**Summary of the NIEA Board Meeting**

**5 October 2021, via Webex Video Conference**

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

Members in Attendance:

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| 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 |
| Charlotte Stewart | Head of Governance and Corporate Services, Business Support Team, NIEA |
| Philip Walker | Head of Finance, Business Support Team, NIEA |
| Stephen Norrie | NIEA Board Secretariat |
| Jacqui Girvan | NICS HR – DAERA Business Partner, DoF |
| Arron Wright | Acting Director Green Growth & Climate Action Division |
| Gillian Wasson | Acting Assistant Director of Industrial Pollution & Radiochemical Inspectorate ( Deputising for Keith Bradley, Acting Director of Resource Efficiency Division ) |

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|  |  | **Action** |
| **1** | **Apologies and Conflicts of Interest**Apologies from Paul Donnelly, Keith Bradley, Marcus McAuley and Kevin Hegarty. No new conflicts of interest were recorded.Helen Anderson kindly chaired the meeting and introduced Gillian Wasson who was deputising for Keith Bradley. |  |
| **2** | **Minutes and Matters Arising from Meeting on 5 October 2021**The board agreed the minutes of the meeting held on 3rd September 2021 and discussed matters arising. The following action points were carried forward: * Visit to CAFRE Glenwherry Farm arranged for 2 July 2021 has been postponed and has been rearranged for 14 October 2021.
* Review of AD Plants and digestate:

 (a) Submit a short update paper to the board via correspondence in September providing clarity on the NIAO recommendations and DAERA legislative requirements.(b) Consider the regulatory and policy positions* HR Update: Check the position on Grade 7 recruitment competitions that are likely to run post-December 2021.

NICSHR Resourcing is currently working with Departments to establish baselines and identify gaps at all grades, including Grade 7, in order to develop the next phase of the NICS Recruitment Plan which will identify priority resourcing needs across the NICS. The Board agreed to maintain a watching brief on this. * Vacancy Management: Current vacancy management issues to be discussed.
* NIEA Board: Discuss future approach to the format and operation of Board meetings. Tracey Teague to be consulted.
* Site Visits: Discuss incidents of aggressive behaviour during site visits with Michael Hatch ( Deputy Chief Veterinary Officer )
 | **NIEA Board Secretariat** **Brian McVeigh / Keith Bradley****Keith Bradley / Colin Breen****Laura McMichael****Paul Donnelly / Marcus McAuley / Helen Anderson / Tracey Teague****Paul Donnelly / Marcus McAuley****Marcus McAuley** |
| **3** | **HR Monthly Report**Jacqui Girvan updated the board on the latest position in relation to recruitment competitions, filling of approved vacancies, temporary promotions, agency staff, performance management, absence management, student placement scheme and learning and development. The board noted the latest position.The Board noted the importance of filling vacancies and the completion of In-Year Reviews and logging of same on HR Connect system by 31 October 2021. |  |
| **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 five months of 2021-22;
* Noted the outcome of the October Monitoring Round;
* Notedthe commissioning and timelines in relation to the January Monitoring Round;
* 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 Klondyke lease renewal;
* Notedthe update on Training;
* Noted the update on Environmental Economists;
* Noted the purpose of the Board and that it is proposed to begin a review of the Terms of Reference in the autumn subject to other priorities and circumstances at that time.

 Philip Walker advised the Board that resource spend was on profile and that capital spending was currently low against profile and will be monitored going forward.January monitoring had just been commissioned and careful review of capital budgets was recommended.Looking forward, a Spending Review for period 2022-23 and 2024-25 is due to issue in October 2021. It is anticipated returns to DoF will be in November/December period.Charlotte Stewart thanked the Board for input from staff to the six month review of Business Targets to Strategic Planning Branch, results of which will be presented at the November Board meeting.Charlotte reminded the Board of the exercise to remove Desktop PC’s that were no longer required. The preference is where possible for Desktop PC’s to be given up as their presence does impact the Covid cleaning regime. The Board was advised the Klondyke Building lease has been extended to 2024.Work continues on the Training Plan and liaison with HR to have Environmental Economists placed. |  |
| **5** | **Covid 19 Update** Helen Anderson 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. |  |
| **6** | **EU Transition Update**John Mills updated the board on ongoing environmental issues related to EU exit. Stakeholder interest in Trade Agreements was noted. The Board noted the latest position.The following action point was agreed:* Produce a current list of subs with associated status
 | **John Mills** |
| **7** | **Consultations**The Board noted the Consultations currently listed.The following action point was agreed:* Master List of Consultations to be circulated earlier for review ie in advance of the issuing of Board papers.
 | **NIEA Board Secretariat** |
| **8** | **Health & Safety Monthly Report**The board discussed the monthly Health & Safety report and noted the latest position. Dave Foster advised that a number of recent incident reports were vehicle related and that information reported would be monitored to identify if any trends were emerging. Dave will report back to the Board in due course.Dave highlighted the G6 H&S course (2 hours) and the Board noted. |  |
| **9** | **Communications & Staff Engagement**Stevie Norrie provided a brief update on staff communications activities including MyNI update, EMFG/NIEA staff webinars ( staff awareness sessions were held on Managing Public Money and Future Agricultural Policy ) and staff Newsletter.  |  |
| **10** | **Papers for Future NIEA Board Meetings**The board agreed the schedule of papers to be tabled at the November board meeting and discussed potential papers for future meetings. The following action point was agreed:* Upcoming Waste Tracking Correspondence Paper: Clarify the issue of resource requirements.
 | **Colin Breen / Keith Bradley** |
| **11** | **AOB**None discussed. |  |