

Northern Ireland Fishery Harbour Authority

Risk and Assurance Committee

on

Thursday 8 September 2022 at 10.00am

at Head Office, Downpatrick

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

	Action
<p>INTRODUCTION</p> <p>Lynda Lowe (LL) introduced herself to the meeting and confirmed her role as Corporate Services Director until 9 October 2022 when Kathryn Clarke will take over the post. DK welcomed Lynda to the meeting.</p> <p>Condolences were offered to the family of Sean Bond who recently died onboard a vessel in Portavogie.</p>	
<p>1. APOLOGIES</p> <p>None</p>	
<p>2. CONFLICT OF INTEREST</p> <p>No Conflict of Interest declared.</p>	
<p>3. MINUTES OF PREVIOUS MEETING</p> <p>Minutes of the meeting held on 23 June 2022 were agreed. Formally approved by KB and seconded by HW.</p>	
<p>4. MATTERS ARISING</p> <p>Action Points were brought to the June Board Meeting. Everything else will be dealt with on today's Agenda.</p>	

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<p>Accountability Meeting Minutes are still not finalised. H&S meeting minutes will be brought to the next ARAC meeting.</p> <p>KQ also noted that the draft engagement plan was sent by DAERA to the previous chair in April but no response was received. LL was asked to forward this to the new interim chair – Alan McKeown. LL confirmed she will do this.</p>	LL
<p>5. INTERNAL AUDIT ANNUAL PLAN 2022/23</p> <p>ED discussed the paper and in particular what topics would be covered in the Internal Audit this year – scheduled to take place in Quarter 4 (Jan to Mar 2023).</p> <p>DK noted the significant developments on the Risk Register which may need to be addressed. ED confirmed this can be discussed at the scoping meeting prior to the Audit commencing.</p> <p>DK confirmed plan is OK at the moment and will discuss any potential changes with ED.</p> <p>DK advised that he had spoken with the Chair of DAERA ARAC to progress a meeting with other ALB Chairs.</p>	
<p>6. RISK REGISTER – AUGUST 2022</p> <p>KQ spoke to the Risk Register in particular the changes since last Register reviewed.</p> <p>10 – Failure to meet planned delivery of Capital Projects to initial cost and time. Impact at the moment is classed as VH but there is no material risk at this stage in current projects – out of 23 projects only 2 are outstanding. The Committee discussed this risk in detail and recommended that the Residual Risk after Controls Impact be revised down to H – This will now be an amber risk.</p> <p>16 - Reputational Risk arising from unsuccessful consultation with regard to Capital Projects; this risk had been updated to include other harbour initiatives and issues. A discussion around the Root cause of this risk took place and KQ will amend and bring to Board Meeting.</p> <p>26 – Ongoing issues with regard to complaint. This is a new risk on the register added to reflect ongoing issues. The Committee expressed concern over the description of this risk. After a full and frank discussion it was determined that it was not an appropriate risk for the Corporate Risk Register and the ARAC recommend removal.</p> <p>Risk Register with amendments as noted was approved to be taken to next Board meeting.</p>	<p>KQ</p> <p>KQ</p> <p>KQ</p> <p>KQ</p>

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<p>7. EQUALITY AND GOOD RELATIONS DUTIES – ANNUAL PROGRESS REPORT 2021/22</p> <p>The report was taken as read. Only comment was no policies having to be screened during the period.</p>	
<p>8. RISK APPETITE</p> <p>No questions on this.</p> <p>Approval given to take to next Board Meeting.</p>	KQ
<p>9. RISK MANAGEMENT POLICY – ANNUAL REVIEW</p> <p>HSMS and MSMS reviews should be included under Risk Management as part of the system of Internal Control. KQ will amend.</p> <p>Approved to be taken to Board Meeting with amendment as noted.</p>	KQ
<p>10. HR CAPACITY ISSUES</p> <p>KQ discussed current staffing within the Authority.</p> <p>A deck hand has been recruited to the Dredger post in Kilkeel.</p> <p>Corporate Plan includes 1 extra person in Kilkeel and a senior assistant in the Finance department. Plan still awaiting approval from DAERA.</p> <p>Health and Safety Admin Officer has resigned. May be difficult to fill this post. KQ discussed her role and its function within the Organisation.</p> <p>Kilkeel Harbour Master is back full time from next week.</p> <p>Low Pay issues are a major problem and DAERA have agreed to aid NIFHA in preparing business cases.</p> <p>Even with this help it could take up to 1 year for approval to be given.</p> <p>KQ responded to a query on accident investigation and the importance of impartiality. Harbour Masters are too close to the incident. There are always lessons to be learnt from any incident.</p> <p>After a brief discussion it was requested that any Overtime worked – either paid or not should be recorded. This would ultimately aid future business cases. KQ will action.</p> <p>KQ discussed Ice Plant Cover and letter issued to fishermen to advise during what outside hours staff were available. Staff do not wish to cover outside hours work. History behind Ice Delivery was also discussed.</p> <p>HW offered to provide a letter from the Fishermen’s Federation noting the change in fishing patterns. This offer was accepted.</p> <p>KQ noted that Ice Plants and their methods of delivery would continue to result in issues.</p>	<p>KQ</p> <p>HW</p>

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<p>11 MSMS EXTERNAL REVIEW AND ACTION PLAN</p> <p>Report on the PMSC was very favourable. Nash Maritime were impressed with our systems.</p> <p>The Committee discussed the Action Plan and in particular:</p> <p>3.1.1 – HM’s have received training in the past but need this needs to be refreshed.</p> <p>3.1.2 & 3.1.3 – Harbour Order Review could take 2 – 5 years. If so it may be necessary to review the Bye Laws sooners. At the moment breach of Bye Laws only warrants an Admin Fee – anything else would have to go to court.</p> <p>3.1.4 – Misunderstanding over the role of the Health and Safety Administration Officer. No-one internally has the experience to do the DP role. Options are as follows – Internal Person, External person or Hybrid. External Person - this is not a Consultant role but may be classed as Staff Substitution.</p> <p>KQ will amend this and bring to the Board for approval.</p> <p>3.1.5 – KQ discussed this. A generic approval system is already in place. Ardglass Harbour Master will carry out a Risk Assessment on engine mobilisation. Bunkering is not currently considered appropriate for our harbours.</p> <p>2.04 – Training will be organised.</p> <p>This Action Plan will be added to the ARAC Agenda going forward.</p>	<p>KQ</p> <p>KQ</p>
<p>12 PERSONAL INJURIES CLAIM</p> <p>KK advised there had been no movement on the claim in relation to the incident which took place at the small slipway in Kilkeel.</p>	
<p>13. HEALTH AND SAFETY UPDATE</p> <p>KQ updated the committee.</p> <p>Three incidents since last report. One in each of the Harbours.</p> <p>Health and Safety Administration Officer has resigned. Her role was to record and keep on top of the paperwork. Recruitment for a replacement will take place.</p>	
<p>14. AUDIT COMMITTEE – TERMS OF REFERENCE</p> <p>DK noted he had looked at AFBI’s terms of reference and found ours to be aligned with this.</p> <p>Terms of Refence have been amended to refer to Committee by the name Audit Risk & Assurance Committee, consistent with other ALB’s. Approved to be taken to Board Meeting.</p>	<p>KQ</p>

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<p>15. ANY OTHER BUSINESS</p> <p>HW spoke to the changes to the forthcoming regulations with regard to migrant crews. If these go ahead the fleet will be unable to get sufficient crew to continue in the short to mid term. This occurred in the Clyde and 40% of their vessels were unable to continue to work. Attempts are being made to get the policy delayed.</p> <p>In the long term there may be benefits – prices may rise and fishing opportunities may increase.</p> <p>LG will provide information on the levels of foreign crew within the Northern Ireland Fleet.</p> <p>KQ – This is a major risk for the Authority and would need to be reflected on the Risk Register. Committee agreed and Register will be updated.</p>	<p>LG</p> <p>KQ</p>
<p>16. DATE OF NEXT MEETING</p> <p>There are normally only 3 ARAC meetings during the year but it may be prudent at this time to add another one in.</p> <p>KQ – asked for suggestions as to Agenda items.</p> <p>BMcC will check dates for a meeting in December and keep the Committee informed.</p>	<p>All</p> <p>BMcC</p>