>	
10. Presentation to the Board by DAERA on Governance and Procurement	
<p>Lynda Lowe gave a presentation. Copy of this will be forwarded to the Board.</p> <p>Lynda Lowe will forward a copy of MPMNI (ALB Section) to all Board Members.</p>	<p>Belinda</p> <p>Lynda Lowe</p>
11. Board Effectiveness	
<p><u>NIFHA:DAERA Engagement Plan</u></p> <p>The first draft of this plan has been circulated to all. Please review and provide any comments to Alan by 14 October 2022.</p> <p><u>NIAO: Board effectiveness guidance</u></p> <p>Alan will prepare a Gap Analysis Plan by Christmas. Board are to send any comments to Alan by 31 October 2022.</p>	<p>Board</p> <p>Board</p>

	Action
Lynda Lowe will provide a copy of DAERA's Review to Alan after this meeting.	Lynda Lowe
12. NIFHA Corporate Plan – proposal to redevelop	
<p>Alan discussed the current Corporate Plan and that on reflection of the future challenges facing NIFHA, the corporate plan would benefit from a review including broader consultation with key stakeholders.</p> <p>Paddy welcomed bringing this back to be amended. Aiming at a more strategic level for consultation. Particularly on a policy basis.</p> <p>Kevin noted that as the Business Plan is dependant on the Corporate Plan both will need to go forward for approval now. The Corporate Plan can be reviewed next year.</p>	
13. Staffing and Morale	
<p>Kevin confirmed that a business plan needs to be prepared and approved to enable a consultant to be appointed to undertake the pay and grade review. Thereafter, the consultants recommendations will form the business case for change which will need approved before any changes can be made to staff pay or grades. Kevin has agreed to get papers to Paddy within the next two weeks.</p> <p>Suggestion was made to hold future Board Meeting in the Harbours. This was planned for future meetings already.</p>	Kevin
14. FSDP Update	
<p>Kevin noted that current mapping suggests that two project managers will be required to lead this project.</p> <p>NIFHA were not mentioned in the tender documentation. Kevin will check this with DAERA.</p>	Kevin
15. NIFHA Organisational Review	
<p>Alan asked Paddy if he would be available to help with this. Paddy agreed to ask other bodies what they have carried out and this will most likely be based on the Quinquennial review. Kevin and Paddy will work on putting an outline forward.</p> <p>Alan outlined the need for a complete reshape of NIFHA as part of the review.</p> <p>Lynn will look at information Seafish has and forward to Alan.</p> <p>Kevin will liaise with Paddy to source the terms of reference for the last review of NIFHA.</p>	<p>Kevin / Paddy</p> <p>Lynn</p> <p>Kevin</p>

	Action
16. Key NIFHA Activities Going Forward	
<p>Kevin presented an outline of forward activities. As this is a new board report there was little time to prepare and the report will develop for future meetings.</p> <p>Kevin confirmed that there was a reserve list of projects should more funding become available.</p>	
17. Schedule of Meetings / Next Meeting Date	
<p>Board discussed dates provided. ARAC meeting will be changed from 5 Dec to 2 Dec 2022.</p>	
18. ANY OTHER BUSINESS	
<p>Alan noted a proposal to relocate sections of the Board Report to current Committees as follows -</p> <p>Estate Management and Capital Works – moved to Finance Committee</p> <p>Environmental Management – moved to ARAC Committee Kevin noted that Environmental Targets need to be referenced to the Corporate Plan targets.</p> <p>Terms of reference of all Committees need to be reviewed by their current chair.</p> <p>A new member is needed for the Finance and General Purposes meeting.</p> <p>Kevin advised that he met with Mark Simons from British Ports who are willing to send a letter of support to NIFF. Could Harry detail as to the contents.</p> <p>Board discussed availability of a summary of Actions after each Board Meeting. Alan and Belinda will work on this. Meeting software was suggested – Convene, Decision Time, etc. NIFHA currently use Teams so this may be an easier solution.</p> <p>Alan noted that a response had been sent with regard to the letter of complaint received in April 2022.</p> <p>A letter was also sent to the chairs of NIFPO and ANIFPO to organise a meeting.</p> <p>Alan thanked Lynda Lowe for all the work she has done on our behalf whilst in post and noted that we look forward to working with Kathryn Clarke in the future.</p> <p>Meeting ended at 2.30pm</p>	<p>Chairs</p> <p>Alan</p> <p>Harry</p> <p>Alan/ Belinda</p>