**Summary of the NIEA Board Meeting**

**6 May 2020, via Meet Me Audio 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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| David Small | Deputy Secretary, Environment, Marine and Fisheries Group (EMFG) |
| 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 |
| 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) |

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|  |  | **Action** |
| 1 | **Apologies and Conflicts of Interest** Due to the current Covid-19 situation, the board meeting was held by phone using Meet Me audio conference. There were no apologies. Owen Lyttle declared a conflict of interest regarding his wife who works for Colin Glen. |  |
| 2 | **Introduction**Tracey Teague welcomed everyone to the first NIEA Board meeting to be held by teleconference. In addition, Tracey welcomed Tim Irwin and Owen Lyttle to the meeting in their new roles as Acting Directors and John Mills in his new role as EU Transition Director. Tracey explained that the April board meeting was cancelled due to the closure of the Klondyke building and the ongoing COVID 19 emergency at the time, and for now all board meetings will take place virtually using phone or video conferencing. Tracey also advised the board that she had kept Paul Douglas informed of the COVID situation and the Agency’s involvement as it developed.  |  |
|  |  | **Action** |
| 3 | **Minutes and Matters Arising from Meeting on 4 March 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:* Submission to the Minister on waste legacy sites to be prepared (anticipated by the end of May);
* A detailed report on EMFG and NIEA approved vacancies to be tabled at the June board meeting;
* Reconvene the Steering Group on future agri-environment policy and then provide an update to the NIEA Board in the Autumn;
* Inform the Minister about MyNI digital marketing campaigns; and
* Arrange Risk Review meeting before next NIEA Audit Committee.

The board also agreed that a number of outstanding action points should be deferred until later in the year when it was hoped a more normal pattern of business may be resumed – these related to the following:* A note to EMFG and NIEA staff outlining actions taken since the previous staff engagement Pulse Survey note in November 2019;
* Making contact with Food and Farming Group to discuss inspectors and the potential for secondments;
* Making contact with Martin McKendry to discuss topics and arrangements for the next CAFRE session at the NIEA Board (scheduled for October);
* A note to EMFG and NIEA staff regarding developments with the independent environment agency (when these arise); and
* Resourcing request for the DAERA intranet site to be discussed with Staff Engagement Director.
 | **Theresa Kearney****Peter** **Aiken****Dave** **Foster****Eileen Curry****Peter Aiken** |
| 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 and the latest information from NICS HR regarding Covid 19 and staff arrangements. The following action points were agreed:* Seek further clarification from DAERA Corporate Services regarding decision to defer issuing of general service Grade 7 list; and
 | **Tracey Teague** |
|  |  | **Action** |
|  | * Provide an update to the NIEA Board at the June meeting regarding any updates on Covid and NICS Annual Leave policy.
 | **Mary** **Drumm** |
| 5 | **Finance and Corporate Governance** The board discussed the various issues arising from the finance and corporate governance paper and the board: 1. Noted the EMFG and NIEA 2019/20 Provisional Outturn figures;
2. Noted the Budget 202021 allocations;
3. Noted the proposals for the EMFG and NIEA June Monitoring submission;
4. Noted the update on the NIEA 2019/20 Annual Report & Accounts;
5. Noted the update on the EMFG and NIEA staff in post for both Brexit and non-Brexit posts;
6. Noted the summary of the achievement of the targets in the DAERA and NIEA 2019/20 Plans; and
7. Noted the update relating to the Klondyke and Lisburn premises.

Peter Aiken updated the board on the 2019/20 year end financial position and the latest details regarding the budget for 2020/21. The board thanked Peter and his team for all their hard work in producing the year end accounts and securing the budget allocations. |  |
| 6 | **Communications and Staff Engagement**Diane Richardson provided a brief verbal update on staff communications activity – there have been regular written communications to EMFG and NIEA staff since the Covid emergency began and a staff webinar is also planned for later in the month. A brief update on MyNI digital marketing activity was also mentioned. |  |
| 7 | **Health and Safety Monthly Report**The board noted the latest health & safety reports for the month of March and April. Dave Foster explained that the work programme for 2020/21 would change to take account of Covid implications and the board endorsed this approach.The board acknowledged the key role being played by the Health & Safety team in supporting Bronze command during the Covid emergency and expressed thanks for all their work. The board also wished to acknowledge and thank the premises teams in Klondyke and Lisburn for all their efforts too. |  |
|  |  | **Action** |
| 8 | **Papers for Future NIEA Board Meetings**The board agreed the schedule of papers to be tabled at the June board meeting and discussed potential papers for future meetings. The following action points were agreed:* At the next board meeting discuss the need for an update to the board on future agriculture policy from Food and Farming Group (following the meeting on 15 May);
* Check current status of the managing significant development projects paper and agree when this should be tabled at the board;
* Check current status of the waste tracking service project and advise on timing of the next update to the board;
* Check status of the AD plants review and advise on timing of the next update to the board; and
* Provide a verbal update on water quality inspectors at next board meeting.
 | **NIEA Board****Tim Irwin****Owen Lyttle****Tim Irwin****Tim Irwin** |
| 9 | **AOB**Helen Anderson provided an update on the recent wildfire incidents which NIEA staff had been involved with. * The board agreed that a paper on wildfires should be tabled at the next meeting.

The board agreed that both Covid and EU Transition should be added to the agenda as standing items as they were Departmental priorities.Dave Foster advised the board that the 2018 Northern Ireland Air Pollution report would be published on 7 May along with the launch of the new Northern Ireland Air Quality app. | **Helen Anderson** |