**Summary of the NIEA Board Meeting**

**3 June 2020, via Webex Video Conference**

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

Members in Attendance:

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| Tracey Teague | Acting Chief Executive, NIEA |
| Helen Anderson | Director of Natural Environment Division, NIEA |
| Tim Irwin | 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 Lyttle | Acting Director of Environmental Policy Division, EMFG |
| John Mills | Director of EU Transition Division, EMFG |
| Claire Vincent | Acting Director of Marine & Fisheries Division, EMFG |
| Arron Wright | Director of Green Growth Coordination, DAERA |
| Peter Aiken | Head of Business Support Team, NIEA and EMFG |
| Diane Richardson | NIEA Board Secretariat |
| Mary Drumm | NICS HR Business Partner(attended for agenda item – HR Update) |
| Colum McDaid | Countryside, Coast and Landscapes Branch, NIEA |

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|  |  | **Action** |
| 1 | **Apologies and Conflicts of Interest** Apologies were received from David Small. There were no new conflicts of interest declared. |  |
| 2 | **Minutes and Matters Arising from Meeting on 6 May 2020**The board agreed the minutes of the previous meeting. The action points and matters arising from this meeting were also discussed and the following action points were agreed:* Confirm submission to the Minister on waste legacy sites has been cleared and submitted; and
* Provide a copy of the DAERA response regarding the publication of Brexit Grade 7 list.
 | **Tim Irwin****Mary Drumm** |
|  |  | **Action** |
| 3 | **HR Monthly Report**Mary Drumm updated the board on the latest position in relation to recruitment competitions, filling of approved vacancies, temporary promotions, agency staff, performance management and the latest information from NICS HR regarding Covid 19 response and recovery.The following action points were agreed:* Review existing agency staff provision;
* Aim to complete all End Year Reviews by 30 June 2020; and
* Obtain Business Intelligence (BI) reports on performance management for NIEA and EMFG to inform next Board meeting
 | **Peter Aiken & Directors****All****Diane Richardson** |
| 4 | **Health & Safety Monthly Report**Dave Foster briefed the board on the latest Health & Safety report including the range of health and safety issues being considered for staff during the Covid pandemic, both those working from home and on site. Local Health & Safety Working Groups are continuing to meet remotely and the following action point was agreed:* Directors to remind managers of importance of attending local Working Groups.
 | **Directors** |
| 5 | **Covid 19 Update**Tracey Teague updated the board on the range of issues being dealt with by NIEA and EMFG in response to the Covid situation and the impact some of the lockdown easements were having on operational areas (Country Parks). |  |
| 6 | **EU Transition Update**John Mills provided an update on the EU Transition Board which has recently been established for EMFG and NIEA. John also briefed the board on various workstreams and key areas being taken forward. |  |
| 7 | **NIEA Audit and Risk Assurance Committee (ARAC) Update**Paul Douglas briefed the board on the report of the previous ARAC meeting in February 2020 and the board noted the position. |  |
| 8 | **NIEA Wildfires Update**Colum McDaid joined the meeting and provided an update on the current wildfire situation, key activities involved and an overview of the future direction of the Northern Ireland Wildfire Initiative. The board noted that NIEA was “best in class” in the UK in this field of work and that there was world-wide interest in the multi-agency approach. The board noted Colum’s paper and |  |
|  |  | **Action** |
|  | Agreed to support continued work in this area. The board also agreed that a future paper to the Departmental Board, joint with Forest Service should be considered. The board thanked Column for his excellent paper and recognised his dedication and expertise in this area. |  |
| 9 | **Programme for Government Update**The board discussed the paper and agreed that it should be updated in the light of the recently published Northern Ireland Environmental Statistics report. The following action point was agreed:* Review and update paper in light of recent NISRA report on annual NI Environmental Statistics and consider next steps, with update to be provided at the next board meeting.
 | **Brian Lamont** |
| 10 | **EU Issues Schedule**Owen Lyttle updated the board on the latest position with the EU Issues schedule and what had changed since the previous quarterly report. The board noted the position and the following action points were agreed:* Next written update to the Departmental Board to include an outline of the post-transition position; and
* Produce a guidance note for staff explaining the post-transition infractions position and monitoring requirements.
 | **Owen Lyttle & John Mills** |
| 11 | **Finance and Corporate Governance** The board discussed the various issues arising from the finance and corporate governance paper and the board: 1. Noted the 2019/20 Provisional Outturn revised position for Resource;
2. Noted the EMFG/NIEA June Monitoring proposals and the likely outcome;
3. Noted the update on the NIEA 2019/20 Annual Report & Accounts;
4. Noted the separate paper which reviews the current staffing levels for EMF and NIEA Brexit and non-Brexit posts;
5. Noted the update on the work in progress in finalising the draft DAERA and NIEA 2020/21 Business Plans;
6. Noted the update on the Klondyke building recovery; and
7. Noted the update on the EMFG/NIEA Fleet Management project.
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|  |  | **Action** |
|  | The board recognised the excellent work done by Peter Aiken’s Business Support Team and all the finance teams within NIEA and EMFG Divisions in achieving an excellent financial outturn for 2019/20.The following action points were agreed:* Update Workforce Planning table Annex B (Non Brexit Position) with posts listed in Annex C (Additional Non Brexit Posts); and
* Share draft recovery policies for Klondyke and Lisburn offices reopening.
 | **Peter Aiken****Peter Aiken** |
| 12 | **Communications and Staff Engagement**Due to time constraints, Diane Richardson agreed to provide a written update to the board on Communications and Staff Engagement activities. | **Diane Richardson** |
| 13 | **Papers for Future NIEA Board Meetings**The board agreed the schedule of papers to be tabled at the July board meeting and discussed potential papers for future meetings. The following action points were agreed:* Confirm Norman Fulton’s availability to attend future board meeting; and,
* Circulate slides from recent Future Agricultural Programme Board workshop.
 | **Diane Richardson****Dave Foster** |
| 14 | **AOB**There was a brief discussion on recent fish kill issues, and the board also noted the ongoing work in relation to the operation protocol for ammonia and the future action plan. |  |