

**MINUTES OF DEPARTMENTAL BOARD (DB) MEETING
HELD ON WEDNESDAY 22 FEBRUARY 2017 IN ROOM 229 DUNDONALD HOUSE**

Members:

Noel Lavery	Permanent Secretary
Louise Warde Hunter	Deputy Secretary, Central Services and Rural Affairs Group
Robert Huey	Deputy Secretary, Veterinary Service and Animal Health Group
Norman Fulton	Deputy Secretary, Food and Farming Group
Graeme Wilkinson	Director of Brexit Programme
Pauline Rooney	Director of Corporate Services
David Reid	Director of Finance
Dave Foster	Assistant Secretary, Environment, Marine and Fisheries Group

Frank Caddy	Independent Board Member
David Russell	Independent Board Member
James Brooks	Independent Board Member

In attendance

Stephen Emerson	Departmental Senior Health & Safety Advisor
Tom Rodgers	Head of Financial Policy Branch

Barry Yeo	Board Secretariat
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Apologies:

David Small	Deputy Secretary, Environment, Marine and Fisheries Group
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Item	Description	Action Owner
1.0	Departmental Update	
1.1	<p>Noel Lavery opened and welcomed David Reid as the new acting Director of Finance to today's meeting. Noel noted the Board's appreciation of the efforts by Graeme Wilkinson as the predecessor in this post.</p> <p>The Board congratulated Jackie Robinson on her appointment as G5 Director of Animal Health and Welfare Policy Division, effective from 6 March.</p> <p>Noel extended the Board's appreciation to David Russell for agreeing to extend his tenure as an IBM and on continuing to Chair the ARAC committee until 31 July 2017.</p> <p>Noel advised the Board of updates from HOCS and implications for the Department and wider NICS regarding pre and post election. There was a general discussion on key dates and preparedness following the election period.</p>	
2.0	Standing Items	
2.1	Conflict of Interest	
	Norman Fulton noted a potential conflict. Noel Lavery asked him to write to him on this issue.	Norman Fulton

2.2	Minutes and Matters arising from 25 January 2017 DB Meeting	
	<p>The minutes of the January 2017 meeting were agreed.</p> <p>Actions arising 1 and 3 were agreed as completed.</p> <p>Action arising No. 2: Graeme Wilkinson has received the Environment paper, however some additional details are required. Dave Foster & Graeme Wilkinson to complete.</p>	Dave Foster
3.0	Review of Departmental Health & Safety	
3.1	<p>Dave Foster presented the paper to the Board, introducing Stephen Emerson as DAERA's Senior Health & Safety Advisor. Stephen provided a background on the rationale for the objective to review current health and safety arrangements, most notably the amalgamation of 3 separate entities in the formation of DAERA. He discussed the findings of the review and provided the Board with a number of recommendations.</p> <p>Members thanked Mr Emerson and then discussed the content of the paper. The Board endorsed the recommendations contained within, adding that there should be a system to include external validation when the framework is in place.</p>	
4.0	Brexit Update	
4.1	<p>Graeme Wilkinson presented his paper noting that this was in the context of a quickly changing environment. He updated the Board with key developments and engagements since the last DB as well as on future events. i.e.</p> <ol style="list-style-type: none"> 1. Meeting with SoS; 2. Engagement with NIO; 3. Attendance at Agricultural Economists seminar 07.02.2017; 4. Attendance at meeting of Agricultural Ministers 23.02.2017; 5. Engagement with Environment NGOs; and 6. Engagement with Industry. <p>There followed a discussion on how best to address resourcing and skills requirements. Noel asked for a short paper from Graeme on resourcing and skills needs along with close liaison with Group Heads and HR. This paper is to be presented at the March Departmental Board.</p>	Graeme Wilkinson
5.0	CAP Reform	
5.1	<p>Louise Warde Hunter presented a progress report paper to the Board, and the various schemes were discussed. Louise re-iterated the need to focus on lessons learned with some work having already been done on this.</p> <p>Noel noted his appreciation to staff on delivery of the Environmental Farming Scheme.</p>	

6.0	Business Planning	
6.1	<p>David Reid introduced the paper and Tom Rodgers provided detail as follows:</p> <p><u>Mid Year DAERA Business Plan Progress Report Q3:</u></p> <p>The Board noted progress to date discussing targets at Red or Amber whilst noting some changes since the reporting period.</p> <p>Jim Brooks commented that progress against targets year to date has been impressive. The Secretary agreed.</p>	
6.2	<p><u>Proposed 2017/18 Business Plan Target:</u></p> <p>Tom provided background on the mechanism of the selection of targets noting that they were outcome focused. Next step is to agree the targets and produce a final Business plan.</p> <p>The Board discussed the proposed targets and subject to the agreed changes a Business plan for 2017/18 can be completed.</p>	
6.3	<p><u>Strategic plan:</u></p> <p>Tom presented the draft DAERA 2020 Strategic Plan to the Board noting that this was advisory at this time. Members made a number of suggestions which will be added to the plan.</p> <p>Noel asked Louise Warde Hunter to provide a short paper (for March DB) on where we are now with respect to Strategic Business Planning for 2024..</p> <p>Noel asked for a paper (for April DB) on reviewing our progress in DAERA after year 1. Louise Warde Hunter to also provide a proposal on reviewing administrative “layers” within the Department.</p>	<p>Louise Warde Hunter</p> <p>Louise Warde Hunter</p>
7.0	TB & TBSPG Update	
7.1	<p>Robert Huey updated the Board on current position.</p> <p>The Board noted the position on;</p> <ol style="list-style-type: none"> 1. TB Partnership; 2. PVP testing, including improvements on KPIs; 3. TVR including risks relating to global shortages of BCG and test kits; and 4. Funding for UK TB Eradication Plan. 	
8.0	DHR Quarterly Update	
8.1	<p>Pauline Rooney presented the paper to the Board detailing the headline figures.</p> <p>The board discussed affordability position as well as absence compliance figures.</p>	

	<p>Pauline advised the board that the HR Centre Of Excellence would launch on 3 April and that the G3, Jill Minne, has now been appointed and will be in post from the end of April. The G5 for DAERA will be Janine Fullerton and in post from 6 March. Pauline provided on update on staff transfer plans.</p> <p>Noel re-iterated the importance of workforce planning and filling vacant posts up to the agreed Divisional headcount limits. He emphasised that there should be no change in the limits without his agreement.</p>	
9.0	Corporate Risk Register (CRR)	
9.1	<p>David Reid presented a paper to the Board. The Board noted the current content.</p> <p>The Board discussed the merits of including an additional risk (proposed no. 11). The board agreed that the risk should be added to the CRR. In addition Noel Lavery has already asked that Internal Audit review the operation of schemes.</p> <p>Noel asked that Graeme Wilkinson considers Key Risk 4 in line with Brexit and Policy Frameworks.</p>	Graeme Wilkinson
10.0	Stewardship Summary (Q3)	
	Noel reminded members of the importance of quarterly stewardship statements and that the main issues are discussed at ARAC.	
11.0	DB Forward Agenda	
11.1	Members agreed the Agenda for March, subject to amendment.	
12.0	Internal Communications Messages for Team Brief	
12.1	<p>Items Agreed:</p> <ol style="list-style-type: none"> 1. Health & Safety; 2. Brexit; 3. CAP reform - EFS; and 4. Business Planning. 	
13.0	Budget Position 2016/17 & 2017/18	
10.1	The Board noted the contents of the paper. There was a short discussion on the key issues. Noel emphasised again the need to avoid under spending in 2016/17.	
14.0	NIEA Board Minutes	
14.1	The Board noted the paper.	
15.0	Relocation Update	
15.1	The Board noted the paper.	
16	NIFAIS – Update Gateway Review	
16.1	The Board noted the paper. Robert advised the Board on the key issues following gateway.	

17.0	A.O.B.	
17.1	Pauline Rooney informed the Board of an upcoming DAERA Board Effectiveness Review to commence W/C Monday 27 February.	
18.0	Close	