

Northern Ireland Fishery Harbour Authority

Risk and Assurance Committee

Zoom Meeting

On

Wednesday 09 June 2021 at 10.30am

Present:	David Knott (DK) – Audit Committee Chairperson Kate Burns (KB) – Board Member Harry Wick (HW) – Board Member Lynn Gilmore (LG) – Board Member
In attendance:	Kevin Quigley (KQ) – Chief Executive Belinda McCaughey (BMcC) – Accounts Administrator
DAERA Internal Audit	Eveline Doherty (ED)

	Action
1. APOLOGIES Patrick Griffin (PG) – DAERA Corporate Sponsor Branch	
2. CONFLICT OF INTEREST No Conflict of Interest declared.	
3. MINUTES OF PREVIOUS MEETING Minutes of the meeting held on 11 February 2021 were agreed.	
4. MATTERS ARISING <ul style="list-style-type: none">- Proposed Risk Register was amended and taken to the Board Meeting.- DK and KQ worked on draft letter of compliance which was qualified due to the need for a revised Harbour Order.- Disability Action Plan – Minor amendment made and approved by the Board.- End of Life Vessels – One meeting has been held and another is scheduled for July. All other matters arising are covered on the Agenda.	
5. AUDIT COMMITTEE SELF ASSESSMENT RESULTS AND ACTION PLAN BMcC led this item and discussed questions without 100% agreement. Final copy will be included with Board Papers.	

	Action
<p>6. RISK REGISTER – JUNE 2021</p> <p>KQ spoke to the changes made since the last Risk Register was reviewed. In particular:</p> <p>1. Various risks to delivery due to Covid-19 This risk reflects the issue of the disease itself but there may be a more significant issue when people start returning to work. A new risk to the Organisation may be required.</p> <p>3. Failure to meet planned delivery of Capital Projects. There are currently 7-8 projects on the go. Partly due to the difficulty of getting projects off the ground and having 4 last minute projects courtesy of additional funding from DAERA.</p> <p>4. Unfunded Cost Overrun on Harbour Masters Offices will exceed provision. This will be covered later in the Agenda.</p> <p>10. Ex Parkgate site, rates risk and incident risk Tender came in at £50k over budget – there may be a need to go back out to tender. KQ noted that CPD do not permit any projects to have a contingency for Overruns.</p> <p>KB asked about in house capability for this project – this is a broader issue and will be addressed in the next Corporate Plan. KQ noted we do not have enough resources available within the Authority at the moment.</p> <p>Risk 22. 23 and 24 – Abandoned Vessels,, Risk of Injury, Cost of Disposal KQ has talked to NIEA with regard to an application made by John Kearney to decommission a single vessel. The licence is currently in process and may be approved soon This is not a long term solution.</p> <p>In Portavogie KQ met with the EHO and her supervisor. Subject to the report being re-submitted again with a separate sound report for each location the application may be approved and will move to the planners.</p> <p>We are now looking at how we can take ownership of the vessels. KQ noted his frustration with DAERA on this matter – very slow moving.</p> <p>DK asked if the Covid-19 Delta variant was having an impact on staff in Kilkeel. One member currently affected due to child care issues.</p> <p>Risk Register was approved with the slight amendment to be taken to the Board.</p>	<p>KQ</p> <p>KQ</p>
<p>7. CEO NOTES FOR THE MEETING</p> <p>KQ provided a brief background to the following agenda items.</p>	

	Action
<p>8. ANNUAL REPORT ON THE WORK OF THE RISK AND ASSURANCE COMMITTEE</p> <p>KQ noted this follows the format of previous reports.</p> <p>LG asked if the tables of meeting attendances could include a total possible column to reflect the statistics more accurately.</p> <p>The complete report was discussed and will be taken to the Board Meeting on 30 June 2021 for approval.</p>	<p>BMcC</p> <p>KQ</p>
<p>9. INTERNAL AUDIT ANNUAL OPINION AND REPORT 2020/21</p> <p>KQ noted to the meeting that NIFHA regards Internal Audit as our partners to keep us in the right place.</p> <p>ED introduced the report and noted that due to Covid-19 this years Audit was completed remotely</p>	
<p>10. INTERNAL AUDIT REVIEW 2020/21</p> <p>ED confirmed an overall Satisfactory Report with 5 recommendations including 3 priority two findings and 2 priority three findings.</p> <p>LG asked what determined level two or level three.</p> <p>ED confirmed this was assessed around the frequency or proportion sampled.</p> <p>ED noted that generally there were more issues around policies and processes. NIFHA are not alone in finding more issues this year. Overall NIFHA has been managed well. It has been a substantial change to move from hard copy documents to electronic.</p>	
<p>11. NIFHA – INTERNAL AUDIT STRATEGY 2021-2024</p> <p>ED noted the last strategy document expired in March 2021. Internal Audit held a meeting with KQ in Feb 2021 and met with DK in May 2021.</p> <p>ED discussed the 2021/22 Audit Plan.</p> <p>DK noted this was a very clear document and recommended it be taken to the Board Meeting for approval.</p>	<p>KQ</p>
<p>12. DRAFT GOVERNANCE STATEMENT</p> <p>This statement will appear in the statutory accounts and follows a fixed layout.</p> <p>Meeting attendances will be amended in line with Agenda item 8.</p> <p>Approval was given to take this amended statement to the Board.</p>	<p>KQ</p>

	Action
<p>13. NIFHA HARBOUR ORDER REVIEW AND UPDATE</p> <p>The harbour order has been prepared on the basis that DAERA have no experience in writing one. The Order may have to be approved by DFI.</p> <p>Normally Bye-Laws are done away with when a harbour Order is created but in the day to day running in the harbours they remain appropriate.</p> <p>DK noted that Belfast Harbour are going through the same process at the moment. Still keeping Byelaws. The process does not move quickly.</p> <p>The Committee discussed the risks around abandoned vessels and KQ confirmed he will have to prepare a Business Plan for each vessel to be decommissioned.</p> <p>KQ advised that this order is tailored to NIFHA, and the Harbour Masters had input before the process began.</p>	
<p>14. HARBOUR MASTER'S OFFICES OVERRUN ON COSTS</p> <p>KQ discussed the report which was prepared by David Lindsay in detail.</p> <p>After a very full discussion with the committee a more detailed breakdown of the reasons as to why we are over budget were requested.</p> <p>KQ is to include a more detailed report for the Board Meeting.</p>	KQ
<p>15. DREDGER SINGLE ACTION TENDER (LETTER FOR REVIEW)</p> <p>KQ advised that DAERA are deciding the most appropriate route for this at the moment. The reality is that we had no choice but to use the Naval Architect who originally designed the modifications to the Kilmourne.</p> <p>The drawings required to go to tender are owned by the Naval Architect. After this process is over we will need to obtain these drawings.</p>	
<p>16. COMPLAINTS</p> <p>KQ updated the committee on two ongoing complaints.</p>	
<p>17. NIFHA CONFLICT OF INTEREST REGISTER – REGISTER REVIEW</p> <p>Dk confirmed he had sight of the Register and will sign off for the records.</p>	
<p>18. MINUTES OF DAERA ACCOUNTABILITY MEETING ON 21 MAY 2021</p> <p>Not yet available but will be included with Board Papers.</p>	
<p>19. END OF YEAR STEWARDSHIP REPORT</p> <p>KQ noted that this report is completed every quarter and assures DAERA that we are doing things correctly.</p>	
<p>20. ANY OTHER BUSINESS</p> <p>None</p>	

	Action
21. DATE OF NEXT MEETING Wednesday 8 th September 2021	