

# 118<sup>th</sup> MEETING OF THE FOYLE CARLINGFORD AND IRISH LIGHTS COMMISSION

Wednesday 11<sup>th</sup> December 2019 at 11am

NSMC Offices, Armagh

## Attendees

### Present

Andrew Duncan (Vice Chairman)  
Alastair Patterson  
Fiona Walsh (via conference call)  
Heather Mackey (via conference call)  
Michael McCormick  
Patrick Gibbons  
Phil Mahon

### In Attendance - Loughs Agency

Sharon McMahan – Designated Officer  
Laura McCready (Minutes)

### Private Time for Board Members

The Board did not avail of private time before the Board Meeting commenced.

## 1. Apologies

Allan Ewart  
Ian McCrea  
Terry McWilliams

## 2. Conflict of Interest

Phil Mahon declared a conflict regarding information provided in the Director of Development's Board Report.

## 3. Minutes of the Previous Meeting

The minutes of the previous meeting were agreed as an accurate record.

Proposed Phil Mahon  
Seconded Patrick Gibbons

#### **4. Reserved Minutes**

The reserved minutes from the previous meeting were agreed by all.

Proposed Phil Mahon  
Seconded Patrick Gibbons

#### **5. Matters Arising**

All matters arising from the previous minutes were on the agenda for discussion.

#### **6. CEO Report**

RESERVED

RESERVED

RESERVED

RESERVED

RESERVED

##### Engagements

Designated Officer advised that the Senior Management Team attended a celebration of 20 years of the NSMC in the Palace Demesne, Armagh on the 2<sup>nd</sup> December 2019.

#### **7. Directors' Reports**

Vice Chairman advised the Board that Members were provided with the Directors' Reports prior to the Meeting, and asked if Members have any questions or issues they wish to raise with the Designated Officer.

##### Development

Heather Mackey noted and welcomed the improved information, from a communications perspective contained within the Director of Development's Report.

## Aquaculture and Shellfisheries

Patrick Gibbons noted the 32% increase in unregulated trestles in Lough Foyle and expressed his continued, grave concern in relation to same.

### **8. Finance Update**

Board Members were provided with a Budget Report and an update on Capital Projects up to the end of November 2019, prior to the Board Meeting. Designated Officer provided a verbal overview of year to date figures, including an explanation regarding the carryover of funds for the refurbishment of the Omagh office rebuild, which was approved by both Sponsor Departments.

### **9. Risk Register Update**

Board Members were provided with the individual Director's Operational Risk Registers for information.

Patrick Gibbons highlighted risk 2 from the Development Risk Register, ineffective promotion of the Agency, which scores 12 as an inherent risk, and 4 following controls in place. He advised that given the concerns of the Board regarding the promotion of the Agency he does not agree with such a great reduction in score. Alastair Patterson noted that this risk scores 6 on the Corporate Risk Register.

Designated Officer agreed to revisit the Risk Register in relation to this. She added that she has initiated a review of corporate communications, which will be brought to the Board when complete.

RESERVED

### **10. Outturn Against Targets**

Board Members were provided with copies of the most up to date Outturn Against Targets for their information.

### **11. Audit and Risk Committee Update**

Board Members were provided with the draft minutes of the Audit and Risk Committee (ARC) Meeting of the 18<sup>th</sup> November 2019 for their information.

Patrick Gibbons, Chairman of the ARC advised Board Members that John McCartney provided the ARC with a presentation on the Conservation and Protection Risk Register, which was well received. He added that as a result of this an Annual Protection Plan will be produced and provided to the Board at the first Board Meeting of each year.

Patrick reported that it was noted at the ARC Meeting that there are 3 Board Self-Assessments outstanding and asked Board Members to ensure that they complete and returned same.

## **12. Strategic Plan**

The Designated Officer and Senior Management Team provided Board Members with a presentation detailing strategic direction and spend for 2020.

Designated Officer advised that she will consult further with Board Members via email over the coming weeks. She added that once the Board has endorsed the capital projects for 2020 these will be added to the Business Plan for submission to Sponsor Departments.

Board Members approved the capital projects in principal and await further direction from the Designated Officer.

Proposed Michael McCormick  
Seconded Phil Mahon

## **13. Monitoring Vessel**

Designated Officer advised that a meeting is to be scheduled in early 2020 with Loughs Agency staff, the Vice Chairman and Sponsor Department officials to discuss a way forward in relation to the above.

## **14. Strule Trust**

Board Members were provided with a copy of the signed Partnership Agreement between Loughs Agency and the Strule Trust.

Patrick Gibbons advised that as noted at the ARC Meeting he wished to thank the Designated Officer for her continued efforts in relation to the above.

## **15. External Funding Update**

The Board was provided with an update on the CatchmentCARE, SeaMonitor, SWELL and SAFER Projects prior to the meeting for information.

## **16. Communication Plan**

Board Members were provided with the Agency's Internal Communications and Public Relations guidance as requested at the 117<sup>th</sup> Board Meeting. Designated Officer advised that these documents will be analysed as part of the forthcoming communications review.

Heather Mackey suggested that the Agency consider introducing a clipping service as a communications tool. Designated Officer advised that the Agency have used this service for a number of years, however due to the lack of interest and cost to the Agency this service was stopped a few years ago. She advised that this can be re-costed as part of the communications review.

## **17. Press Releases**

Board Members were provided with a copy of press releases published so far in 2019, as requested at the 117<sup>th</sup> Board Meeting.

## **18. Training Requests**

RESERVED

## **19. Policies**

Board Members were provided with the following documents prior to the Board Meeting, and were asked to review and approve their content:

### Loughs Agency Anti-Fraud Policy and Fraud Response Plan

Designated Officer advised that this Policy was presented to the Board at its 101<sup>st</sup> Board Meeting, however the minutes of the meeting did not clearly reflect that the Policy was approved.

She added that Internal Audit have revisited the Policy and asked that it be approved retrospectively by the current Board.

Proposed Michael McCormick  
Seconded Phil Mahon

#### Loughs Agency Data Breach Policy

Proposed Patrick Gibbons  
Seconded Alastair Patterson

#### Loughs Agency Retention and Disposal Policy

Proposed Phil Mahon  
Seconded Alastair Patterson

### **20. AOB**

#### CEO Report

Fiona Walsh asked that going forward the Board receives a written CEO Report prior to Board Meetings, as is currently the case with Directors Reports. Patrick Gibbons suggested that this also be included for Audit and Risk Committee Meetings.

Designated Officer advised that she intends to restructure the Board Reports in 2020. She added that the Directors Reports will form part of her report and she will also include any headline strategic issues. Designated Officer added that any emerging risks or issues will be presented verbally at Board Meetings.

#### Board Papers

Fiona Walsh advised that following the recent Corporate Governance training for Board Members she would suggest that a list of matters reserved for the Board are annually brought to the Board for approval / review. She also suggested that an annual work plan, which lists the key deliverables to be delivered in each upcoming Board Meeting be supplied annually to the Board and to the Audit and Risk Committee for approval / review.

Designated Officer advised that she has received the schedule of matters reserved for the Board from the Institute of Public Administration, however this has to be discussed with the Vice Chairman and Sponsor Departments prior to issue. She added that

as Loughs Agency is a cross border body not all matters discussed at the training are relevant to the Agency.

### Board Training

Fiona Walsh suggested that perhaps future Board training could be targeted to address the areas of development identified in the Board's annual self-assessment.

### Strategic Plan

Fiona Walsh suggested that the 2020 strategy should contain SMART objectives that will enable the delivery of each of the 5 strategic areas agreed to. Only with SMART objectives, can a Board measure performance against a strategy and can the Agency report on delivery.

### Proposed Carcass Tagging Policy 2020

Board Members were provided with a copy of the above consultation document prior to the Board Meeting. Designated Officer advised that the Agency has drafted a proposal to reduce the number of tags issued with the game fishing licence.

Board Members endorsed the Policy going to staff and public consultation.

Proposed Michael McCormick

Seconded Patrick Gibbons

## **21. Date and Venue of Next Meeting**

The next meeting of the Board will be held on Friday 21<sup>st</sup> February 2020 in NSMC Offices, Armagh, subject to availability.

<b>Item No</b>	<b>Action</b>	<b>Responsible</b>	<b>Expected Delivery Date</b>
6	RESERVED	Designated Officer	21.02.2020
9	Revisit Development and Corporate Risk Register regarding promotion of the Agency.	Designated Officer	21.02.2020
9	RESERVED	Designated Officer	ASAP
16	Include clipping service as part of communications review.	Director of Corporate Services	ASAP
20	Written CEO Report to be provided to Board Members prior to Board Meetings.	Designated Officer	February 2020
20	Discuss schedule of matters reserved for the Board with Vice Chairman	Designated Officer	Prior to 21.02.20