

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

Friday 21<sup>st</sup> February 2020 at 11am

Four Seasons Hotel, Carlingford

## Attendees

### Present

Andrew Duncan (Vice Chairman)  
Allan Ewart  
Fiona Walsh (via conference call)  
Heather Mackey  
Michael McCormick  
Patrick Gibbons (via conference call)  
Phil Mahon  
Terry McWilliams

### In Attendance - Loughs Agency

Sharon McMahon – 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

Alastair Patterson  
Ian McCrea

## 2. Conflict of Interest

There were no conflicts of interest with any agenda items.

## 3. Minutes of the Previous Meeting

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

Proposed Patrick Gibbons  
Seconded Michael McCormick

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

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

Proposed Patrick Gibbons  
Seconded Michael McCormick

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

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

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

Designated Officer advised that going forward Board Members will receive a written Designated Officer Briefing Paper, which will include current significant issues across all functions within the Agency, strategic updates, key performance updates and matters for noting. She added that she will also provide Board Members with any emerging issues verbally at each Board Meeting.

##### Monitoring Vessel

Designated Officer advised that a meeting was held with both Sponsor Departments and the Agency on the 4<sup>th</sup> February 2020, to discuss a way forward on the above issue. A lengthy but positive discussion took place on the need for a vessel, the development of a Business Case and the approval process. It was agreed that the Agency would firstly review and update the Options Paper in conjunction with DAERA, before submission to Sponsor Departments.

RESERVED

RESERVED

RESERVED

RESERVED

RESERVED

### Body Worn Camera Policy

Board Members were provided with a copy of the above prior to the Meeting, and were asked to consider and approve the Policy if content.

Phil Mahon advised that the Policy contains a great deal of information, and asked that confirmation of staff training be provided to Board Members, prior to approval of the Policy. She added that there are great legal implications if the Policy is not followed, therefore staff training in this area is essential.

Patrick Gibbons advised that there is mention of Data Protection legislation throughout the document, however it is not clear if this applies to Northern and Southern legislation. He asked that this be clarified prior to Board approval.

### Protection Plan 2020

Board Members were provided with a copy of the above prior to the Meeting, as requested at a previous Audit and Risk Committee (ARC) Meeting.

Patrick Gibbons, Chair of the ARC welcomed the Plan, however advised that it now needs to be further developed to include measured outcomes.

## **7. Finance Update**

Board Members were provided with a Budget Report up to the end of January 2020, prior to the Board Meeting.

There were no questions or comments in relation to this update.

## **8. Risk Register Update**

Board Members were provided with the individual Director's Operational Risk Registers and overall Corporate Risk Register, prior to the Board Meeting for information.

Patrick Gibbons reported that a number of risks, after controls, remain high or extremely high. He added that this highlights that some of the controls in place are ineffective. Designated Officer advised that some of the risks referred to are outside of the Agency's control, therefore controls will not reduce the residual score.

Vice Chairman asked that the emerging issues that were discussed under agenda item 6 are included in the Corporate Risk Register.

Fiona Walsh suggested, as good practice, that Board Members focus on one risk from the Corporate Risk Register per Board Meeting, with discussions focused on the mitigating controls. All agreed to this suggestion.

## **9. Outturn Against Targets**

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

Designated Officer advised that the Agency is currently developing a new performance framework, with training scheduled for the Senior Management Team in March 2020. She added that Board Members will be provided with the updated framework at the next Board Meeting.

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

Patrick Gibbons, Chair of the Audit and Risk Committee advised the Board that the next ARC Meeting will take place on the 24<sup>th</sup> March 2020, where Members will be presented with the 2019 Financial Statements.

Designated Officer advised that the Agency has received the Draft Internal Audit Report, which currently has 4 recommendations, 2 of which have been accepted and 2 that have been returned to Internal Audit for reconsideration. She added that there are also 6 recommendations outstanding from the 2018 Internal Audit.

Board Members were satisfied with this outcome.

## **11. External Funding Update**

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

Designated Officer advised that the Marine Institute's vessel, the Celtic Voyager, will arrive at Foyle Port on the 29<sup>th</sup> February 2020, before beginning to deploy the largest telemetric array as part of the

SeaMonitor Project. She added that Board Members are invited to attend a celebratory event to meet the crew and scientists before the vessel launches. Laura McCready to send official invitation to Board Members.

## 12. Press Releases

Board Members were provided with a copy of press releases published from mid-December 2019 for information.

Heather Mackey welcomed the above and suggested that, if there is available budget, communications training should be procured for the Senior Management Team.

Designated Officer advised that this will be considered as part of the Communications Review being carried out by the Director of Corporate Services.

## 13. AOB

### Woodland Trust

Designated Officer advised that the Agency is currently carrying out some excellent work in partnership with the Woodland Trust, including riparian tree planting. She added that this work is funded by the Woodland Trust.

Heather Mackey asked for this to be promoted widely, by photography, press release and videography.

## 14. Date and Venue of Next Meeting

The next meeting of the Board will be held on Tuesday 5<sup>th</sup> May 2020 in Loughs Agency Headquarters, Prehen at 11am.

Item No	Action	Responsible	Expected Delivery Date
6	RESERVED	Designated Officer	05.05.2020
6	RESERVED	Designated Officer	ASAP
6	RESERVED	Designated Officer	ASAP
6	Confirmation of Body Worn Camera Policy training to be sought.	Laura McCready	05.05.2020
6	Establish if Data Protection legislation referred to in Body Work Camera Policy applies to northern and southern legislation.	Laura McCready	05.05.2020
6	Further develop Protection Plan to include measured outcomes.	John McCartney	ASAP

8	Emerging issues to be escalated to Corporate Risk Register.	Designated Officer	ASAP
11	Forward official invitation for SeaMonitor event to Board Members.	Laura McCready	ASAP