

**120th MEETING OF THE FOYLE CARLINGFORD AND IRISH
LIGHTS COMMISSION**

Tuesday 5th May 2020 at 11am

Via Teleconference

Attendees

Present

Andrew Duncan (Vice Chairman)
Alastair Patterson
Allan Ewart
Fiona Walsh
Heather Mackey
Michael McCormick
Patrick Gibbons
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

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 Allan Ewart
Seconded Phil Mahon

4. Reserved Minutes

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

Proposed Allan Ewart
Seconded Phil Mahon

5. Matters Arising

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

6. CEO Progress Report

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Protection Plan 2020

Designated Officer advised that at the previous Board Meeting Patrick Gibbons had asked that the above Plan be further developed to include measured outcomes. She added that John McCartney will be completing this, however due to the current COVID-19 pandemic the Plan will change somewhat from what was originally presented to Board Members.

Body Worn Camera Policy

Board Members were provided with a revised copy of the above Policy prior to the Meeting, following a request at the previous Board Meeting.

Following the amendments Board Members approved the Policy.

Proposed Phil Mahon
Seconded Patrick Gibbons

Communications

Heather Mackey noted the new internal platform for corporate communications within the CEO's Report and asked for an update in relation to same.

Designated Officer advised that the new Intranet platform is called RIPPLE. She added that the aim of the system is to improve internal communications, providing corporate information for staff, encouraging staff engagement and facilitating awareness of projects and programmes of work across the Agency.

Heather advised that although improvement to internal communications is welcomed, she would ask that the Designated Officer emphasise caution in the use of same. She added that all users need to be trained appropriately and need to be aware of the consequences that may occur should they breach the Agency's policies and procedures in relation to communication.

Strategic Direction

Fiona Walsh advised that Board Members and the Agency have done an excellent job developing the new Strategy, however beyond Strategy development another key role of any Board is to measure and monitor the delivery of the Strategy, with the progress in delivering the Strategy being reported at every Board Meeting.

Fiona asked that the Agency add more detail to the deliverables in the current Strategy, which will add more quantifiable detail, and to add timelines for each deliverable to allow the Board to measure the progress of delivery at each Board Meeting.

Designated Officer advised that the Agency is currently developing a performance delivery framework, which will enable progress reporting. She added that the Senior Management Team is currently reviewing the Business Plan objectives and the impact on delivery outcomes for 2020, due to the ongoing pandemic.

Designated Officer advised that Directors have been asked to consider each of their projects for 2020, and to provide details of which of their projects will progress by mid-June 2020.

Business Plan 2020

Board Members were provided with a copy of the updated 2020 Business Plan prior to the Board Meeting for approval.

Designated Officer advised that Board Members have already had sight of the above, however Sponsor Departments made some significant changes to same in February 2020, therefore further Board approval is required.

Board Members voiced their discontent in regards to Sponsor Departments making significant changes to documents previously approved by the Board.

Board Members asked that the amendments that were made by Sponsor Departments be highlighted and sent to Board Members for consideration. It was agreed that Board Members would forward comments and/or approval via email within one week.

After consideration the 2020 Business Plan was subsequently approved by Board Members via email.

Proposed Patrick Gibbons
Seconded Phil Mahon

Corporate Plan 2020-22

Prior to the Board Meeting Board Members were provided with a copy of the above for their approval.

Patrick Gibbons asked if there had been any amendments made to the Plan from the last version received by Board Members. Designated Officer confirmed that there were no amendments, however the lookback on the 2017-19 Corporate Plan was now included.

Proposed Patrick Gibbons
Seconded Michael McCormick

7. Finance Update

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

Designated Officer advised that there has been some spend in relation to COVID-19 since the Report was produced, however there is also some spend that will not occur in 2020 due to the ongoing pandemic.

Heather Mackey asked if the Agency will be authorised to transfer budget lines within the Agency to utilise budget that will not be spent due to COVID-19. Designated Officer advised that budgets and spend will be discussed at the next Accountability / Governance meeting with Sponsor Departments.

8. Risk Register Update

Board Members were provided with the individual Directors' Operational Risk Registers, overall Corporate Risk Register and a new COVID-19 Risk Register, prior to the Board Meeting for information.

Patrick Gibbons welcomed the reference to Board approval being sought prior to a Barrister being appointed as a control measure.

9. Outturn Against Targets

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

10. Audit and Risk Committee Update

Board Members were provided with the draft minutes of the Audit and Risk Committee (ARC) Meeting of the 25th March 2020 for their information.

Board Members were also provided with a copy of the 2019 ARC Annual Report. Patrick Gibbons, Chair of the ARC asked Board Members for approval of same if content.

Phil Mahon, former Chair of the ARC advised that the report was an excellent summary of 2019 and was very useful.

Proposed Fiona Walsh
Seconded Allan Ewart

11. External Funding Update

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

Designated Officer provided Board Members with an update following a recent meeting between SeaMonitor staff, the Foreign Commonwealth Office and the Ministry of Defence.

12. Press Releases

Board Members were provided with a copy of press releases published since the previous Board Meeting.

Heather Mackey suggested that the Agency focus on positive news stories, at a time when everything is very negative.

13. AOB

Water Quality

Fiona Walsh advised that she is very concerned about the current quality of our river habitats, in particular the low water status of our rivers. She added that although this responsibility is shared by many bodies across 2 jurisdictions, given that the Agency is responsible for river habitats from source to sea, where the species we are responsible for protecting are most impacted by habitat quality, should the Agency take a role to lead the cooperation of the key bodies to enhance river habitat?

Fiona advised that she understands that other jurisdictions have taken a more coordinated approach, therefore asked that the Agency develop a paper for Board consideration to assess and advise further steps the Agency can take to enhance river habitat.

Designated Officer provided an overview of the CatchmentCARE and SWELL projects, both of which focus on the improvement of water quality. She added that the Agency will take this request on board, however given the current restrictions she expects delivery of same to be in quarter 4.

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14. Date and Venue of Next Meeting

The next meeting of the Board will be held on Tuesday 30th June 2020 at 9.30am via videoconference.

Item No	Action	Responsible	Expected Delivery Date
6	RESERVED	Designated Officer	ASAP
6	RESERVED	Designated Officer	ASAP
6	Add more detail to the deliverables in the current Strategic Direction and add timelines for each deliverable.	Designated Officer	30 th June 2020

6	Amendments of the 2020 Business Plan made by Sponsor Departments to be highlighted and sent to Board Members for consideration.	Laura McCready	ASAP
6	Board Members to approve 2020 Business Plan via email if content.	Board Members	12 th May 2020
13	Develop a paper for Board consideration to assess and advise further steps the Agency can take to enhance river habitat.	Designated Officer	Quarter 4 2020