



	clarifying their contingency arrangements.  The Board agreed that a joined up approach needed to be investigated as part of the work to progress the OBC and early engagement was recommended.	<b>David Small</b>
<b>2.0</b>	<b>Legacy Cases (Illegal Waste Sites)</b>	
2.1	Tracey Teague presented the paper to the Board, informing members of progress to date and advising that NIEA would update the Board with its findings and recommendations later in the year. Members discussed and noted the contents of the paper and progress to date.	
<b>3.0</b>	<b>Departmental Update</b>	
3.1	As per opening remarks.	
<b>4.0</b>	<b>Media Update</b>	
4.1	None	
<b>5.0</b>	<b>Standing Items</b>	
5.1	<b>Conflict of Interest</b>	
	Norman Fulton declared an association with the Ulster Wildlife and advised he would leave the meeting for the discussion on Agenda Item 9.	
5.2	<b>Minutes and Matters arising from 20 December DB Meeting</b>	
	The Minutes of the last meeting were agreed.	
5.3	<b>Matters Arising</b>	
	The Actions from 20 December meeting were agreed as cleared.	
<b>6.0</b>	<b>BREXIT</b>	
6.1	<p>Graeme Wilkinson joined the meeting and provided an update to the Board. In particular noting:</p> <ol style="list-style-type: none"> <li>1. Tight deadlines when responding to DExEU;</li> <li>2. Governance arrangements within the Department's Brexit team;</li> <li>3. Use of staff resources to best manage demands placed on the programme team and throughout the Department;</li> <li>4. DEFRA visits;</li> <li>5. Stakeholders; and</li> <li>6. Frameworks and legislation.</li> </ol> <p>Secretary sought an assurance from all Board Members that the Department could respond to the challenges ahead. There was a general consensus that the Department was well placed to do so, however, concern that there potentially could be a risk of an overall lack of resources, depending on how negotiations progress, was noted.</p> <p>Graeme noted that the next 6-8 weeks would better define how</p>	

	<p>well positioned the Department was.</p> <p>Janine Fullerton provided an update on how NICS HR was ready to assist.</p> <p>Graeme noted the next Meeting of DAERA and DA Ministers was due 26 February. Graeme Wilkinson to draft a note to Andrew McCormick and HOCS regarding potential future decisions for DAERA.</p>	<b>Graeme Wilkinson</b>
<b>7.0</b>	<b>Ballykelly Relocation</b>	
7.1	<p>Colin Lewis presented his update paper and the Board noted its contents. In particular:</p> <ol style="list-style-type: none"> <li>1. Still on target for March handover;</li> <li>2. 240 staff to be on site by mid-April;</li> <li>3. Information sessions for staff currently underway;</li> <li>4. Recent media coverage;</li> <li>5. Building to be named: “Ballykelly House”;</li> <li>6. Further review to take place 2019;</li> <li>7. Lessons learned; and</li> <li>8. Focus would soon move onto filling the remainder of the new building.</li> </ol> <p>The Board extended its appreciation to the teams involved in bringing the project in on time and on Budget.</p>	
<b>Presentation by EUASD and Board Meeting with staff</b>		
	<p>The day included a presentation by Brian Doherty on:</p> <ol style="list-style-type: none"> <li>1. The organisation of EU Area-based Schemes Division;</li> <li>2. Delivery Unit role and performance;</li> <li>3. Role of Countryside Management Unit and performance;</li> <li>4. Challenges; and</li> <li>5. Benefit realisation</li> </ol> <p>The presentation was followed by a discussion between the Board and EUASD Senior Team including Brian Doherty, Dr Richard Crowe and Jason Foy.</p> <p>The Board went on to meet a number of the front facing staff based in Orchard House as well as the IT team and Facilities Management.</p>	
<b>8.0</b>	<b>Advisory Review Conclusion</b>	
8.1	<p>Norman Fulton presented his paper. The Board noted;</p> <ol style="list-style-type: none"> <li>1. The structure and remit of the Knowledge Advisory Service (KAS);</li> <li>2. The cross cutting links i.e. environmental;</li> <li>3. The need to invest in the Profession – Continuous Professional Development (CPD); and</li> <li>4. The phased movement of staff into the new service.</li> </ol>	

	<p>Norman advised that external stakeholders would be updated in the near future.</p> <p>The Board agreed the launch of the new service.</p>	
<b>9.0</b>	<b>Carrier Bag Levy Review</b>	
9.1	<p>David Small presented his paper to the Board. Rory O’Boyle and Dave Foster (EMFG) joined the meeting to provide further background.</p> <p>NB: Norman Fulton left the meeting, for this item, due to a conflict of interest.</p> <p>The Board noted:</p> <ol style="list-style-type: none"> <li>1. A review of the NI Carrier Bag Levy (completed by Business Consultancy Ltd);</li> <li>2. The aims of the levy;</li> <li>3. Successes in terms of bags removed from the system and income;</li> <li>4. Developments since 1<sup>st</sup> implemented in 2013; and</li> <li>5. Current position.</li> </ol> <p>The Board was advised that any changes would require “Affirmative Legislation”.</p> <p>The Board discussed trends and comparisons to other UK Regions as well as the Republic of Ireland.</p> <p>Secretary asked for an additional paper to be brought to DB with all options that could be put before an incoming Minister.</p> <p>Secretary thanked Messrs Foster and O’Boyle for their contribution today and also for the hard work over the last few years by their team, which had contributed to the success of the levy to date.</p>	<b>David Small</b>
<b>10.0</b>	<b>2018/19 Budget</b>	
10.1	<p>David Reid provided an update to the Board on the 2018/19 Budget noting DAERA stakeholder responses to the DoF’s recent Budget briefing exercise (completed 26 January 2018).</p> <p>The Board noted the contents of the paper.</p>	
<b>11.0</b>	<b>2017/18 Budget Position</b>	
11.1	<p>David Reid presented the 2017/18 paper to the Board noting the current expenditure position, that the Spring Supplementary Estimates process was underway.</p> <p>David requested any expenditure concerns over the next two months should be flagged immediately to Finance Division.</p>	
<b>12.0</b>	<b>Health and Safety Update</b>	
12.1	David Small delivered the Health and Safety (H&S) quarterly	

	<p>update paper. There were no major areas of concern. Smaller H&amp;S concerns were being addressed. The Board:</p> <ol style="list-style-type: none"> <li>1. Noted the progress report;</li> <li>2. Approved the DAERA H&amp;S organisation document; and</li> <li>3. Confirmed Mr David Small as DAERA H&amp;S Director.</li> </ol>	
<b>13.0</b>	<b>Staffing &amp; Absenteeism Update</b>	
13.1	<p>Janine Fullerton provided the paper to the Board asking them to note the information and analysis. Janine noted:</p> <ol style="list-style-type: none"> <li>1. Ballykelly resourcing continuing at pace; and</li> <li>2. People Strategy moving forward;</li> </ol> <p>The Board discussed the out-workings of the Staff Attitude Survey noting that it should feed into the People Strategy.</p> <p>Janine provided statistics on current and forecast absenteeism and Secretary asked that this return to the Board in two months.</p>	<b>Janine Fullerton</b>
<b>14.0</b>	<b>Business Plan Outturn Report up to 31.12.2017 and Proposed 2018/19 Targets</b>	
14.1	The Board discussed the current year to date position with the 2017/18 business plan targets and noted work to date on developing the 2018/19 plan. The latter would be dependent on final Budget available for next year.	
<b>15.0</b>	<b>NIEA Board Minutes</b>	
15.1	The Board noted the contents of the paper.	
<b>16.0</b>	<b>ARAC report</b>	
16.1	The Board noted the contents of the paper.	
<b>17.0</b>	<b>NIFAIS Update</b>	
17.1	<p>The Board noted the contents of the paper.</p> <p>Secretary asked that Robert Huey reports back to Departmental Board following the NIFAIS Board.</p>	<b>Robert Huey</b>
<b>18.0</b>	<b>DB February Forward Agenda</b>	
18.1	The Agenda was agreed with the addition of an item on "Estate Management Model".	
<b>19.0</b>	<b>Internal Communications Messages for team Brief</b>	
19.1	<p>Items agreed to next available team brief were:</p> <ol style="list-style-type: none"> <li>1. Mobuoy Waste;</li> <li>2. Brexit;</li> <li>3. Ballykelly;</li> <li>4. Advisory Review; and</li> <li>5. H&amp;S Quarterly Update.</li> </ol>	
<b>20.0</b>	<b>AOB</b>	
20.1	<p><u>AFBI Review:</u> Secretary noted the position with the review.</p> <p><u>DB Agenda size:</u></p>	

	DB acknowledged that the increased number of DB Agenda items was to be expected in the absence of a Minister.	
	<b>Close</b>	
	Secretary closed the meeting. He thanked all Members past and present for their full participation and support during his term of DARD/DAERA Permanent Secretary.	

**Date of next meeting: Wednesday 28 February 2018**