

# Northern Ireland Fishery Harbour Authority

Risk and Assurance Committee

Zoom Meeting

On

**Thursday 11 February 2021 at 10.00am**

<b>Present:</b>	David Knott (DK) – Audit Committee Chairperson Kate Burns (KB) – Board Member Harry Wick (HW) – Board Member Lynn Gilmore (LG) – Board Member
<b>In attendance:</b>	Kevin Quigley (KQ) – Chief Executive Belinda McCaughey (BMcC) – Accounts Administrator
<b>ALB Corporate Sponsor Branch</b>	Patrick Griffin (PG)
<b>DAERA Internal Audit</b>	Eveline Doherty (ED)

	<b>Action</b>
1. <b>APOLOGIES</b> No apologies.	
2. <b>CONFLICT OF INTEREST</b> No Conflict of Interest declared.	
3. <b>MINUTES OF PREVIOUS MEETING</b> Minutes of the meeting held on 25 November 2020 were agreed.	
4. <b>MATTERS ARISING</b> All matters arising are covered on the Agenda.	
5. <b>COVID-19 UPDATE</b>  KQ confirmed that we now have a positive case in Portavogie. One of our staff members – he is ill but still at home. Protocols in place ensured there was no need to close up shop. Remaining staff did not require testing as they did not have any symptoms.  HM in Kilkeel went off with symptoms and there was a necessity to send home the Admin member of staff due to their sharing of an office. They both self isolated and fortunately both tested negative. We have taken the learning from this and they will no longer use the office together.	

	Action
<p>DK asked were there any signs from staff members re Covid-19 fatigue. KQ confirmed that yes it was proving hard for staff at the moment – everyone now knows somebody who has had Covid-19.</p> <p>HW asked whether the staff have learnt from this. KQ noted that with more staff in Kilkeel and Hm office refurbishment underway it is more likely mistakes will be made, but he is confident that the Harbour Master will deliver.</p>	
<p>6. <b>RISK REGISTER – FEBRUARY 2021</b></p> <p>KQ emphasised that the Risk register is a live document which is reviewed at least 10 months of the year. There are a large number of risks and changes since the last register provided to Board are coloured purple.</p> <p>KQ discussed the register and any changes since the last meeting. In particular:</p> <p><b>3. Failure to meet planned delivery of Capital Projects.</b> It can take a long time to get Projects approved. New engineers have been appointed. Harbour Masters Office Refurbishment has been rescheduled and is now back on track.</p> <p><b>5. Uncertainty arising due to Brexit.</b> Whilst agreement is in place there is still potential for negative impact. HQ stated there may not be a huge disruption.</p> <p><b>6. HSE concerned over potential risk to pedestrian safety.</b> Grant has been approved and the project is now at the design phase. Hard to design as there is not a lot of space in our small harbours.</p> <p><b>8. Ex Parkgate site, rates risk and incident risk</b> Our new Engineers have been appointed but hurdles still remain.</p> <p><b>14. Covid-19 – significant impact on income and expenditure</b> This financial risk is not to the level expected. We will need funding in 2021/22. Reduce Likelihood from VH to H until the end of the March.</p> <p><b>15. Port Users have inadequate or no Insurance</b> This is hard to monitor.</p> <p><b>Risk 19. 20 and 21 – Abandoned Vessels,, Risk of Injury, Cost of Disposal</b> Planning permission has still not been received. Issue is around sound and whilst this is valid we are doing all we can to mitigate this. Business Plan now includes cost of taking abandoned vessels to Scotland. Cannot escalate until we get a definitive response from planning. KQ gave an overview of the process involved in breaking up a vessel.</p> <p>Risk Register was approved with the slight amendment to be taken to the Board.</p>	<p>KQ</p> <p>KQ</p>

	Action
<p>7. <b>PROPOSED RISK REGISTER – 2021/22</b></p> <p>KQ discussed proposed risks for 2021/22. In particular:</p> <p><b>3. Failure to meet planned delivery of Capital Projects</b> This should be removed for the time being.</p> <p><b>5. Uncertainty of impact re leaving the EU</b> KB asked if this risk is accurately described. HQ noted that the risks detailed are in the top 5 of the total risks around leaving the EU. Access to the fishing grounds in the South is more of an issue. This will not be resolved until after the annual negotiations take place between the EU, UK and Norway. In quota terms we should not be any worse off.</p> <p><b>8. Ex Parkgate Site, rates and incidental Risk</b> Project is ready to go to Tender. After discussing the removal of this risk it was decided to keep this on the Risk Register until tender process is complete.</p> <p>After a full discussion it was decided that Risk to be public should be included as a new Risk.</p> <p>KB asked if the New Harbour Order should be included on the Agenda for the next Board Meeting. KQ asked could this be deferred to June Meeting as it is a lengthy topic and already approved. It was agreed KQ would prepare a presentation for a future Board Meeting.</p> <p>KQ will email a copy of the draft Harbour Order to all Members.</p>	<p>KQ</p> <p>KQ</p> <p>KQ</p> <p>KQ</p> <p>KQ</p>
<p>8. <b>H&amp;S MANAGEMENT SYSTEM – REVIEW OF OUR DELIVERY</b></p> <p>KQ noted the background to our HSMS. It is a comprehensive system which is audited every 3 years. Robust checks and procedures are in place.</p> <p>Health and Safety Meetings in all three harbours are carried out every 6 months. Due to Covid-19 these were delayed but are now back on schedule. Interim meetings are also held 3 months after these meetings to review action points.</p> <p>One potential breach identified in Portavogie – further training required to deal with this.</p>	
<p>9. <b>MARINE SAFETY MANAGEMENT SYSTEM</b></p> <p>This is also audited every 3 years usually in the same year as the HSMS. We are running behind and this will be reviewed in 2021/22. OPRC plan is in place. KQ updated the Committee on the requirements under the OPRC plan.</p> <p>3.8 – Publishing our performance has been slow during 2020/21 but is now up and running.</p> <p>7.1.5 – Job Descriptions are being amended as they come up.</p>	

	Action
<p>9.15 – Passage plans are appropriate for larger harbours, but this will be put in place by the end of Feb 2021.</p> <p>Recreational visitors come to the harbours at the Weekends and we have no means of controlling this.</p> <p>Letter of compliance for MSMS needs to be sent by 31 March 2021. The board is the is the Duty Holder for this. We need to include in this that we have identified the need for a new Harbour Order. This letter is a commitment for the next 3 years. Board to approve DK to sign letter</p> <p>LG asked if the Emergency Response and Procedures was multi Agency. KQ confirmed only NIFHA. Normally this would be carried out every year but due to close contact required this has been impossible to do in 2020/21.</p> <p>DK asked about the response required and how working from home has affected this? KQ confirmed he is the DO and is available 24/7 on his mobile.</p>	KQ
<p>10. <b>DREDGER – REPAIR AND IMPROVEMENT PROJECT</b></p> <p>There was a comprehensive discussion on these issues at the last Board Meeting. This proposed project is outside of the defined route for Projects hence the need to bring it to this Committee.</p> <p>KQ discussed the issues in detail and explained why he would have to write to DAERA that he had to undertake a single tender action due to time and other constraints re naval architect. Board to be informed.</p>	KQ
<p>11. <b>INTERNAL AUDIT UPDATE</b></p> <p>ED confirmed this years Audit was currently running and going well.</p> <p>The current Audit Strategy is due to end on 31 March 2021. ED will arrange a meeting to develop the new Audit Plan.</p> <p>KQ confirmed to the committee that NIFHA sees Internal Audit as our partners. They are seeking to help us to do better.</p>	
<p>12. <b>DISABILITY ACTION PLAN</b></p> <p>This is still under consultation and open to suggestions. Our new Environmental Officer wishes to add an Environmental section into the plan, and this is currently underway. This minor change will be brought to the Board.</p> <p>We have responsibilities to both our staff and our customers. We will have signed up to the Mental Health Charter by the end of March 2021.</p> <p>LG noted that she had currently attended a Mental Health Awareness Training Seminar and found it extremely useful.</p> <p>DK noted a slight issue with some of the words and will speak to KQ after the meeting.</p>	KQ         DK

	<b>Action</b>
<p>13. <b>MINUTES OF THE DAERA ACCOUNTABILITY MEETING</b></p> <p>KQ advised the committee that these are included to show the Risk and Assurance Committee Members that we are working well with DAERA.</p> <p>There are two action points. The first involved KQ organising a meeting with DAERA Policy Branch to discuss Data Matching – this has taken place and there is a possible way forward.</p> <p>PG confirmed he is currently trying to organise a meeting, but this has been delayed due to leaving the EU issues. Hopefully the meeting will be arranged within the next few weeks.</p>	
<p>14. <b>ANY OTHER BUSINESS</b></p> <p>None</p>	
<p>15. <b>DATE OF NEXT MEETING</b></p> <p>Date to be confirmed at next Board Meeting</p>	