**Summary of the NIEA Board Meeting**

**2 February 2022, via Webex Video Conference**

**(Environment, Marine and Fisheries Group Senior Management in attendance)**

Members in Attendance:

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| Paul Donnelly | Acting Chief Executive, NIEA (Chair) |
| Helen Anderson | Director of Natural Environment Division, NIEA |
| Keith Bradley | Acting Director of Resource Efficiency Division, NIEA |
| Paul Douglas | Non-Executive Board Member |

Other Attendees:

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| Dave Foster | Director of Regulatory & Natural Resources Policy Division, EMFG |
| Owen Lytle | Director of Marine and Fisheries Division, EMFG |
| Marcus McAuley | Acting Director Strategic Planning & Change Division, NIEA |
| John Mills | Director of EU Transition Division, EMFG  |
| Stephen Norrie | NIEA Board Secretariat |
| Jacqui Girvan | NICS HR – DAERA Business Partner, DoF |
| Philip Walker | Head of Finance, Business Support Team (NIEA) |
| Arron Wright | Acting Director of Green Growth Division, EMFG |

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|  |  | **Action** |
| **1** | **Apologies and Conflicts of Interest**Apologies from Tracey Teague, Colin Breen, Kevin Hegarty and Charlotte Stewart. No new conflicts of interest were recorded.  |  |
| **2** | **Minutes and Matters Arising from Meeting on 11 January 2022**The board agreed the minutes of the meeting held on 11 January 2022 and discussed matters arising.The following action points were carried forward: * Consider a linked approach to funding of projects going forward. Arrange an initial meeting ( Paul Donnelly, Tracey Teague and NIEA/EMFG Grade 5’s )
* Consider how to highlight the impacts of environmental crime to the judiciary.
* Arrange a meeting to discuss the value of GIS in data management across EMFG/NIEA.
* Arrange a meeting to discuss DSO legal support in relation to waste sites.
* **EU Transition Update:** Get a copy of the letter sent to Rosemary Agnew from DEFRA, for further discussion. No letter yet but an update provided by Rosemary Agnew so Board agreed to carry over for future discussion.
* **AOB:** Discuss environmental governance issues going forward with respect to any information requests in relation to a potential independent environment agency.

The following new action point was agreed:* Lines to take on potential independent environmental protection agency to be provided to Marcus McAuley.
 | **Paul Donnelly** **Paul Donnelly****Board Secretariat** **Paul Donnelly / Theresa Kearney / John Mills****Tracey Teague****Paul Donnelly / Tracey Teague / Dave Foster / Colin Breen****Dave Foster** |
| **3** | **HR Monthly Report**Jacqui Girvan updated the board on the latest position in relation to staff in post, recruitment competitions, filling of approved vacancies, temporary promotions, agency staff, performance management and absence management. The board noted the latest position.NICSHR have asked Managers to examine vacancies at Grade 7 level to see if existing lists can be utilised prior to any new competition being arranged.Eligibility criteria have been agreed for Grade 6 competition and this will progress.Managers are encouraged to maintain their focus on compliance with Performance Management.Thanks extended to Marcus McAuley for work done on vacancy management.The Board agreed that given continuing resource pressures a pragmatic approach to prioritisation of work going forward was required. |  |
| **4** | **Finance and Corporate Governance**The board discussed the various issues arising from the finance and corporate governance paper and the board: * Noted the net spend for both Resource DEL and Capital DEL for the first nine months of 2021-22;
* Review the capital update and confirm that full spend will be realised;
* Consider further options for capital spend**;**
* Notedthe current position relating to the Budget 2022-25 process;
* Notedthe update relating to the NIEA Annual Report and Accounts 2021-22;
* Noted the current position relating to the relevant risk registers;
* Noted the current position relating to progress of DAERA 2021/22 Business Targets and EMFG/NIEA/Green Growth 2021/22 Group Targets;
* Notedthe Workforce Planning update;
* Notedthe update on the Klondyke Building Premises & Klondyke Daily Attendance;
* Notedthe update on Training and Environmental Economists;

Marcus McAuley advised that a focus remained on workforce planning and the complex space of vacancy tracking going forward. He also expressed thanks to all staff in the Klondyke Premises Team for their continued good work in management of the building in current circumstances and in the work being done in preparation for new ways of working.Marcus reiterated the importance of the completion of mandatory training by all staff and encouraged managers to remind their staff.The Staff Officer Economist starts work on 1 March 2022 and will report to Philip Walker during Charlotte Stewart’s absence.The following action point was agreed:* Check position on Central Procurement Directorate’s progression of procurement in line with business needs.
 | **Paul Donnelly** |
| **5** | **EMFG and NIEA Customer Complaints Handling Manual**Marcus McAuley presented his paper to the Board. The Board were invited to provide any feedback to the paper and endorsed the plan to have a final version of the manual released to staff in March 2022. |  |
| **6** | **Covid 19 Update** Paul Donnelly updated the board on issues being dealt with by NIEA and EMFG in response to the ongoing Covid-19 situation. The Board noted the position.  |  |
| **7** | **EU Transition Update**John Mills updated the board on ongoing environmental issues related to EU exit. Negotiations around the Northern Ireland Protocol are continuing and significant work may arise in relation to the review of EU retained law. Board noted the latest position. |  |
| **8** | **Consultations**The Board noted the Consultations currently listed.  |  |
| **9** | **Health & Safety Monthly Report**The board discussed the monthly Health & Safety report and noted the latest position. |  |
| **10** | **Communications & Staff Engagement**Stevie Norrie provided a brief update on staff communications activities and the Board agreed the current approach to the schedule of staff newsletters and webinars for the first half of the year.  |  |
| **11** | **Papers for Future NIEA Board Meetings**The board agreed the schedule of papers to be tabled at the March board meeting and discussed potential papers for future meetings.  |  |
| **12** | **AOB**None discussed. |  |