

# Northern Ireland Fishery Harbour Authority

233<sup>rd</sup> Board Meeting of the Authority

At the Downpatrick Office

on

**Thursday 29<sup>th</sup> June 2023 at 9.30am**

<b>Present:</b>	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 (Over Teams)
<b>In attendance:</b>	Belinda McCaughey – Accounts Administrator David Lindsay – Project Manager Jen Maxwell – Environmental Officer (item 7 only) Karl Gilchrist – MB McGrady Auditors (item 3 only)
<b>DAERA Sponsor Branch (Observer)</b>	None

	Action
<b>1. Chair's Opening remarks</b>	
<b><u>Welcome and Apologies</u></b> Alan welcomed all to the meeting and noted an apology received from Paddy Griffin, DAERA Sponsor Branch. <b><u>Declaration of Interest</u></b> There were no additional Declarations of Interest.	
<b>2. Minutes of the Board Meeting – 14<sup>th</sup> March 2023</b>	
<b><u>Comments and Approval</u></b> Minutes were approved. <b><u>Matters Arising</u></b> All matters arising were actioned or will appear later in this meeting.	
<b>3. Annual Report and Accounts – year ended 31 March 2023</b>	
Karl presented the Annual Report and Accounts and gave an overview of the figures. Karl also discussed tax and the gain this year on the revaluation of the NILGOSC Pension Scheme.	

	Action
<p>Additional items now on Balance Sheet to reflect Right to Use Asset.</p> <p>Karl confirmed all the lines and transactions were tested and agree to the Management Accounts as provided by Belinda.</p> <p>Audit work carried out – various tests within systems, Internal Controls and Walk through testing. 3<sup>rd</sup> party verifications were also carried out. Physical inspection took place at all 3 harbours. Grants Income, Salaries, - Key areas which required significant sampling.</p> <p>This year shows a Pension Assets (was a Liability in 2022/23).</p> <p>This years Audit produced an unqualified opinion with a clean Audit Report. Accounts have been prepared on a going concern basis with a contingent liability noted in respect of abandoned vessels and decommissioning.</p> <p>Kevin discussed Grant in Aid for current year. DAERA have a statutory responsibility to fund us.</p> <p>Kevin thanked Karl for all his work during the Audit.</p> <p>Accounts were accepted and signed.</p>	
<p><b>4. Executive Report</b></p>	
<p>Alan noted positives which had happened since last meeting. In particular:</p> <ul style="list-style-type: none"> <li>- Kilkeel Harbour Award</li> <li>- Decommissioning of the Enterprise</li> <li>- Clean Audit from both Internal and External Auditors</li> <li>- Oil Spill Audit – clean bill of health</li> <li>- Portavogie Slipway Project – DEFRA grant application successful</li> </ul> <p><b><u>CEO Report</u></b></p> <p>In Kilkeel there was an incident onboard a vessel on the slipway that resulted in activation of the vessels installed Fire Suppression system. Both HSE and MCA were involved in the subsequent investigation. Kevin and Danielle met and agreed the following:</p> <ul style="list-style-type: none"> <li>- Tagging arrangement needs to be put in place for users of the slipway.</li> <li>- Hot Work – Rules need to be enhanced and oversight of what is taking place is required.</li> </ul> <p>MCA also raised concerns over access to the vessels on the slipway. This will be investigated further and Danielle will respond to MCA.</p> <p>A consultation process will take place with stakeholders after summer holidays. Providers of hot works (John Kearney, Ian Newell, etc) will be invited to attend.</p> <p>Part Time Admin Officer – This post is vacant again. Recruitment is scheduled for end of August for appointment in September.</p> <p>There is also a need for a person in Kilkeel to spend time on the Slipway.</p>	

	Action
<p>Kevin discussed issues with the staff. Morale is currently very low – mainly in relation to pay. Staff communication needs to be enhanced and closer attention given to management of staff. IIP report has been received and issues have been raised.</p> <p>Lynn asked about a Performance Management System for staff. Kevin confirmed there is one in place but staff are not engaging with this.</p> <p>Alan noted the need for Danielle to address these staffing issues with support from Kevin.</p> <p>The new Waste Management system in Kilkeel has released a lot of resource from clearing litter.</p> <p>Dredging – The licence for Portavogie has been received. In July the dredger will spend some time dredging in Ardglass, move to Portavogie and then return to Kilkeel. The licence to dredge Kilkeel Inner Harbour should be received by this time.</p> <p><b><u>2022/23 Balanced Scorecard</u></b></p> <p>Six out of the planned 21 activities were not fully delivered (red) at year end. In particular Kevin discussed:</p> <p>2C – Manage Capital Projects. This was red at year end – despite being completed by end of March there were major delays on the Fishmarket Refurbishment project. It was particularly challenging. Feedback on the Contractor has been made to CPD.</p> <p>2E – Modern Estate Management. This was not completed by year end and should be changed to red.</p> <p>3C – Plan to deal with abandoned fishing vessels. Planning approval is slow. The anchor is in situ but until planning approval is finally given on reserved matters the proposed sound barriers cannot be purchased.</p> <p>4C &amp; 4D – Staff remuneration and skills. Previously green but report for the Business Case was not produced by year end. Consultant ran into issues.</p> <p><b><u>2023/24 Balanced Scorecard – June 2023</u></b></p> <p>Currently all at green but as year progresses this may change.</p> <p>In particular Kevin discussed:</p> <p>3A – Annually deliver Environmental Action Plan. Measure of Success - David asked if a performance metric could be put in place to show progress? Kevin will look at this.</p> <p>4A – Growing Staff Capability &amp; 4E – NIFHA maintains and develops community links. Kate queried what would be measured here.</p> <p>Kevin noted mainly Schools Project – which may not happen this year due to resources. We also support the Seafood Festivals in both Ardglass and Portavogie and our staff who are members of the Coastguard are permitted to leave work to answer a call out.</p>	<p>Kevin</p>

	Action
<p>A report is prepared annually that details any volunteer work by our staff.</p> <p>4D – Understanding and engaging our stakeholders. After a discussion it was determined that the Audit and Risk Assurance Committee would work with Kevin to establish the measure of success for this.</p> <p><b><u>KPI's</u></b></p> <p>Kevin took questions</p> <p>Harry asked why HR should be at green when there are so many staff issues at the moment. After a discussion it was decided that the measures within the KPI's should be adapted.</p> <p>Dredging in Kilkeel needs to be changed to red.</p> <p>David asked if dredger certification should be included in KPI? After a discussion it was decided this was a one-off issue and not appropriate for KPI.</p>	<p>Kevin &amp; ARAC</p> <p>Kevin</p> <p>Kevin</p>
<b>5. Safety and Personnel</b>	
<p><b><u>Health and Safety / Port Marine Safety</u></b></p> <p>Health and Safety Audit is overdue but will take place during 2023/2024.</p> <p><b><u>Section 75, Personnel and Training</u></b></p> <p>David asked whether results from IIP report should be fed into the Pay and Grading Business Case. Kevin confirmed in the main yes but there are other issues in there as well. Could be referenced as a strategic content – extract only.</p> <p>Kevin noted there is a real risk of losing IIP status. Final Report to be taken to the ARAC for review when available.</p>	<p>Kevin</p> <p>Kevin</p>
<b>6. Finance and General Purposes Committee Update</b>	
<p><b><u>Report Presentation (including Finance Pack)</u></b></p> <p><b>Estate Management</b></p> <p>Kevin confirmed price has been sought for access to Rooney Road Site – One off payment was discussed and agreed at £7k. The route of the pipe follows the footpath and will not affect use of the land. Kevin to confirm details to the applicant.</p> <p>Navital Site – current leaseholder has informed us of his wish to surrender his lease for this site. After a discussion it was decided that 3 years rent would be an appropriate charge. Kevin to confirm details to the applicant.</p> <p>C&amp;O Milligan, Ardglass – current leaseholder has informed us of his wish to surrender his lease for this site. After a discussion it was decided that 3 years rent would be an appropriate charge. Kevin to confirm details to the applicant.</p>	<p>Kevin</p> <p>Kevin</p> <p>Kevin</p>

	Action
<p>Rooney Road – No lease is to be arranged in the short term. This property may be needed by the Authority.</p> <p><b>Accounts</b></p> <p>Alan noted we have a lot to celebrate. We are well ahead of where we expected to be as per the current Corporate Plan.</p>	
<b>7. Audit Risk and Assurance Committee Update</b>	
<p><b><u>Report Presentation (including Risk Register)</u></b></p> <p>David Knott advised he attended a meeting with DAERA Permanent Secretary and chairs of other ALB’s ARAC committees to discuss a case made against DAERA and the resulting recommendations. The outcome of this case is that “A Raising Concerns Policy” will supersede the current Whistleblowing Policy.</p> <p><b>Risk Register – May 2023</b></p> <p>Board discussed the amendments made and those proposed. All were accepted and will be implemented.</p> <p><b>Policies</b></p> <p>David noted there was one policy for approval:</p> <p><b>Policy on Prioritisation of Capital and Maintenance Works Projects.</b> David L talked to this policy. It is focussed around funding / grants / resource. List is currently reprioritised on an annual basis depending on our circumstances. We can plan but in our changing environment we need to be flexible.</p> <p>Kate asked about funding under the Green Growth Fund? David L confirmed this has been opened up to us and we are in discussions with DAERA. Electricity projects may be appropriate under this scheme. As always there are resource issues.</p> <p>The Board discussed ways of communicating plans on Capital Works, with the outcome being that for each harbour David L should organise a meeting to present a list of projects for consultation and seek input from local stakeholders.</p>	<p>Kevin</p> <p>David L</p>
<b>8. Proposed Capital Projects medium term and by 31 Dec 2023</b>	
<p>DL noted issues with CPD for delivering in time is difficult. The purchase of a workboat for Kilkeel has been refused grant funding and will not now proceed.</p> <p>Offer for Portavogie Slipway has been accepted. Procurement process closes on 23 August 2023. Costs will inevitably change – we will still have to fund up front costs. Once Portavogie Project is complete we will need to look at Kilkeel Slipway Rails. This is another grant scheme / process.</p>	

	<b>Action</b>
<p>David has asked the engineers to conduct a desk top analysis of the proposed project in Kilkeel. This will be a separate line for funding.</p> <p>Pre-funding Costs – Ronnie has come up with a solution using the date of application submission.</p>	
<b>9. Environmental Management</b>	
<p>Jen joined the meeting for this Agenda item only and gave the Board an overview of what is currently happening within NIFHA.</p> <p>FFL promotion days have been held at each harbour.</p> <p>Beach Cleans have taken place but there has not been as much waste as in previous cleans.</p> <p>It is intended to roll out the Kilkeel Waste Management Improvement Project to both Ardglass and Portavogie. Planning and consultation is underway.</p> <p>Decommissioning of 2 high priority vessels is planned in Portavogie. Kevin noted that all planning conditions have now been met.</p> <p>Jen confirmed she is working at determining NIFHA's current carbon emissions.</p> <p>The Board discussed possible help available and contact details will be passed to Jen from Alan.</p> <p>David will send Jen contact details regarding commercial port spreadsheets.</p> <p>Lynn advised that Seafish are currently developing a Carbon Footprint Tool and asked Jen to email contact information and she would pass to the correct contact.</p> <p>The KPI's were discussed in detail and what measures could be put in place to aid compliance.</p> <p>David will discuss with Kevin about the creation of some operational environmental matrix measures.</p>	<p>Alan</p> <p>David</p> <p>Jen</p> <p>David</p>
<b>10. Board Self Assessment</b>	
<p>Alan presented the results of this and concluded with a Board Improvement Action Plan.</p>	
<b>11. Pay and Grading Business Plan</b>	
<p>Kevin discussed the consultants report and suggestions were made as to the way forward.</p>	
<b>12. Union Agreement</b>	
<p>Kevin updated the Board on the Union request.</p>	

	<b>Action</b>
After a full discussion it was determined that the staff would be consulted as to whether they would prefer a staff forum or representation by the Union. Kevin will arrange survey.	Kevin
<b>13. NIFHA Quinquennial Review</b>	
Kevin confirmed to the Board that DAERA will provide a copy to the Board once completed. The Board will have no input to this review.  Kevin noted that the process does not look at the organisational structure. Looks at what is best for the Industry as a whole. Is the current model the best for service delivery?	
<b>14. DAERA/NIFHA Draft Partnership Agreement</b>	
The Board discussed the draft agreement and Kevin has been tasked to ask DAERA for the differences between the 'Management Statement and Financial Memorandum' and the 'Partnership Agreement'.	Kevin
<b>15. Corporate Plan Review</b>	
Alan confirmed that the Board has not given enough direction to Kevin to enable a rewrite of the Plan.  Another session is required to discuss the way forward. Alan will prepare the paper for Kevin to enable the rewrite.	Alan
<b>16. Key NIFHA Activities</b>	
Board had no questions on the information provided.	
<b>17. Schedule of Meetings / Next Meeting Date</b>	
Meeting dates and Locations were agreed. All Board Meetings are to be held in Downpatrick office with sub committee meeting being held in the harbours. Next Board Meeting will be on Friday 29 <sup>th</sup> September 2023.	
<b>18. ANY OTHER BUSINESS</b>	
The Board thanked Alan for his time as Interim Chair.	