**Summary of the NIEA Board Meeting**

**7 June 2022, via Webex Video Conference**

Members in Attendance:

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| Paul Donnelly | Acting Chief Executive, NIEA (Chair) |
| Richard Crowe | Director of Resource Efficiency Division, NIEA |

Other Attendees:

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| Marcus McAuley | Acting Director Strategic Planning & Change Division, NIEA |
| Mark Hammond | Head of Natural Environment Operations, Natural Environment Division, NIEA |
| Stephen Norrie | NIEA Board Secretariat |
| Charles Barnett | Head of Finance, Business Support Team (NIEA) |
| Philip Walker | Accountant, Business Support Team (NIEA) |
| Charlotte Stewart | Head of Governance and Corporate Services, Business Support Team, NIEA |
| Claire O’Neill | Project Manager, Mobuoy Remediation Project Team, Resource Efficiency Division (attended for agenda item – Mobuoy Remediation Project Update ) |

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|  |  | **Action** |
| **1** | **Apologies and Conflicts of Interest**  Apologies from Paul Douglas, Helen Anderson and Jacqui Girvan. No new conflicts of interest were recorded.  Marcus McAuley chaired the meeting at the request of Paul Donnelly as he was attending an event with Minister Poots and would be joining the meeting late. |  |
| **2** | **Minutes and Matters Arising from Meeting on 3 May 2022**  The board agreed the minutes of the meeting held on 3 May 2022 and discussed matters arising.  The following action points were carried forward:   * Check position on Central Procurement Directorate’s progression of procurement in line with business needs. | **Paul Donnelly** |
| **3** | **HR Monthly Report**  Marcus McAuley presented the R HR Update paper to the Board. He 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, absence management, learning and development, Diversity and Inclusion training, Health and Wellbeing and G5 Leadership Development Programme. The board noted the latest position.  The Board discussed progression of vacancy filling and the importance of reviewing vacancy tracking data to ensure priority posts are filled and key work areas are resourced.  The following action point was agreed:   * Consider coordination of vacancy tracking and management across NIEA | **Marcus McAuley** |
| **4** | **Finance and Corporate Governance**  The board discussed the various issues arising from the finance and corporate governance paper and the board:   * Noted the provisional outturn position for both Resource DEL and Capital DEL for 2021-22; * Noted the current position in relation to the Budget 2022-25 process; * Notedthe update relating to the NIEA Annual Report and Accounts 2021-22; * Noted the current position relating to the relevant risk registers; * Noted the current position relating to progress of DAERA 2021/22 Business Targets and NIEA 2021/22 Group Targets; * Notedthe update on the Klondyke Building Premises, Klondyke Daily Attendance and Radon Survey; * Notedthe update on Training and Environmental Economists; * Noted the update on Fleet Management * Noted the purpose of the Board.   Philip Walker advised the Board of excellent results of NIEA 2021-22 provisional outturn. Marcus McAuley thanked the finance team and all NIEA budget holders on behalf of the Board for their focus and attention to budget management.  Philip Walker advised that Business Support Team (BST) had commissioned the internal June Monitoring in anticipation of this exercise being commissioned by the Department.  Paul Donnelly joined the meeting at 14:25pm and requested Marcus McAuley continue as Chair.  Philip Walker advised that there were no concerns expressed with the initial draft of the NIEA Annual Report and Accounts following presentation to auditors, and that the finalisation of the Accounts document was imminent.  Philip Walker also provided reassurance that appropriate staff were consulted in relation to matters of sensitivity with respect to content of the report.  Charlotte Stewart advised the Board that the Risk Management Group Terms of Reference (ToR) is now agreed.  Charlotte advised that focus continues on the draft NIEA 2022-23 Business Plan.  Charlotte advised that as the working from home advice had now changed the provision of first aiders and fire wardens for the Klondyke Building going forward was now under consideration. Charlotte also advised that parking is an issue as staff return to the Klondyke.  Charlotte Stewart advised the Board that Central Procurement Directorate had awarded a Vehicle Tracking System contract and that NIEA/EMFG Fleet were included along with colleagues from DfI and Forest Service. The contract implementation date is 1st August 2022 and preparation work will be ongoing in the meantime with a three to six month implementation phase anticipated. TUS will also be consulted.  Paul Donnelly expressed thanks to all staff involved in the Annual Report and Accounts and Business Planning processes and reiterated the importance of taking the opportunity to review business plan targets with respect to relevance and achievability going forward.  Richard Crowe suggested the July Board meeting could be a hybrid mix of in-person and joining by video conference. Paul Donnelly agreed.  The following action points were agreed:   * Meeting of the NIEA Risk Management Group to be arranged now that the ToR is agreed * July Board meeting to be arranged as a hybrid of in-person and video conference | **Charlotte Stewart**  **Board Secretariat** |
| **5** | **Covid 19 Update**  Paul Donnelly updated the board on issues being dealt with by NIEA in response to the ongoing Covid-19 situation. Paul also advised caution as infection was still prevalent.  Paul Donnelly advised that the working from home policy had changed and that the New Ways of Working (NWoW) policy would be implemented in due course. Marcus McAuley advised the NWoW Steering Group was meeting on 10 June and he would be able to provide further updates.  It was agreed that the Covid-19 Update standing agenda item should be re-named “Covid-19 and NWoW Update” for future meetings.  Paul Donnelly also encouraged all staff to consider workstyle agreements and initiate appropriate discussions. Paul also highlighted the importance of sensitivity during these discussions and as NWoW is implemented going forward. |  |
| **6** | **Mobuoy Remediation Project Update**  Marcus McAuley welcomed Claire O’Neill to the meeting for this agenda item.  This paper was to update the Board on the current work and progress of the Mobuoy Remediation Project, specifically since December 2021 taking into account the criminal trial. Claire O’Neill presented a slide presentation.  The Board was reminded of the sensitivity of the project given the ongoing criminal case.  The Board:   * Noted this six month update in relation to the Mobuoy Remediation Integrated Consultancy Team (ICT), in particular the intrusive site investigation phase and delivery of the RIBA stage 1; * Noted the current and future Mobuoy Remediation Programme; * Noted the risks to the timeline for the delivery of the Optimum Remediation Strategy and the Outline Business Case 2.   Claire O’Neill advised that ongoing monitoring work gave the assurance of good quality drinking water and thanked Water Management Unit (WMU) staff for assistance with the analysis of water samples as part of the monitoring programme. This analysis work was key and Claire also acknowledged the resource pressure on the WMU laboratory.  Claire also reported positive results from continued excellent engagement with stakeholders. The criminal trial does however at times present challenges in terms of information sharing.  While the Board noted risks as part of this update Marcus McAuley also highlighted that risks could be presented to the Board at any time going forward. Richard Crowe reassured the Board that risks are also noted by the Project Board and expressed his thanks to Claire, Jonathan Gray and Team for their continued efforts with the Remediation Project. The Board concurred.  Paul Donnelly noted the excellent engagement with stakeholders and reiterated the importance of this continued engagement going forward.  The following action point was agreed:   * Copy of the Gateway 0 Review for the Mobuoy Remediation Project to be sent to Paul Donnelly. | **Claire O’Neill** |
| **7** | **Consultations**  The Board noted the Consultations List which was last updated in April. The master list will be updated again in June. |  |
| **8** | **Health & Safety (H&S) Organisational Change and Monthly Report**  Marcus McAuley presented a H&S paper to the Board to:   * Update the Board on the organisation of Health & Safety advice; * Present the monthly H&S report.   Marcus McAuley advised the Board that the H&S staff who currently provide advice to NIEA/EMFG will move from EMFG to reside with the DAERA H&S Team headed up by the DAERA H&S Coordinator, Lorrayne Simmons.  Marcus advised the Board that there would be no dilution of service to NIEA as this was an organisational change and we would still benefit from our own Group H&S Adviser, currently Philip Gault. Marcus also reassured the Board that he would monitor service provision going forward.  Richard Crowe suggested the Board may benefit from a presentation from the DAERA H&S Coordinator at some point in the future.  The Board noted the position with respect to the organisation of H&S advice and the monthly H&S update. |  |
| **9** | **Communications & Staff Engagement**  No verbal update given as the meeting ended after agenda item 8 due to technical problem with Webex. Update issued via correspondence. |  |
| **10** | **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. Some discussion took place on Green Growth Strategy work and potential implications to NIEA regulatory functions.  The following action point was agreed:  Arrange a meeting to discuss appropriate presentation(s) / paper(s) to be requested from Green Growth & Climate Action Division with respect to NIEA regulatory functions. | **Paul Donnelly / Marcus McCauley / Richard Crowe / Mark Hammond** |
| **11** | **AOB**  Paul Donnelly expressed his thanks to all staff for their continued hard work given current challenging times and work pressures. Paul encouraged Senior staff to be sensitive to all staff going forward as New Ways of Working are implemented and encouraged staff to avail of annual leave to take breaks over the summer period.  On behalf of the Board Paul Donnelly offered his best wishes to Helen Anderson during her absence period. |  |