**Summary of the NIEA Board Meeting**

**5 August 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 |
| Tim Irwin | Acting Director of Resource Efficiency Division, NIEA |
| Paul Douglas | Non-Executive Board Member |

Other Attendees:

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| Mark Hammond | Head of Natural Environment Operations Unit, NIEA (deputising for Helen Anderson, Director of Natural Environment Division) |
| Arron Wright | Director of Green Growth Division, NIEA Group |
| Claire Vincent | Director of Marine & Fisheries Division, EMFG |
| John Mills | Director of EU Transition Division, EMFG |
| Owen Lyttle | Acting Director of Environmental Policy Division, EMFG |
| Amy Holmes | Head of Air and Environmental Quality Branch, Regulatory & Natural Resources Policy Division (deputising for Dave Foster, Director or RNRPD) |
| Philip Walker | Deputy Principal, Business Support Team, NIEA and EMFG (deputising for Peter Aiken, Head of BST) |
| Norman Fulton | Deputy Secretary, Food and Farming Group, DAERA(attended for agenda item – Future Agricultural Policy Update) |
| Mary Drumm | NICS HR Business Partner(attended for agenda item – HR Update) |
| Paula Bratton | NICS HR Business Partner(attended for agenda item – HR Update) |
| Diane Richardson | NIEA Board Secretariat |

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|  |  | **Action** |
| **1** | **Apologies and Conflicts of Interest** Apologies were received from Helen Anderson, David Small Dave Foster and Peter Aiken. No new conflicts of interest were declared |  |
| **2** | **Future Agricultural Policy Update**Tracey set the scene by welcoming Norman to the board and highlighting some of the operational links that existed between NIEA and Food and Farming Group (FFG) such as Martin McKendry’s attendance at the NIEA board twice a year to share insight and linkages between CAFRE and the work of NIEA and EMFG. There have also been secondments between NIEA Water Management Unit staff and CAFRE which have been very beneficial. |  |
|  |  | **Action** |
|  | Norman outlined the current position with developments on future agricultural policy providing updates on the four key pillars covering productivity, environmental performance, resilience and supply chain. He also mentioned the various workstreams where work is ongoing with 10 areas of policy development. The board agreed with Norman that the agri-environment workstream was critical and that policy development in this area needed to move forward as a priority in order to produce interventions that could deliver the outcomes required.The following action point was agreed:* NIEA and EMFG senior staff to be invited to all Future Agricultural Policy “Deep Dives”.
 | **Norman Fulton** |
| **3** | **Minutes and Matters Arising from Meeting on 8 July 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:* Directors to continue to liaise with HOBs on EYR and PPA/PDP completion – required by 31 August (carried forward from previous meeting);
* Discuss the impact of reduction in assistance to study funding with Brian Doherty (carried forward from previous meeting); and
* Programme for Government update paper for Minister to be prepared.
 | **All****Tracey Teague****David Small** |
| **4** | **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, absence management, and the latest information from NICS HR regarding Covid 19 recovery.The following action points were agreed:* In relation to absence management records, Directors to provide examples of anomalies relating to data on HR Connect for NICS HR to consider; and
* Provide further analysis of types of illness when comparing 2019 and 2020 sick absence statistics.
 | **Directors****Paula Bratton** |
| **5** | **Finance and Corporate Governance** The board discussed the various issues arising from the finance and  |  |
|  |  | **Action** |
|  | corporate governance paper and the board: 1. Noted the net spend for the first quarter of 2020-21;
2. Noted the submission relating to the October Monitoring Round;
3. Noted the position with regard to Covid support funding;
4. Noted the submission in respect of the 2021-24 Budget exercise;
5. Noted the update on the NIEA 2019/20 Annual Report & Accounts;
6. Noted the Workforce Planning update;
7. Noted the update on the NIEA 2020/21 Business Plan; and
8. Noted the update on the EMFG/NIEA Fleet Management project.

The following action points were agreed:* Provide a detailed capital analysis earlier in the financial year to assess any potential Covid impact on slippage;
* Clarify the inclusion of Green Growth in the Annex G Brexit posts table; and,
* Provide a list of vacancies for the senior management Leadership session on 11 August.
 | **Philip Walker****Philip Walker****Philip Walker** |
| **6** | **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 including the accommodation reopening pilot at Klondyke, progress with resumption of inspections and monitoring, regular engagement and meetings with environmental Non-Government Organisations (eNGOs) and the task and finish group set up to consider the impact of Covid 19 on the environment.  |  |
| **7** | **EU Transition Update**John Mills provided an update on the various workstreams and key issues being taken forward through the EMFG and NIEA EU Transition Board including forthcoming stakeholder engagement.  |  |
| **8** | **Health & Safety Monthly Report**The board discussed the monthly report, noting the recent incident at Peatland parks and the increased signage being put in place as a result and the involvement of the Health & Safety team in reviewing procedures. |  |
|  |  | **Action** |
| **9** | **Communications and Staff Engagement**Diane Richardson provided an update on staff communications and MyNI digital marketing campaigns. The board also discussed the content of the forthcoming EMFG and NIEA staff webinar planned for the beginning of September.The following action points were agreed:* Arrange further discussion on the content of staff webinar (strategic context); and
* Update DAERA intranet to reflect EMFG and NIEA split.
 | **Tracey Teague / Diane Richardson** **Diane Richardson** |
| **10** | **Papers for Future NIEA Board Meetings**The board agreed the schedule of papers to be tabled at the September board meeting and discussed potential papers for future meetings.  |  |
| **11** | **AOB**It was agreed that all EMFG and NIEA senior management would be involved in the Klondyke pilot reopening exercise. |  |