

Northern Ireland Fishery Harbour Authority

232nd Board Meeting of the Authority

At the Downpatrick Office

on

Tuesday 14th March 2023 at 9.30am

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 David Lindsay – Project Manager Jenny Lau – Environmental Officer (item 7 only)
DAERA Sponsor Branch (Observer)	None

	Action
1. Chair's Opening remarks	
<p><u>Welcome and Apologies</u></p> <p>Alan welcomed all to the meeting and noted an apology received from DAERA Sponsor Branch.</p> <p><u>Declaration of Interest</u></p> <p>Davey declared his interest as an employee of Sea Source and as a guard duty vessel owner.</p> <p>Harry declared his usual interests.</p> <p>Alan asked all Board Members to update their Annual Declarations no later than the end of the week. Belinda will send out reminders.</p>	Belinda
2. Minutes of the Board Meeting – 15th December 2022	
<p><u>Comments and Approval</u></p> <p>Declaration of Interest for Harry is to be added.</p> <p>Minutes were approved subject to amendment as noted above.</p> <p><u>Matters Arising</u></p> <p>Action points were discussed. In particular:</p>	Belinda

	Action
<p>Danielle is still working on the issues with the Slipway Tank in Kilkeel.</p> <p>Terms of Reference for both ARAC and Finance Committees need to be sent to relevant chairs.</p> <p>Harry updated the Board on issues with foreign crew and the industry's request for a 2 year grace period. Section 43 enforcement by Border Force is due to commence on 1 April.</p> <p>Kate noted that Marine Litter has been specifically mentioned in the Peace Plus Funding and there may be opportunities for NIFHA to seek funding.</p> <p>Davey discussed a presentation to the Board from one of the current Wind Farm Companies. This will be organised for Board Meeting in June.</p> <p>All other matters arising were actioned or will appear later in this meeting.</p>	<p>Belinda</p> <p>Davey & Kevin</p>
<p>3. Executive Report</p>	
<p><u>CEO Report</u></p> <p>Ardglass is working well. Staff member has been moved from Kilkeel to Ardglass to cover the staff resignation. This leaves Kilkeel short one member of staff. Recent recruitment resulted in no applicants. In response to a question from Lynn Kevin confirmed that the issue is around the level of pay.</p> <p>Dredger is working away at harbour entrance. Issues with licencing currently prevent dredging of the inner harbour and more extensive sampling is required; a tender for this service has been launched – it may be May before any movement is seen.</p> <p>We have complied with OSPAR but the general opinion from Marine Licencing is that there is currently insufficient information to grant the licence to dredge.</p> <p>The Board discussed these issues in detail highlighting the urgency of inner harbour dredging due to sandbank levels and the current temporary dredger certificate. Kevin confirmed a meeting has been arranged with Marine Licencing for April 2023 to determine the longer term strategy.</p> <p>In summary the actions are:</p> <ul style="list-style-type: none"> a. Survey required b. Update the current Notice to Mariners and circulate c. Kevin and Marine Licencing to discuss strategy d. David will pass Seabed Contact onto Kevin. <p>FSDP – early indications are that there is a lack of budget available to progress this. A technical tender will not be awarded until there is a Minister in place and a budget set.</p> <p>Quinquennial Review – DAERA have advised that a Consultant will be appointed to carry out the review that this will take place in 2023/2024.</p>	<p>Kevin</p> <p>David</p>

	Action
<p>Acceptance of the Management Accounts</p> <p>The Board accepted the management accounts to the end of December 2022.</p>	
<p>Proposed Budget for 2023/24</p> <p>For this section both Davey and Harry declared an interest and left the meeting.</p> <p>Alan discussed the Dues and Charges for 2023/2024 and our need to be clear to the fishermen around where these rates come from.</p> <p>Slipway increase is set at 5% - with benchmarking being carried out this summer.</p> <p>Workboat charging has been increased by 20%.</p> <p>Kevin confirmed that prices are published but not the percentage increases.</p> <p>NIFHA's cost inflation in the year was in excess of 12%. The executive proposed that in the context of the current market these costs cost not be passed on to customers in full. After a full discussion the Executive's proposed cost increases were agreed and the Budget was approved to be included in the Business Plan for 2023/2024.</p> <p>Estate Management</p> <p>The Board discussed the interest by "Oh so Lean" in expanding into the Henning Factory Site. They wish to expand their Ready Meal selection which would require a mixed use of the building for different products – not just seafood. The Board discussed fully and agreed in principal to the change should a request be forthcoming.</p> <p>Gregory Nicholson has a long term interest in the Rooney Road Site and has proposed that NIFHA should buy his field and exchange this site. The Board discussed this land swap and agreed that Kevin could explore the proposal in more detail to determine what is in NIFHA's best interests.</p> <p>Capital Projects</p> <p>The deadline for completion of the Kilkeel Fishmarket is 31 March 2023, at which point grant funding ends. Kevin discussed current issues and our proposed way to mitigate costs and settle the contractor account.</p> <p>Ardglass pontoons Project – This tender has been received and has come is significantly over budget. The result is that the project cannot progress.</p> <p>Portavogie Slipway Project is progressing slowly – about to go to tender.</p>	Kevin

	Action
<p>Kevin advised that Current Projects list has been updated and will be brought to the June Board Meeting for discussion.</p> <p>Horizon Planning – discussion as to what to include will be tabled at the June Board meeting.</p>	
<p>6. Audit Risk and Assurance Committee Update</p>	
<p><u>Report Presentation (including Risk Register)</u></p> <p>David Knott has confirmed, subject to Board approval, that he is willing to take on the role of Designated Officer within the Port Marine Safety Code. This equates to roughly 3 days on site with 2 days write up per year. Split tasks over a 3 year cycle.</p> <p>The Board discussed and unanimous approval was given, subject to appropriate remuneration being approved for David’s additional work.</p> <p>Risk Register</p> <p>Board discussed the amendments made and those proposed. All were accepted.</p> <p>Policies</p> <p>David noted there were three policies for review and approval today:</p> <ul style="list-style-type: none"> a. Anti Slavery Two changes have made to this policy by the ARAC meeting. b. Fixed Asset Addition of a paragraph relating to the disposal of land. c. Staff, Recruitment, Selection and Promotion To be checked with Croner for compliance. <p>Changes to polices were approved subject to the above amendments.</p> <p>David confirmed to the Board that the Health and Safety Policy will be updated this year.</p>	
<p>7. Environmental Management</p>	
<p>Jenny joined the meeting for this Agenda item only and gave the Board an overview of what is currently happening within NIFHA.</p> <p>Kilkeel Waste Project is almost complete. This increases capacity and reduces litter in the water. Waste is collected directly from the cages.</p> <p>End of Life Fishing Gear is being sent to England to recycle into trainers.</p> <p>Jenny’s replacement will plan Fishing for Litter promotion days in the summertime.</p>	

	Action
<p>KPI's – Jenny discussed these. In particular:</p> <p>KPI 1 & 9 - Completion of the Kilkeel Waste Project will move these to green by year end.</p> <p>KPI 3 – Slipway Waste Management in Kilkeel will remain at amber at year end as replacement pumps are taking time to source.</p> <p>KPI 8 - Fishing for Litter in Portavogie is still amber – hard to move this one. Fishermen are still putting galley waste in their fishing for litter bags. After a discussion the Board considered this was an element that largely lay outside Jenny's control and in the context of the significant achievements made this KPI should be moved to green.</p> <p>Action Plan</p> <p>Carbon Footprint report is in progress and will be completed before Jenny goes on Maternity Leave.</p> <p>Harry thanked Jenny for all her hard work which was reiterated by all the Board.</p> <p>Kevin discussed the process for a replacement Environmental Officer and possible options available.</p> <p>Grant Funding ceases at the end of March 2023 and the new Grant window will not open until June.</p>	Jenny
8. NIFHA Quinquennial Review	
This has been discussed earlier in the meeting.	
9. Key NIFHA Activities	
Board had no questions on the information provided.	
10. Schedule of Meetings / Next Meeting Date	
<p>Kevin discussed the need to have 3 weeks between Committee and Board Meetings.</p> <p>The Board discussed meeting dates as follows:</p> <ul style="list-style-type: none"> - Board Meeting on Thursday 29 June 2023 - Finance and ARAC on Tuesday 6 June 2023 <p>A doodle poll will be carried out to agree dates for later meetings.</p>	Kevin
11. ANY OTHER BUSINESS	
<p>Kevin will check with DAERA on the Board extension dates.</p> <p>Meeting ended at 12:35pm</p>	Kevin