

**129th MEETING OF THE FOYLE CARLINGFORD AND IRISH
LIGHTS COMMISSION**

Wednesday 16th February 2022 at 9.30am

Loughs Agency Headquarters, Prehen and via Teleconference

Attendees

Present

Heather Mackey (Chair)
Conor Corr
Danny Kennedy
Declan Little
Fiona Walsh
Frances Lucy
Jack Keyes
Laurence Arbuckle
Niall Greene

In Attendance - Loughs Agency

Sharon McMahon – Designated Officer
Laura McCready (Minutes)

Non Attendance

Terry McWilliams

Private Time for Board Members

The Board availed of private time before the Board Meeting commenced.

Designated Officer joined the meeting at 9.45am.

1. Apologies

None

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 Fiona Walsh
Seconded Laurence Arbuckle

4. Reserved Minutes

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

Proposed Danny Kennedy
Seconded Laurence Arbuckle

5. Matters Arising

There were no matters arising from the previous meeting.

6. CEO Progress Report

Designated Officer welcomed the Board to its first Board Meeting.

Prior to the Board Meeting Board Members were provided with a comprehensive overview of current significant issues, strategic updates and governance and accountability updates from the Designated Officer.

COVID-19

Designated Officer advised that further restrictions have been removed in both jurisdictions, however the message in Northern Ireland remains to work from home where possible. She added that the Agency's field staff have continued to work in the field throughout the pandemic. Designated Officer confirmed that the Agency is considering a hybrid model for staff currently working from home which would see the introduction of a 3:2 model, with 3 days in the office and 2 days working from home. She added that it is hoped that staff will be returning to their base by 1st April 2022.

RESERVED

RESERVED

Court Case Overview

Prior to the Board Meeting Board Members were provided with an update on the Agency's active legal cases. Designated Officer advised, that following discussions with some Board Members the spreadsheet may be further refined as Members felt that it contained too much unnecessary information.

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7. Senior Management Team Updates

Prior to the Board Meeting Board Members were provided with the above for their information. Designated Officer advised that she has introduced a new reporting template for the Senior Management Team. She asked the Board to provide her with any comments they may have in relation to same, and to advise if there is anything else they would like to receive in their Board papers going forward.

Chair suggested that as this is a new Board that each Director should attend Board on a rotational basis to present their report to the Board. She added that this would allow the Board to meet each of the Directors and to familiarise themselves with each work area of the Agency.

Designated Officer advised that a special focus report will be provided prior each Board Meeting going forward, with the relevant Director then attending Board to present on this report.

Fiona Walsh welcomed the new reporting structure. She advised that the role of the Board is an oversight role and she therefore welcomes the key performance indicator and outcomes sections of the reports.

Conor Corr advised that for him the most important part of these reports are the risk registers. He added that it is important to be aware of any changes from the previous month so that it is easy to determine if a risk has escalated from orange to red in month.

AP – Board Members to provide Designated Officer with any comments they may have in relation to Directors Reports, and to advise if there is anything else they would like to receive in their Board papers going forward.

8. Meenbog Update

Prior to the Board Meeting Board Members were provided with an update paper from the Director of Conservation and Protection in relation to the above.

Designated Officer provided the Board with an overview of the Meenbog landslip which occurred in November 2020 for their information.

9. Finance Update

Prior to the Board Meeting Board Members were provided with a Budget Report up to the end of January 2022.

Designated Officer advised that the current layout of the Finance Report has come about at the request of the previous Board. She added that if the Board would like to receive more or less information in any particular area to please make her aware.

Niall Greene asked if the Agency carries out a half yearly review of its financial position. Designated Officer advised that the Agency's accounts are due to be submitted by 31st March annually, however confirmed that a half yearly report is also required by Sponsor Departments. She added that the half yearly accounts can be brought to Board if the Board wish. Niall agreed that this would be most welcome.

AP – Board Members to review Budget Report and advise Designated Officer if they would like to receive more or less information in any particular area.

10. Risk Register Update

Prior to the Board Meeting Board Members were provided with Corporate Risk Register for information.

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Frances Lucy asked if there are more Risk Registers. Designated Officer confirmed that each Directorate has an Operational Risk Register which would have been provided to the Board and the Audit and Risk Committee (ARC) in the past, however it has been deemed

more valuable bringing the Operational Risk Registers to the ARC with a Director presenting their Register on a rotational basis.

11. Audit and Risk Committee Update

Designated Officer advised that there are currently 5 nominations for the ARC. She added that the Board is required to elect 4 Board Members to sit on the ARC.

Following a discussion the following Board Members were selected to represent the Board on the ARC:

France Lucy (Chair)
Conor Corr
Laurence Arbuckle
Niall Greene

Designated Officer advised that the first meeting of the ARC will be scheduled to take place in March 2022, where the Committee will be required to review and approve the Agency's Financial Statements. Niall Greene advised that he was of the opinion that the ARC would recommend the Financial Statements to the Board for approval and asked that the ARC Terms of Reference be reviewed to ensure that the ARC can approve same.

It was agreed that the ARC should meet approx. 2 weeks prior to a Board Meeting to ensure the Committee can report adequately to Board.

AP – Designated Officer to review ARC Terms of Reference to ensure the ARC can approve the Agency's Financial Statements.

12. Communications

Prior to the Board Meeting Board Members were provided with a Communications Report for December 2021 and January 2022 provided by the Agency's managed service, Gray's Communications for their information.

Chair provided the Board with an overview of the initiation of the Review of Communication which resulted in a managed service being contracted by the Agency. She added that the Agency will be

showcased at the upcoming Foyle Maritime Festival in July 2022 which is being led by Gray's on behalf of the Agency.

Danny Kennedy left the Board Meeting at 11.15am.

Chair advised that she and the Designated Officer met with the team at Gray's the previous day where they discussed the Agency's events and plans for the remainder of the year. Chair asked if there are any areas of communications which the Board feel that the Agency is lacking in to please make her aware of same.

Frances Lucy advised that podcasts are very powerful and would be very worthwhile for the Agency. Chair agreed and advised that podcasts are part of the communications plan for 2022.

Fiona Walsh advised that it has been fantastic to witness the change in the approach to communications over the past 6 months. She suggested that the Agency develop its voice on conservation by utilising podcasts etc.

AP – Board Members to advise Chair if there are any areas of communications which they feel that the Agency is lacking in.

13. Strategic Reviews

Prior to the Board Meeting Board Members were provided with an update on the following for their information:

- Review of Angling and Fisheries Development.
- Review of Communications.
- Review of Legislation.
- Review of Marine Tourism.
- Review of Science.

Designated Officer advised the Board that the above reviews were commissioned in 2020 and provided an overview of each. She added that the Director of Aquaculture and Shellfisheries will attend the next Board Meeting to provide an update on the Review of Angling and Fisheries Development.

14. 2022 Projects

Prior to the Board Meeting Board Members were provided with a copy of the proposed projects for 2022 from each of the Directorates for their information.

Designated Officer provided an overview of the projects for 2022, some of which have already commenced.

15. AOB

Board Papers

Frances Lucy asked that going forward the Board are provided with an overview of which papers need to be approved, noted etc. prior to each Board Meeting.

16. Date and Venue of Next Meeting

The next Board Meeting will take place on Wednesday 13th April 2022. Venue to be considered in line with COVID-19 restrictions.

Item No	Action	Responsible	Expected Delivery Date
7	Provide Designated Officer with comments in relation to Directors Reports, and advise if there is anything else Board Members would like to receive in their Board papers going forward.	Board Members	Prior to next Board Meeting.
9	Review Budget Report and advise Designated Officer if more or less information is required.	Board Members	Prior to next Board Meeting.
11	Designated Officer to review ARC Terms of Reference to ensure the ARC can approve the Agency's Financial Statements.	Designated Officer	Prior to ARC Meeting.
12	Board Members to advise Chair if there are any areas of communications which they feel that the Agency is lacking in.	Board Members	Prior to next Board Meeting.
15	Board Members to be provided with an overview of which papers need to be approved, noted etc. prior to each Board Meeting.	Laura McCreedy	Prior to next Board Meeting.