

**MINUTES OF DEPARTMENTAL BOARD (DB) MEETING
HELD ON WEDNESDAY 26 OCTOBER IN ROOM 229 DUNDONALD HOUSE**

Members:

Noel Lavery	Permanent Secretary (Chair; Items 1-4)
David Small	Deputy Secretary, Environment and Marine Group
Robert Huey	Deputy Secretary, Veterinary Service and Animal Health Group
Louise Warde Hunter	Deputy Secretary, Central Services and Rural Affairs Group (Chair; Items 5-18)
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

Sean McGuinness	Internal Audit
Lynda Lowe	Secretary
Barry Yeo	Secretariat

Apologies:

None

Item	Description	Action Owner
1.0	Departmental Update	
1.1	<p>Introduction:</p> <p>Noel Lavery welcomed Pauline Rooney, as the new Director of Corporate Services and Sean McGuinness, Head of Internal Audit, to the meeting. He referenced Sinclair Mayne's appointment as Chief Executive of AFBI from 1 November.</p> <p>Noel confirmed that the Minister is due to visit China from 2 November, provided an update on Ballykelly and highlighted achievements on;</p> <ul style="list-style-type: none"> • FBIS: to launch shortly; • Advance payments'; with over 90% of Farmers paid which is better than any other region; and • TB success: Discussed at item 6. <p>Noel reiterated the need for the Environmental Farming Scheme to be ready for launch on time.</p> <p>David Small provided an update on the Mobouy case and agreed to provide a paper to Members in advance of next month's DB. It was noted that the Dept of Finance has been made aware of any financial implications.</p>	David Small

2.0	Standing Items	
2.1	<p>Conflict of Interest</p> <p>David Small informed the Board that his son's position with Outdoor Recreation NI has been extended to the end of this year. David will exclude himself from any discussion as appropriate.</p> <p>There were no other new conflicts of interests declared.</p>	
2.2	Minutes and Matters arising from 28 September DB Meeting	
	<p>The Minutes of the September 2016 meeting were agreed.</p> <p>Actions 1, 3, 4 and 7 - Noted Action 2 – Norman to report back to DB on FBIS Innovation Action 5 –Strategic Outline Case being prepared for discussion with Minister. Action 6 – Ongoing importance of sound financial management re-iterated.</p>	Norman Fulton
3.0	Brexit Update	
3.1	<p>Graeme Wilkinson updated members on current position noting that key papers should be finalised by December. The papers will cover issues such as Trade, Standards, Fisheries, and Environment.</p> <p>Officials have met with a number of key individuals including George Eustice MP, Clare Moriarty (DEFRA Perm Sec.), Sir James Bevan (Environment Agency CE). DB discussed the outcome of these meetings and overall position including implications moving forward.</p> <p>The Board discussed progress made to date and forthcoming meetings.</p>	
4.0	Industry Issues	
4.1	<p>DB discussed the paper presented by Norman. Members noted the key points and that 2016 has been a year of 2 halves, with the latter part being adversely affected by changes to the value of Sterling. The full 2016 figures will be available by the end of January 2017.</p> <p>Noel recorded the Board's recognition of Pauline Rooney's leadership and her part in the Department's excellent early payments performance.</p> <p>Noel left the meeting to attend NSMC. Louise assumed the role of Chair from item 5 onwards.</p>	
5.0	Programme for Government	
5.1	Louise Warde Hunter presented a verbal update on the current position, noting The Executive is due to discuss PfG in the near	

	<p>future, which will be followed by a period of consultation.</p> <p>David Small referred to the environmental outcome and associated indicators within the draft PfG. He noted recent changes which he has discussed with TEO. He referred to further work required to finalise delivery plans and agree the measures to be used.</p>	
6.0	TBSPG and TB General Update	
6.1	<p>Robert Huey provided an update on the work of TBSPG. He confirmed that the Group is to present findings to the AERA Committee on 14 December and noted that affordability and demonstration of value for money will be a key element in recommendations to the Minister.</p> <p>Robert presented the TB Update Report. Members discussed the new PVP contract arrangements, herd incidents and the TVR Research Programme.</p>	
7.0	CAP Reform	
7.1	<p>The Board noted the progress of the various schemes providing comment/update as follows and highlighted:</p> <ol style="list-style-type: none"> 1. Need for EFS to launch on time; 2. FBIS-Capital scheme to launch 31.10.2016; 3. AFPIS – potential delay until March 2017. 4. Rural Tourism – Business Case with Dept of Finance. <p>Members noted that Norman is to chair the new CAP Management Board.</p>	
8.0	2016/17 Business Plan & ALB Progress Reports	
8.1	<p>Graeme Wilkinson presented his paper and Members discussed the Red and Amber targets; the need for review of progress reported; visibility and relevance of ALB targets; and the need for ALBs targets in 2017/18 to be more strategic and outcomes based.</p> <p>Members agreed that the Progress Report be submitted to Minister following the agreed charges and noted that the progress is due to be reported to the AERA Committee.</p>	Graeme Wilkinson
9.0	Corporate Risk Register (CRR)	
9.1	<p>Frank Caddy introduced the updated CRR and provided a brief overview of all Key Risks. Members noted the 10 Key Risks have been approved by Audit Risk and Assurance Committee (ARAC) on 26 September and approved the CRR subject to some amendments.</p>	
10.0	Training and Development Plan	
10.1	<p>Pauline Rooney presented the paper to the Board and</p>	

	<p>highlighted the keys issues.</p> <p>Members discussed IIP, Leadership and the NICS Women's Network initiative on Mentoring for grade 7/6 women, and loss of key skills following VES and Relocation.</p> <p>The Board agreed the training priorities already identified.</p>	
11.0	Forward Agenda	
11.1	Members agreed the November DB agenda subject to the removal of item 6.	
12.0	Internal Communications Messages for Team Brief	
12.1	<p>Items agreed were:</p> <ol style="list-style-type: none"> 1. Brexit (key areas); 2. TB update; 3. PfG (5 indicators); 4. Early Payments Success; and 5. Minister's trip to China. 	
13.0	2016/17 Budget Position	
13.1	<p>Graeme Wilkinson highlighted:</p> <ol style="list-style-type: none"> 1. Current position in 2016/17; 2. Key issues going into 2017/18; and 3. Autumn Statement is due on 23 November. 	
14.0	NIEA Board Minutes	
14.1	The Board noted this paper.	
15.0	Relocation Update	
15.1	The Board noted this paper.	
16.00	ARAC Report Update	
16.1	The Board noted this paper and discussed potential centralisation of Internal Audit functions which is to be considered by PSG in December.	
17.00	DHR Staffing Update and NICS HR update	
17.1	The Board noted this paper.	
18.0	A.O.B.	
18.1	<p>Jim Brooks asked that future papers indicate at the beginning whether contents will lead to a change in policy.</p> <p>The Board will consider convening a Board at CAFRE Enniskillen/Loughry before end of 2016/17.</p> <p>An ongoing issue of concern regarding data security was noted.</p>	