

**MINUTES OF DEPARTMENTAL BOARD (DB) MEETING
HELD ON WEDNESDAY 21 DECEMBER IN ROOM 229 DUNDONALD HOUSE**

Members:

Noel Lavery	Permanent Secretary
David Small	Deputy Secretary, Environment, Marine and Fisheries Group
Robert Huey	Deputy Secretary, Veterinary Service and Animal Health Group
Norman Fulton	Deputy Secretary, Food and Farming Group
Graeme Wilkinson	Director of Finance
Pauline Rooney	Director of Corporate Services

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

In attendance

Judith Black	HR Project Team (DoF)
Beverly Beggs	HR Project Team (DoF)

Lynda Lowe	Board Secretary
Barry Yeo	Board Secretariat

Apologies:

Louise Warde Hunter	Deputy Secretary, Central Services and Rural Affairs Group
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Item	Description	Action Owner
1.0	HR Centre of Excellence Presentation	
1.1	<p>Introduction: Noel Lavery welcomed everyone to today's meeting and introduced Judith Black and Beverly Beggs from the NICS HR Project Team.</p> <p>Judith and Beverly delivered a presentation on the NICS HR Project including:</p> <ol style="list-style-type: none"> 1. Rationale for the change i.e. Currently fragmented and cost of provision of services; 2. New NICS HR Organisational Structure and functions working alongside HRConnect; 3. Role of Strategic Business Partners and Deputies; 4. How DAERA will fit into the structure; 5. Physical location; 6. Transformation of services and culture; 7. Timing of delivery of change; and 8. Potential savings. <p>Members discussed the project and raised a number of key issues, in particular the roles and challenges for DAERA staff and management leadership skills.</p> <p>The Board thanked Judith and Beverly for their presentation who left at this point.</p>	

2.0	Departmental Update	
2.1	Noel provided a general update.	
3.0	Standing Items	
3.1	Conflict of Interest	
	There were no new conflicts of interests declared.	
3.2	Minutes and Matters arising from 30 November DB Meeting	
	The Minutes of the November 2016 meeting were agreed. Action 1 – Complete; Action 2 – Complete; Action 3 – For January DB meeting; Action 4 – Update required on when submission on Rural Affairs Policy and Delivery Priorities will be forwarded to the Minister; Action 5 – Complete; and Action 6 – Complete	Louise Warde Hunter
4.0	Brexit Update	
4.1	Graeme Wilkinson provided the Board with an update on current position noting that there will be a written paper along with minutes of the Brexit Board submitted from January onwards. Graeme provided the Board with an update on planned work streams including the legal strand where it is anticipated 1000+ pieces of legislation will need examination. Members discussed Brexit and Departmental implications, including resourcing requirements, potential implications for Business Areas and funding.	Graeme Wilkinson (C/F from Nov DB)
5.0	CAP Reform	
5.1	The Board discussed the progress of the various schemes as outlined in the paper. Noel sought assurances from Board members on the current position of each scheme. The Board discussed potential risks and actions being taken, in particular the responses from DoF on EFS and Rural Tourism. Norman Fulton discussed options on the way forward on the Business Cooperation element of the FBIS programme. Noel noted the Boards appreciation of Norman Fulton's team on success of Pillar 1 payments i.e. at 96.3% and noted Pauline Rooney's contribution to this.	
6.0	Programme for Government (PfG)	
6.1	David Small provided an overview to the Board: 1. 14 High level Outcomes; 2. 48 Specific Indicators with delivery plans; 3. 5 DAERA Indicators;	

	<p>4. 4 Delivery plans published and 1 with SpAd; 5. Consultation ends 23 December; 6. Ongoing discussions with NISRA about measures; and 7. Officials working with colleagues from other Departments (SRO's).</p> <p>David Small agreed that arrangements would be put in place to ensure that progress against delivery targets was reported to the Board.</p>	
7.0	2016/17 Budget Position and Budget 2016	
7.1	<p>2016/17 Graeme Wilkinson outlined the current position for 2016/17 and Members endorsed the January Monitoring (Stage 2) approach.</p> <p>2016 Budget (2017/18) Graeme updated the Board on developments and it was agreed Noel and Graeme will meet to discuss the implications of 2016 Budget in line with Ministers priorities.</p>	<p>Noel Lavery Graeme Wilkinson</p>
8.0	DB Forward Agenda	
8.1	Members agreed the Agenda for January, subject to amendment.	
9.0	Internal Communications Messages for Team Brief	
9.1	<p>Items Agreed:</p> <ol style="list-style-type: none"> 1. NICS HR Project; 2. FBIS applications, (in particular high online uptake); 3. TBSPG report; 4. Relocation; and 5. Programme for Government. 	
10.0	Loughs Agency Business Plan Update	
10.1	The Board noted this paper and that the Business Plan could not be finalised until DoF N/S Bodies 2017 Business Planning guidance had been received. David Small would continue to monitor the position.	David Small
11.0	Corporate Risk Register	
11.1	The Board noted the paper.	
12.0	HR Update	
12.1	The Board noted the paper and Pauline Rooney provided an update on headcount and TP position.	
13.0	NIEA Board Minutes	
13.1	The Board noted the paper. David Small provided an update on changes to accommodation at Klondyke Building and Goodwood House and Environment Advisory functions.	
14.0	Relocation Update	

14.1	The Board noted the paper and discussed the recent publication of the Staff Transition Plan.	
15.0	A.O.B.	
15.1	<p>The following issues were raised:</p> <ol style="list-style-type: none"> 1. The recent launch of TBSPG. Next step - consultation in early 2017. The Board recognised the efforts of VS staff; 2. LFACA debts; 3. Governance, Whistleblowing, Fraud Risk Assessments and Declaration of Interests. 	
16.0	Close	