

Northern Ireland Fishery Harbour Authority

Risk and Assurance Committee

Zoom Meeting

On

Tuesday 01 March 2022 at 11.30am

Present:	David Knott (DK) – Audit Committee Chairperson 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 Kate Burns (KB) – Board Member	
2. CONFLICT OF INTEREST No Conflict of Interest declared.	
3. MINUTES OF PREVIOUS MEETING Minutes of the meeting held on 08 September 2021 were agreed .	
4. MATTERS ARISING Audit of the Marine Safety Management System is currently underway. All other matters arising were taken to the Board Meeting in Sept.	
5. COVID-19 UPDATE KQ noted the Authority was severely affected in January 2022 with staff off with Covid-19. There are still no plans to open the offices fully – still taking the cautious approach. This will be reviewed again at the end of March.	
6. RISK REGISTER – FEBRUARY 2022 KQ spoke to the changes made since the last Risk Register was reviewed. HW noted that the latest information from DAERA was a delay of c.12 months with regard to the replacement for EMFF funding. KQ to speak to DAERA. The Register was fully discussed and a minor wording change made to item 13. Approved to take to Board in March 2022.	KQ

	Action
<p>7. PROPOSED RISK REGISTER – 2022/23</p> <p>KQ discussed this Risk Register for 2022/23.</p> <p>Risk No 11 (Global warming) to be re-worded to be consistent with item 6 above.</p> <p>After a full discussion the decision was taken to add two new risks: a Geopolitical Risk and a risk around reputation of the Authority.</p> <p>Amendments and additions will be brought to the March Board Meeting.</p>	KQ
<p>8. H&S MANAGEMENT SYSTEM – REVIEW OF OUR DELIVERY</p> <p>KQ spoke to the ambers and noted the significant level of improvement since last reported in March 2021. There is a robust system in place. Members present commented on the good progress that has been made.</p>	
<p>9. BUILDING EFFICIENCY & RESILIENCE – EXTERNAL REVIEW OF FINANCE SYSTEMS</p> <p>KQ and BMcC spoke to the issues raised in the report.</p> <p>DK noted the over reliance on BMcC. Way forward is to build resilience.</p>	
<p>10. EXTERNAL REVIEW OF IT SYSTEMS</p> <p>BMcC gave an overview of the report and conclusions. Security was the main issue which has been addressed in Head Office. It was noted that an external IT services provider has been appointed and is working well.</p> <p>HW raised an issue over the use of personal mobile phones for business use. After a full and frank discussion it was decided that the Senior Management Team should be issued with Business Mobile Phones.</p>	KQ
<p>11. REVIEW OF HARBOUR H&S MEETINGS</p> <p>KQ advised the Committee that review of these meetings would now be the remit of the Risk and Assurance Committee.</p> <p>The Committee discussed content from all three harbours and commended the summary of actions table at the end of each set of minutes. (Kilkeel meeting action table was omitted from papers).</p> <p>An issue over the recording of Near Misses was highlighted and after being discussed KQ agreed that the fishermen should be actively encouraged to report any near misses as soon as possible. KQ will add request to stakeholder’s meetings.</p>	KQ
<p>12. INTERNAL AUDIT RECOMMENDATIONS FOR 2020/21</p> <p>KQ reviewed the five recommendations.</p> <p>DK suggested that a Status Box would be useful for each recommendation. BMcC will add to report.</p>	BMcC

	Action
<p>ED noted that the 2021/22 Internal Audit Review is due to commence shortly. Discussions will be had this week with BMcC to make suitable arrangements.</p>	
<p>13. EQUALITY AND GOOD RELATION DUTIES – ANNUAL PROGRESS REPORT</p> <p>Submitted to Equality Commission.</p>	
<p>14. MINUTES OF DAERA ACCOUNTABILITY MEETING ON 18 NOV 2021</p> <p>These are still at the draft stage and will be included in the pack for the next Risk and Assurance Meeting.</p>	
<p>15. ANY OTHER BUSINESS</p> <p><u>World Events in Ukraine</u> - As part of the international fishing community we are deeply concerned about the invasion of Ukraine and resulting humanitarian crisis. As an Authority would like to express our sympathy and support for the people of Ukraine at this difficult time.</p> <p>LG drew the Committee’s attention to a Seafish report ‘The Russian invasion of Ukraine: Implications for the UK Seafood Supply Chain’ this is for information only and not currently for further dissemination.</p> <p>DK drew the Committee’s attention to a letter from the Secretary of State for Transport providing guidance on dealing with Russian vessels attempting to enter UK ports.</p> <p>Schedule of future meetings to be agreed at the next Board meeting and Outlook calendar invitations issued.</p>	
<p>16. DATE OF NEXT MEETING</p> <p>Date to be determined at the next Board Meeting.</p>	