**Summary of the NIEA Board Meeting**

**3 December 2021, 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 |
| Paul Douglas | Non-Executive Board Member |

Other Attendees:

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| Tracey Teague | Deputy Secretary, EMFG. |
| Dave Foster | Director of Regulatory & Natural Resources Policy Division, EMFG |
| John Mills | Director of EU Transition Division, EMFG |
| Owen Lytle | Director of Marine and Fisheries Division, EMFG |
| Colin Breen | Acting Director of Environmental Policy Division, EMFG |
| Marcus McAuley | Acting Director Strategic Planning & Change Division, NIEA |
| Gillian Wasson | Acting Assistant Director of Industrial Pollution & Radiochemical Inspectorate ( Deputising for Keith Bradley, Acting Director of Resource Efficiency Division ) |
| Stephen Norrie | NIEA Board Secretariat |
| Chris Butler | Deputy Principal, Business Support Team, NIEA ( deputising for Charlotte Stewart ) |
| Jacqui Girvan | NICS HR – DAERA Business Partner, DoF |
| Theresa Kearney | Acting Assistant Director of Regulation Unit, NIEA (attended for agenda item – Update on Financial Implications of Waste Sites) |
| Jonathan Gray | Head of Mobuoy Remediation Project Team, Regulation Unit, NIEA (attended for agenda item - Mobuoy Remedation Project Update) |
| Brian McVeigh | Head of Waste Management Licensing Team, Regulation Unit, NIEA (attended for agenda item – Update on Financial Implications of Waste Sites ) |

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|  |  | **Action** |
| **1** | **Apologies and Conflicts of Interest**  Apologies from Keith Bradley, Kevin Hegarty, Charlotte Stewart and Philip Walker. Marcus McAuley advised that an external Company would be appointed to conduct external audits of NIEA Accounts and requested any potential conflicts of interest be declared in relation to CavanaghKelly Accountants. No attendees declared any conflict of interest and no further new conflicts of interest were recorded. Paul Donnelly lost connection to the meeting for a short time and Marcus McAuley assumed role of Chair. |  |
| **2** | **Minutes and Matters Arising from Meeting on 3 December 2021**  The board agreed the minutes of the meeting held on 3 December 2021 and discussed matters arising.  The following action points were carried forward:   * Waste Tracking Update Paper ( upcoming correspondence paper ): Clarify the issue of resource requirements. * Consider a linked approach to funding of projects going forward. | **Colin Breen / Keith Bradley**  **Paul Donnelly / Tracey Teague / Arran Wright / Helen Anderson / Owen Lyttle** |
| **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.  Jacqui advised that NICS HR have launched a new Health & Well Being focussed Support Guide including 3 videos. This is part of the next stage of the ER Project. The Health & Well-being Focused Support Guide will be available to access via the Employee Services Portal, while the three awareness videos will be available to access via the Sickness Absence and Well-Being learning bundles in LInKS.  Tracey Teague raised the issue of supply at G6 level and position on G6 competition. The Board thanked Jacqui and HR colleagues for their continued support and work on progressing competitions.  The following action point was agreed:   * Email Jacqui Girvan highlighting the issue of a G6 competition.   Paul Donnelly re-joined the meeting as Chair. | **Tracey Teague** |
| **4** | **Finance and Corporate Governance**  Marcus McAuley provided the update in the absence of Philip Walker and Charlotte Stewart. 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 seven months of 2021-22; * Notedthedetailed update on capital spend v budget; * Noted the late adjustment made to the January Monitoring Round submission for NIEA Capital; * Noted the current position with regard to the audit of the NIEA Annual Report & Accounts for 2021-22 and beyond; * 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;   Marcus McAuley advised the Board that January Monitoring bid had been submitted and reiterated the importance of budget holders remain focused on year-end spend. With current vacancy rates there remains a pressure on business delivery.  A submission will go to the Minister with regard to a revised draft NIEA Business Plan. The Minister has removed the Ammonia specific Key Performance Target (KPT) from the NIEA Business Plan but narrative will be included to reflect that work on ammonia, based on the Operational Protocol will continue in conjunction with work on the Department wide consultation.  Tracey Teague expressed thanks to G5’s for their continued efforts in the face of resource pressures around headcount. It’s recognised this headcount issue needs further discussion at a senior level going forward. |  |
| **5** | **Mobuoy Remediation Project Update**  Jonathan Gray presented the board with an update paper and slide presentation on the Mobuoy Remediation Project. Paul Donnelly reminded the Board of the sensitivity given the ongoing criminal prosecution case.  Jonathan advised the Board that it was good for his team to have a new Grade 7 in post, Claire O’Neill, and that a GIS/Data Management tool was live and had excellent potential. Jonathan thanked the Board for their ongoing support.  The Board noted the current and proposed future work of the Mobuoy Remediation Project Team and also noted the content of the update paper in relation to the appointment and progress of the Mobuoy Remediation Integrated Consultancy Team.  Board members thanked Jonathan and his Team for the good work and progress on this project, advising that opportunities existed for links to the Green Growth agenda and funding as the site vision developed going forward.  The Board agreed to receive a further update on the Mobouy remediation project in six months.  The following action point was agreed:   * 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 | **Paul Donnelly**  **Helen Anderson / Theresa Kearney / Owen Lyttle / Keith Bradley** |
| **6** | **Update on Financial Implications of Waste Sites**  Theresa Kearney presented the board with an update paper and slide presentation.  The Board:   * Noted the content of the update paper and are content that all relevant   financial issues and aspects of waste regulated sites have been  considered within the paper;   * Support the ask for additional staffing (12) in the Waste Regulatory teams (on top of existing headcount structures) to support the volume of waste regulated sites; some with associated complexities; * Support the presentation of a paper to the Departmental Board regarding the financial risk management associated with waste regulated sites.   Board members expressed thanks to Theresa and Waste Regulation staff for their continued efforts in the difficult task of regulating waste sites. The issue of support on legal matters from DSO was discussed and its importance going forward.  Dave Foster highlighted links to ongoing policy work and that an associated narrative should be considered in the Environment Strategy.  Paul Donnelly confirmed the Board was content to approve the issues presented in the paper.  The following action point was agreed:   * Arrange a meeting to discuss DSO legal support in relation to waste sites | **Paul Donnelly / Theresa Kearney / Brian McVeigh** |
| **7** | **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 and the Board noted the position. |  |
| **8** | **EU Transition Update**  John Mills updated the board on ongoing environmental issues related to EU exit. Negotiations in relation the Northern Ireland Protocol were ongoing.The Board noted the latest position. |  |
| **9** | **Consultations**  The Board noted the Consultations currently listed. |  |
| **10** | **Health & Safety Monthly Report**  The board discussed the monthly Health & Safety report and noted the latest position. |  |
| **11** | **Communications & Staff Engagement**  Stevie Norrie provided a brief update on staff communications activities. The board noted the position. Stevie Norrie suggested staff across EMFG/NIEA could benefit from a demonstration of the GIS/Data Management tool used by Jonathan Grays Project Team.  The following action point was agreed:   * Arrange for a demo in future staff webinar to demonstrate the value of GIS. | **Board Secretariat** |
| **12** | **Papers for Future NIEA Board Meetings**  The board agreed the schedule of papers to be tabled at the January board meeting and discussed potential papers for future meetings. |  |
| **13** | **AOB**  None discussed. |  |