

Northern Ireland Fishery Harbour Authority

238th Board Meeting of the Authority

At the Downpatrick Office

on

Friday 28th June 2024 at 10.00am

Present:	Kevin Quigley (KQ)– Chief Executive Maynard Mawhinney (MM) – Board Member (Chair of Meeting) David Knott (DK) – Board Member Siobhan McCauley (SMcC) – Board Member Harry Wick (HW) – Board Member Robert Ryans (RR) – Board Member
In attendance:	Belinda McCaughey (BMcC)– Accounts Administrator David Lindsay (DL) – Project Manager (for item 8 only) Jenny Frazer (JF) – Environmental Officer (for item 9 only) Karl Gilchrist (KG) – MB McGrady Auditors (item 4 only)
	Action
1. Chair's Opening remarks	
<u>Welcome and Apologies</u> MM welcomed all to the meeting. Apologies received from Stephen Welch and Lynn Gilmore. <u>Declaration of Interest</u> HW declared an interest in an item under Estate Management regarding SFITA – he will leave the meeting for this Agenda item.	
2. Minutes of the 237th Board Meeting	
Minutes were approved. All matters arising have been actioned or are on todays Agenda.	
3. 2023/24 Management Accounts Overview and Forecast	
KG gave an overview of the annual accounts for 2023/24. Figures are better than expected due to higher Pelagic Landings but also noted that repairs were on the high side. Landings cannot be predicted. KQ discussed issues around this. KQ discussed issues over decreasing Ice Sales and causes. Boats are retiring – older vessels use our ice; others have on-board ice makers. KQ confirmed we have a list of repairs that are required and particular attention is made to those which impact health and safety.	

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<p>Fishing season has shortened due to the availability of crew and the new regulations.</p> <p>HW updated the Board on new machinery becoming available to tail prawns at sea. Grants are being sourced for partial funding but this will only be available for vessels with over 4 crew members plus the Skipper.</p> <p>Forecast – Capital available is £245k which is higher than usual.</p> <p>GIA Allocation from DAERA – allocation (once amended) will be slightly under our requirements.</p>	
<p>4. 2023/24 Statutory Report and Accounts</p>	
<p>KG from MB McGrady's joined the meeting at this point and presented the Annual Report and Accounts. In particular the following items were noted:</p> <ul style="list-style-type: none"> - SCONE was reviewed, DAERA element of funding is treated as funding - Salaries and Wages figure includes IAS disclosures and increase due to the industrial wages settlement. - Right to Use Assets – adjustment made to depreciation to show this. - Pension Scheme is now in surplus. - It was noted that the authority is liable to pay tax on any profits made. - Balance Sheet - Pension Assets remains in credit – up from £46k last year to £433k this year. - GIA received on 2 April this year is not included in these financial statements. On a cash receipt basis only and will be included in the 2024/25 figures. - Liabilities include DAERA loan provided for Portavogie Slipway project. <p>KG confirmed only adjustment to accounts was to reflect Qualter Hall advance payment. All the lines and transactions were tested and agree to the Management Accounts as provided by BMcC</p> <p>This years Audit produced an unqualified opinion.</p> <p>KQ thanked KG and his colleagues for all their work during the Audit. Especially in aiding the completed of the End of Year RoFP return to DAERA which was on an extremely tight schedule this year.</p> <p>Accounts were approved for signature.</p> <p>KG confirmed management letter for 2023/24 highlighted no significant matters.</p> <p>Board gave approval for the Letter of Representation to be signed.</p> <p>KG left the meeting at this point.</p>	

	Action
5. Executive Report	
<p><u>CEO Report</u></p> <p>KQ updated the Board on the current changes of staff within DAERA.</p> <p>Decommissioning – Glendeveron will be lifted out of the harbour for decommissioning. This will require a waste licence and so will not be a marine licencing issues.</p> <p>KQ updated the Board on progress with Unite. DAERA have been kept informed of Union issues.</p> <p>Pay Remit approval process is moving slowly. Still to be signed off by Rodger Downey. Board confirmed that is necessary the chair could send a letter to DAERA.</p> <p>Pay and Grading business case. KQ discussed the options for moving this forward. The Board discussed this in detail with the following proposal for moving forward. KQ will</p> <ul style="list-style-type: none"> - Check JEGs - Explain to staff members why the need for 2 separate business cases - Research with DAERA as to alternative solutions. <p>FSDP is on long term hold at the moment. There will be no movement in the current financial year.</p> <p>No progress yet on the Quinquennial Review or the Partnership agreement.</p> <p><u>Balanced Scorecard – March 2024</u></p> <p>KQ confirmed position at end of financial year. Out of 21 targets 5 were not accomplished.</p> <p><u>Balanced Scorecard – June 2024</u></p> <p>At this time of the year all targets are still on green. KQ discussed and took questions. In particular:</p> <p>1E – Administration Function performs competently and efficiently with excellent digital support. The Admin vacancy has been filled and is working well.</p> <p>Long term staff illness and reasonable adjustments remain a significant operation challenge for the Authority.</p> <p>Board are concerned over the level of pressure that BMcC is under.</p> <p>KQ will prepare a paper on how we address staffing issues and bring to next Board Meeting.</p> <p><u>KPI's</u></p> <p>Taken as read. No questions.</p>	<p>Board</p> <p>KQ</p> <p>KQ</p>

	Action
6. Safety and Personnel	
<p><u>Health and Safety / Port Marine Safety</u></p> <p>KQ discussed the Fish Pass in Kilkeel and contingency plans in place should the bridge fail. A full and frank discussion on this subject took place.</p> <p>Slipway Access to Vessels – HSE are concerned over the ladder access to vessels on Kilkeel Slipway.</p> <p>As a temporary measure a harness type system is to be put in place. This will take weeks to introduce and the producers organisations have been informed.</p> <p>This will need to be monitored and every crew member will need to be training in using the harnesses.</p> <p>A temporary member of staff will need to be recruited to be permanently stationed at the slipway.</p> <p>Whilst this affects both Portavogie and Kilkeel with Portavogie Slipway about to be closed for installation of the new cradle the issue is really only in Kilkeel.</p> <p>KQ noted we are working diligently to find a supplier to provide a long term solution.</p> <p>KQ will inform HSE of our proposals.</p> <p><u>Section 75, Personnel and Training</u></p> <p>As previously discussed.</p>	<p>KQ</p>
7. Audit Risk and Assurance Committee Update	
<p><u>Report Presentation (including Risk Register)</u></p> <p>IIP was delayed. Interviews have now taken place and the Renewal has been confirmed.</p> <p>Individual Board Members are welcome to visit harbours.</p> <p><u>Risk Register – May 2024</u></p> <p>MM confirmed that the Committee fully discussed the request to shorten the list of risks but determined that it should remain as is. Will be reviewed again at next ARAC meeting.</p> <p>The Risk Register was approved.</p> <p><u>Annual Report on the work of the ARAC committee.</u></p> <p>Taken as read and approved.</p> <p><u>Governance Statement</u></p> <p>Already approved within 2023/24 Accounts</p>	

	Action
<p>8. Capital Projects</p>	
<p>DL joined the meeting for this Agenda item.</p> <p><u>Portavogie Slipway</u></p> <p>DL confirmed Civil Works contractor (White Mountain) has been appointed. Works to commence in August 2024. Cradle will arrive in January for installation.</p> <p>CPD – White Mountain will be a re-measurable contract.</p> <p>Solar Panels tender is due in today. Installation will be in August/September 2024.</p> <p>DAERA have agreed to match fund the 25% against DEFRA’s 75%. Still no formal approval has been received.</p> <p><u>2024/25 Proposals</u></p> <p>Slipway Access Ladders – Difficult to source a contractor. One did come forward but communication has stopped.</p> <p>Any funding available needs to be spent in year and takes around 6-9 months – therefore nothing will progress this year.</p> <p>KQ confirmed we will agree how the £245k is to be spent. Provisionally £75k on Fish pass, £95k on Slipway rails tender work and the balance on Minor Capital Works.</p> <p>Re-appointment of our Consulting Engineers is now with CPD and costs may be in the region of £26k</p>	
<p>9. Environmental Management</p>	
<p>JF joined the meeting at this point.</p> <p>Main item is Net 0 plan. Currently working on the Scope 1 & 2 report which should show how we can reduce our carbon footprint. Medium term is scope 3.</p> <p>Abandoned Vessels – plan this year is to dismantle up to 3 vessels.</p> <p>JF gave an overview of the Fishing for Litter program and how it works within the harbours. Re-energising of the program will take place during the summer months.</p> <p>Beach Cleans are also scheduled for the Summer. KQ confirmed these are important as they involve kids from the local communities.</p>	

	Action
<p>Board discussed the environmental projects current out there. DK noted that biodiversity is not covered – this is due to lack of resources within NIFHA. KQ confirmed we are limited to what we can actually do.</p> <p>MM asked if he could schedule some time with JF and HW to get a more detailed updated on what is happening on the Environmental Front.</p>	JF/ MM
10. Estate Management – June 2024	
<p>KQ updated the Board on current issues. HW left the meeting for the SFITA discussions.</p> <p>Ballyardle Site – Board gave approval for KQ to enter negotiations with the buyer.</p> <p>Henning Factory Site – KQ confirmed responses to queries raised at the last Board Meeting. After a discussion the Board gave permission for KQ to proceed.</p> <p>KQ discussed rental values assessed for the Portavogie Sites and level of rent was set. KQ to communicate to related parties.</p>	KQ KQ KQ
11. Quinquennial Review	
There has been no input to this as yet.	
12. DAERA/NIFHA Partnership Agreement	
There has been no movement on this.	
13. First Steps Diversification	
<p>KQ noted that change has to happen to move forward.</p> <p>KQ discussed the options as provided in the pack. Board were happy for KQ to proceed.</p> <p>MM confirmed that the chair and himself were considering meeting with the Councils later in the Summer.</p>	
14. Corporate Plan – Next Steps	
<p>KQ advised that at some stage DAERA are going to request a copy of the Corporate Plan.</p> <p>Board discussed ways to move forward. A Corporate Planning day will need to be arranged at the next board meeting</p> <p>KQ updated the Board with issues contained within the FSDP and will provide a paper with this information for the next Board Meeting.</p>	KQ

	Action
15. Schedule of Meetings	
Dates were reviewed and approved. Joint Board Meeting has been added for 16 October 2024. Corporate Planning half day will be added when date is agreed.	
16. ANY OTHER BUSINESS	
BMcC confirmed NIFHA are changing banks and asked for a Board member to become a signatory on the new account. RR agreed.	