

Northern Ireland Fishery Harbour Authority

Risk and Assurance Committee

Teams Meeting

On

Thursday 23 June 2022 at 1.00pm

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

	Action
1. APOLOGIES None	
2. CONFLICT OF INTEREST No Conflict of Interest declared.	
3. MINUTES OF PREVIOUS MEETING Minutes of the meeting held on 1 March 2022 were agreed .	
4. MATTERS ARISING Risk Register was updated. The move to Authority Mobile Phones for SMT is still in process. Will be completed before the Autumn. Status box for Internal Audit Recommendations will be added to all future papers.	
5. SELF ASSESSMENT The Committee carried out the Self-Assessment. After a full discussion all were in agreement with the results.	

	Action
<p>6. COVID-19 UPDATE</p> <p>KQ noted business is now back to normal. This is being kept under review as we do not know what the Autumn may bring. At the moment there are a great number of cases in the wider areas.</p> <p>It is planned to review the Home Working arrangements over the summer.</p>	
<p>6. RISK REGISTER – JUNE 2022</p> <p>KQ spoke to the Risk Register in detail.</p> <p>5 – Inadequate dredging all harbours. KQ noted risk of crewing the dredger going forward. KQ confirmed tender process has completed and he is about to award the contract. After a full discussion it was agreed to upgrade this risk to a red risk. Discussion over dredging at the pier head was deferred to the board meeting next week. LG asked if a paper could be provided to the Board to aid the understanding of the dredging procedure. KQ will address.</p> <p>KQ confirmed that the dredger never failed to go to sea due to out of date paperwork.</p> <p>Also discussed was the issue around contaminate being discovered within the sample taken from the inner basin. Further samples have been taken and we are awaiting results. If these also show contamination then no dredging in the inner basin can take place until a mitigation plan is agreed by NIEA. Sediment will have to be treated and removed to landfill. A similar situation occurred a number of years ago, the contaminated sediment had to be encapsulated and landfilled as hazardous waste at significant cost.</p> <p>A new risk is required for this issue. There is a significant risk that the harbour would clog up before dredging could take place. KQ will ensure this is added before the Board Meeting.</p> <p>KQ confirmed when results are received everyone will be informed.</p> <p>7 - Concern over potential risk to pedestrian safety of both users and visitors. KQ gave an update on the project. Kilkeel amended works are due to recommence next week.</p> <p>8 – Geopolitical Risk. With Stormont not sitting at the moment, this risk should be amended to include lack of decision making/failure to budget by the Stormont Executive. After a brief discussed it was decided that KQ will update the narrative on the Risk Register.</p> <p>9 – Failure to meet planned delivery of Capital Projects to initial cost and time. KB asked should this risk be upgraded to Orange due to issues which arose last year. After discussion it was agreed by all.</p> <p>17 – Reputational Risk arising from unsuccessful consultation with regard to new capital projects. This is a new risk on the Risk Register. Should not be a yellow risk.</p>	<p>KQ</p> <p>KQ</p> <p>KQ</p> <p>KQ</p> <p>KQ</p>

	Action
<p>After a full and frank discussion – the issue is around our failure to effectively consult and engage with key stakeholders – this risk will be updated to reflect same.</p> <p>23 – Unable to fully access available funding due to HR issues. KQ confirmed we are seeking help from our engineers in initial setup of projects to help with tight grant deadlines. As additional support may not be approved this risk needs to be amended. Corporate Plan and budget going forward may need to be reviewed. This should remain at a high risk.</p> <p>24 – The Authority has been operating beyond available HR capacity for a prolonged period of time. HW requested that this issue is discussed at every committee meeting. DK – this will be made a standing agenda item.</p> <p>KQ confirmed we are working with DAERA on this issue and after a frank discussion the need to move this to a red risk was approved.</p> <p>PG advised the Committee that any business cases relating to pay or staffing were given a high degree of scrutiny by DoF and these take a long period of time.</p> <p>KQ to amend register and will be taken to Board meeting next week.</p>	<p>KQ</p> <p>KQ</p> <p>KQ</p> <p>KQ</p>
<p>8. ANNUAL REPORT ON THE WORK OF THE RISK AND ASSURANCE COMMITTEE</p> <p>Report was taken as read and no questions were asked.</p> <p>Approved to be taken to next Board Meeting.</p>	<p>KQ</p>
<p>9. INTERNAL AUDIT ANNUAL OPINION AND REPORT 2021/22</p> <p>ED gave an overview and summary of the report noting the Satisfactory Opinion. This report is now final not draft as noted on page 17.</p>	
<p>10. INTERNAL AUDIT REVIEW 2021/22</p> <p>ED discussed the recommendations which were made on pages 41 to 46.</p> <p>ED also noted that all of the previous recommendations have been implemented.</p> <p>DK thanked ED for her work and also thanked BMcC and KQ for the effort put into this.</p> <p>KB – well done on the satisfactory assessment.</p> <p>KQ noted that we consider our relationship with Internal Audit as a partnership and thanked ED for all the work they have done this year.</p> <p>HW noted this was good news as far as it goes. This is a result on our procedures and not our results. He sympathised that some of the recommendations are not easily fixed or within our control. We should primarily focus on results and outcomes and not processes.</p>	

	Action
<p>KQ confirmed in relation to the vessel decommissioning there is a need to have a procedure in place to cover if he was not here. Legal side is moving forward with DAERA.</p> <p>PG confirmed date for meeting is 6 July 2022. Whilst some recommendations are outside of NIFHA's control this is taken into consideration. He agreed results and outputs are important but you cannot get there if you do not have robust systems behind that and you make sure your processes are working well too. NIFHA cannot do some of these on their own. Joint DAERA NIFHA Board Meeting in September 2022.</p> <p>ED appreciated the amount of work NIFHA have done to progress the legislation and noted that sometimes having an Internal Audit recommendation will help to escalate.</p> <p>This was approved and final report will be taken to the Board Meeting.</p>	KQ
<p>11. DRAFT GOVERNANCE STATEMENT</p> <p>KQ gave an overview. Required for the statutory accounts.</p> <p>Approval given to take to Board Meeting.</p>	KQ
<p>12. MARINE SAFETY MANAGEMENT SYSTEM EXTERNAL AUDIT</p> <p>Overall feedback from Nash Maritime who carried out this audit was satisfactory.</p> <p>Systems are in place and generally implemented.</p> <p>KQ spoke to the recommendations in the report (marked in yellow). Overall there will be some improvements to be made and additional information included in our Port User Information Book.</p> <p>HW – well done. Both assessments are not easy and stressful.</p> <p>DK asked for a timeline to be set for implementing the recommendations made. KQ confirmed this will be brought to the September meeting.</p>	KQ
<p>13. AUDIT COMMITTEE TERMS OF REFERENCE</p> <p>DK asked all Committee members to study the Terms of Reference (circulated) and also if they have access to other organisations Terms of Reference to compare against these. This would allow us to benchmark against similar organisations.</p> <p>PG will ask other NDPB's for copies of their documents to share but noted it would possibly be more meaningful if it came through DK's meeting with chairs of other bodies.</p> <p>Any comments/suggestions should be forwarded to BMcC before the end of July 2022.</p>	<p>PG/DK</p> <p>All</p>

	Action
<p>14. NIFHA CONFLICT OF INTEREST REGISTER</p> <p>DK will sign this off next week when he is in Downpatrick.</p>	
<p>15. MINUTES OF DAERA ACCOUNTABILITY MEETING</p> <p>Still in draft format. Nothing contentious. Will be brought to the September meeting.</p>	
<p>16. END OF YEAR STEWARDSHIP REPORT</p> <p>This is an annual report that KQ completes for DAERA.</p> <p>KB – As in other bodies (Education Authority) it is critical that we do not get tied up in procedures and forget outcomes. We need to look deeper in the terms of outcomes.</p>	
<p>17. REVIEW OF HARBOUR H&S MEETINGS</p> <p>Kilkeel interim Health and Safety meeting has not been held. Internal Audit was carried out this week and issues arising from this will be brought to the Board Meeting next week.</p> <p>DK commended the Ardglass and Portavogie Harbour Masters on their response to actions/issues in the reports.</p> <p>LG appreciated the tables at the end of the meetings showing outcomes and progress made.</p>	
<p>18. ANY OTHER BUSINESS</p> <p>PG – Easy to put things and processes on paper and lessons learnt from other ALB's and things that have happened in the past. It is important for Board to have input into the engagement with the department on an annual basis. An early engagement plan has been sent to Robert to share with the Board to get ideas and thoughts as to what exactly you want to see in terms of engagement with the Department and at the different levels.</p>	
<p>19. DATE OF NEXT MEETING</p> <p>Thursday 8th September 2022 @ 10am</p>	