**MINUTES OF DAERA STRATEGY COMMITTEE**

**FRIDAY 8 FEBRUARY 2019**

**11th FLOOR CONFERENCE ROOM**

**DUNDONALD HOUSE**

**Members:**

David Small (Chair) Deputy Secretary Environment, Marine and Fisheries Group

Robert Huey Deputy Secretary Veterinary Service and Animal Health Group

Fiona McCandless Deputy Secretary Forest Service, Rural Affairs and Estates Transformation Group (via video conference, Ballykelly House)

Brian Doherty Deputy Secretary Central Services and Contingency Planning Group (via video conference, Ballykelly House)

Alistair Carson Director of Science, Evidence and Innovation Policy

Seamus McErlean Chief Agricultural Economist

**Apologies:**

Norman Fulton Deputy Secretary Food and Farming Group

David Reid Director of Finance

**Secretariat:**

Brian Lamont and Diane Richardson

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| **Item** | **Description** | **Action Owner** |
| 1.0 | **Conflict of Interest** |  |
|  | No conflicts of interest were declared. |  |
| 2.0 | **Minutes of Previous Meeting** |  |
|  | The minutes of the meeting held on 7 December 2018 were agreed. |  |
| 3.0 | **Action Points from Previous Meeting** |  |
|  | The action points from the meeting held on 7 December 2018 were noted as complete. |  |
| 4.0 | **Papers for Future Meetings** |  |
|  | The Committee discussed their terms of reference and the types of issues which should be submitted for their review. The primary purpose of the Committee is to provide a challenge function and cross cutting scrutiny of strategy proposals to ensure alignment with the DAERA vision and the draft Programme for Government.  The Committee agreed that the type of policies/strategies appropriate for Committee consideration should not be made prescriptive and that they (the Committee) should have some latitude to judge what was appropriate. The Committee agreed that papers should be issued 5 working days in advance of meetings and that papers should be kept brief, highlighting the key issues and pitched at the appropriate level (strategic focus).  The following action points were agreed:   * A short guidance note to be prepared for staff outlining the key considerations and criteria for papers being submitted to the Strategy Committee. * Template for Strategy Committee papers to be amended to include link to Programme for Government. * Guidance note (when ready) to be issued by Deputy Secretaries to staff along with template.   There was a brief discussion about the overall TB Strategy and Robert Huey explained the background to the Wildlife element. It was agreed that the overall TB Strategy should be submitted to the Strategy Committee at a later date.  There was a brief discussion about the business planning process and the status of the DAERA Strategic Plan and the opportunities it presented for strategic alignment.  The following action points were agreed in relation to papers for future meetings:   * Draft Ammonia Action Plan to be confirmed if this will be tabled at the 22 March meeting * Air Quality Strategy to be confirmed if this would now be deferred until 2 May meeting * Equine Strategy to be confirmed whether this will be tabled at Strategy Committee * Future Agricultural Policy Engagement update to be confirmed whether this will be tabled at 22 March meeting or later. | **Diane Richardson**  **Diane Richardson**  **Deputy Secretaries**  **Diane Richardson**  **Diane Richardson**  **Robert**  **Huey**  **Norman**  **Fulton** |
| 5.0 | **Departmental Board (DB) Reporting Schedule** |  |
|  | Diane Richardson briefed the Committee on the proposed DB reporting schedule (3 times a year) and the broad outline of the report. A draft report for April DB will be tabled at the next Committee meeting. The following action point was agreed:     * Amend Strategy Committee Terms of Reference to reflect DB reporting three times per year | **Diane Richardson** |
| 6.0 | **AOB** |  |
|  | There was no “any other business” discussed. |  |
| 7.0 | **Date of next meeting** |  |
|  | Next meeting will be held on Friday 22 March 2019 from 10am – 12noon in the 11th Floor Conference Room, Dundonald House. |  |