**DRAFT MINUTES OF DELIVERY COMMITTEE MEETING**

**THURSDAY 21 NOVEMBER 2019
ROOM 229, DUNDONALD HOUSE & BALLYKELLY VIDEO LINK**

**In Attendance:**

Brian Doherty Director of Central Services (Chair)

David Reid Finance

Sean McGrade Corporate Services

Paul McGurnaghan Digital Services

Derek Williamson Brexit

Steven Millar Brexit

Brian Dooher Veterinary Service

John Joe O’Boyle Forest Service

Jason Foy EU Area Based Schemes

Gareth Evans Rural Affairs

Theresa Kearney NIEA

Catherine Fisher Veterinary Service

David Torrens Veterinary Service

Brian Ervine Environmental Farming

Briege Lafferty Strategic Planning

**Secretariat:**

Hugh Quinn Strategic Planning Branch

Ronan Gunn Strategic Planning Branch

**Apologies:**

Colette McMaster Sustainable Agri Food Development

Tracey Teague NIEA

Michael Hatch Veterinary Service

Paul Donnelly Rural Affairs

Dave Foster NIEA

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| **Item** | **Description**  | **Action Owner** |
| **Opening** |  |
| **1** | **Chairs introduction** |  |
|  | Chair welcomed everyone to the meeting and advised that he would like the Delivery Committee to take on more of a challenge role in future. At present he believes there are too many risks and would like the Committee to focus on key strategic risks only. This will be subject to the outcome of the review of Committees by Declan McCarney. |  |
|  | **Apologies** |  |
|  | Chair noted apologies from those detailed above.  |  |
| **2** | **Minutes and Action Points of previous meeting** |  |
|  | Minutes were formally signed as accurate by the Chair. |  |
| **3** | **2019/20 Business Plan Targets – 6 month progress report** |  |
|  | Briege Lafferty advised the Committee that Strategic Planning Branch will begin the business planning process for 2020/21 in January. Work will continue on progressing the strategic planning process and defining the Departments high level objectives. Of the 50 targets in the 19/20 plan, 3 are reported as red. David Reid advised that he was concerned about the ammonia and soluble reactive phosphorus (SRP) targets reported as red. In respect of the SRP target Theresa Kearney advised that their interim monitoring completed for the 2018 year showed an increase of 3%. David Reid expressed concerns over the effectiveness of the Environmental Farming Scheme.**Action Point:** Theresa Kearney to check if SRP is a risk on the NIEA Risk Register and is reported to NIEA Board. A memo to be provided to Delivery Committee providing more detail and clarity on this issue.The Committee then discussed the red target in respect of the Ammonia Action Plan and the target to consult on the draft plan by 31 December 2019. Brian Ervine advised that the revised target date for consultation is now April 2020 and it is likely to be considerable time before an Action Plan is implemented.**Action Point:** NIEA to provide more detail on a timeline for the next steps and possible consequences, and the impact on the business plan and provide update to Strategic Planning Branch ahead of next meeting.On the NIFAIS red target the Chair noted that this was now a live issue and as such should be removed from the CRR. It is due for discussion at December’s Departmental Board and has the Board’s visibility. It was noted that this has been a challenging project for a multitude of reasons.**Action Point:** The Chair queried the amber target in respect of the Farm Business Improvement Scheme and asked for further detail on the impact of further tranches and their spend profile. | **Theresa Kearney****Dave Foster/Paddy Savage****Colette McMaster** |
| **4** | **Risk 1 - Finance** |  |
|  | David Reid advised that short term the Department is going through January monitoring and has surrendered significant resource and capital. He confirmed that we have the flexibility to cover anything unforeseen for the rest of the year.Long term there remains uncertainty due to the election and Brexit. Everything is under control and is being well managed.No change to short term or long term risk ratings.  |  |
|  | **Risk 2 - Staffing** |  |
|  | Sean McGrade presented this risk and detailed to members the current staffing issues facing the Department. Chair asked that this rating be elevated to red status as we are getting into an affordability issue. He also asked that the bi-weekly report be included as an additional action.**Action Point:** Elevate risk rating to red and include bi-weekly report as an additional action. | **Sean McGrade** |
|  | **Risk 3 – Information Assurance** |  |
|  | Paul McGurnaghan presented the Information Assurance risk and updated the Committee on the current IT outage that was affecting staff across the Department. This brought into focus the fact the impact of this risk should be high.**Action Point:** Increase impact of risk to high and overall risk rating to red and consider what further actions could be taken. | **Paul McGurnaghan** |
|  | **Risk 4 – Brexit No Deal Planning** |  |
|  | Derek Williamson advised that DAERA is as prepared as it can be. Despite this he confirmed the Red rating remains appropriate as Brexit it outside our control.**Action Point:** Include additional actions on the Major Emergency Response Plan (MERP) and Contingency plans being actively reviewed.  | **Derek Williamson** |
|  | **Risk 5 – Animal Disease Control**  |  |
|  | Brian Dooher reported that Avian Influenza and African swine fever are the biggest issues facing the Department at this time of the year.Risk rating remains amber. |  |
|  | **Risk 6 – Plant Health** |  |
|  | John Joe O’Boyle introduced the Plant Health risk. The Committee discussed where best this risk should be captured and dealt with.**Action Point:** John Joe O’Boyle and Derek Williamson to look at where this risk should sit. Can it be captured under the Brexit risk?John Joe O’Boyle to rephrase additional actions to remove reference to ‘hard border’. | **John Joe O’Boyle / Derek Williamson****John Joe O’Boyle** |
|  | **Risk 7a – Conformity Audits (IACS)** |  |
|  | Gareth Evans introduced this risk and confirmed that this risk was captured and managed in multiple places. Chair asked that it be noted that this risk may be looked at as part of the review of risk and it may be more appropriate for it to be dealt with by Jason Foy and the PAAC Risk Register. Risk to remain on CRR for now.Risk rating remains amber. |  |
|  | **Risk 7b - Conformity Audits (Non IACS)** |  |
|  | Chair noted that likelihood of this risk remained medium due to the EFS issues previously discussed. **Action Point:** Chair asked that additional actions be considered/added.Risk rating remains amber. | **Colette McMaster** |
|  | **Risk 8 - Mobuoy** |  |
|  | Theresa Kearney updated colleagues on this risk and confirmed the criminal trial is due to start 4 November. Chair noted this is an exemplar of good project management.Risk rating remains Amber.**Action Point:** Additional actions to be updated to include 2nd OBC and getting advice on Procurement and criminal case considerations. | **Tracey Teague** |
|  | **Risk 9 – bTB Eradication** |  |
|  | Catherine Fisher confirmed that the SDMF had now approved the strategic direction. Discussion then centred around whether it was appropriate to have a 30 year risk on the Register. The risk is the impact of the bTB incidence.**Action Point:** Robert Huey to revisit wording of this risk and reflect the impact if TB rates increase.  | **Catherine Fisher/Robert Huey** |
|  | **Risk 10 - NIFAIS** |  |
|  | David Torrens reported that this risk had been elevated to DB who have got a paper on the latest position. Chair confirmed that this had now gone from a risk to an issue. The issue is being dealt with by DB and the Programme Board and it was agreed this risk be removed from the CRR.**Action Point:** Risk to be removed. | **Delivery Committee Secretariat** |
|  | **Risk 11 – Environmental Farming Scheme (New Risk)** |  |
|  | Brian Ervine introduced the EFS risk. Chair noted the EFS issues are very significant and the current risk wording needs updated to reflect this.**Action Point:** EFS risk including controls and actions to be updated to address concerns surrounding the impact of the risk on achieving environmental targets, finance, VFM, irregular spend and reputational risk.  Additional actions should include the key controls and actions needed to address the VFM and irregularity issues. Draft rewording is to be shared with both David Reid and Jason Foy within a week of its discussion at November’s Departmental Board, with the final agreed version forward to Delivery Committee Secretariat.  It was also agreed today that the RAG status should be changed to Red. Clarification sought as to how this risk is worded within NIEA’s RR and whether it has been raised as an issue to the NIEA board. | **Dave Foster/Brian Ervine** |
|  | **Risk 12 – Official Regulation Controls (New Risk)** |  |
|  | Catherine Fisher introduced this new risk. Committee agreed to leave risk on for now.**Action Point:** Highlight what the impact of this risk is and review the overall risk ratings after controls. | **Catherine Fisher/ David Simpson** |

**5. Update on Review of the Operation of Risk Management in DAERA and Thematic Review of Risk Management Across the NICS**

Briege Lafferty reported that both reviews had now been completed and they will be discussed at a future DB meeting. Briege advised that she will now meet with each of the Group Heads to discuss the reviews and proposed next steps.

**6. Paying Agency Accreditation Committee (PAAC) Risk Register**

Brian Doherty reported that Anna Campbell had provided a paper providing an update on the PAAC Risk Register.

No comments were provided on the paper.

**7. AOB**

Brian Doherty advised that at future Delivery Committee meetings there will be a deep dive on one particular risk. David Reid confirmed that he was content to put forward the Finance risk to be considered at the next meeting.