

**133rd MEETING OF THE FOYLE CARLINGFORD AND IRISH
LIGHTS COMMISSION**

Thursday 15th December 2022 at 9.30am

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

JP O'Doherty – Interim Designated Officer
Laura McCready (Minutes)

Non Attendance

Terry McWilliams

Private Time for Board Members

The Board did not avail of private time before the Board Meeting commenced, however advised that they would avail of same at the end of today's meeting.

Chair welcomed everyone to the Board Meeting, in particular JP O'Doherty, Interim Designated Officer in the absence of the Designated Officer.

1. Apologies

Sharon McMahon – Designated Officer

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 Niall Greene

Seconded Conor Corr

3.1 Reserved Minutes

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

Proposed Niall Greene

Seconded Conor Corr

3.2 Matters Arising

All matters arising from the previous meeting were complete.

4. CEO Progress Report

Interim Designated Officer advised that he wished to record his best regards to the Designated Officer who sends her apologies for today's meeting.

Recruitment

Interim Designated Officer advised that as reported at the previous Board Meeting the Agency had 2 vacant Directors posts, which needed to be filled as a matter of urgency. He added that since the last Board Meeting the Agency has made 2 appointments on a temporary basis, Ciarán McGonigle has been appointed as Temporary Director of Aquaculture and Shellfisheries and Seamus Cullinan has been appointed as Temporary Director of Conservation and Protection.

Interim Designated Officer provided the Board with an overview of both gentlemen's careers both during their employment with Loughs Agency and their previous experience.

RESERVED

Niall Greene asked if work has commenced on the permanent Director's posts. Interim Designated Officer advised that the previous job descriptions for both Director's posts were drafted in 2005/06 and

are therefore quite dated. He added that work has commenced on a refresh of both job descriptions.

Carlingford Office

Interim Designated Officer advised that as the Board is aware the Agency secured the services of the Strategic Investment Board to produce a new Business Case for the works to the Carlingford Office, which included a full value engineering piece. He added that the final document will be presented to both Sponsor Departments in the New Year.

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Budgets

Interim Designated Officer reported that the Agency's financial year is January to December, therefore at this time of year the financial position is changing daily. He added that currently the Agency estimates that it will carry approx. £200,000 capital budget into 2023 due to delays in relation to the Carlingford Office. Interim Designated Officer advised that this was discussed with DECC who confirmed that they are content to permit the Agency to carry same as a mature liability.

RESERVED

Corporate Plan 2023-25 and Business Plan 2023

Interim Designated Officer advised that both of the above documents are now in draft form. He added that both Plans will be reviewed by the Designated Officer on her return and issued to Sponsor Departments for their initial views. Interim Designated Officer confirmed that the Board will be presented with the draft final versions at the first Board Meeting of 2023 for their approval if content.

Governance / Accountability

Interim Designated Officer advised that he is currently waiting on an indication from Internal Audit in relation to a wash up meeting following completion of its audit.

Interim Designated Officer reported that the 2021 Annual Report and Accounts remain with the Comptroller and Auditor General in Ireland for final sign off. He added that it has been signed off by Northern Ireland Audit Office (NIAO) who are currently planning for the 2022 audit. Interim Designated Officer confirmed that the incoming audit methodology has changed to reflect the changes to accounting standards, i.e., ISA (UK) 315 – identifying and assessing the risks of material misstatement. He added that the revised standard requires engagement teams to undertake a more in-depth and robust procedure to identify and assess the risks of material misstatement, which will result in NIAO making enquiries separately with management, those charged with governance and internal audit.

Chair thanked the Interim Designated Officer for his comprehensive report and also thanked him for undertaking the duties of the Designated Officer in her absence which is greatly appreciated.

5. Senior Management Team Updates

Prior to the Board Meeting Board Members were provided with the current outturn against targets for their information.

RESERVED

6. Finance Update

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

RESERVED

7. Risk Register Update

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

There were no questions / comments in relation to same.

8. Audit and Risk Committee Update

Prior to the Board Meeting Board Members were provided with a copy of the draft minutes of the Audit and Risk Committee Meeting of 21st November 2022.

RESERVED

Chair thanked Frances and the Committee for their work throughout the year.

9. Communications

Prior to the Board Meeting Board Members were provided with a Communications Report for October 2022.

Chair advised that she reviewed the report and was content with same. Chair reminded the Board of the upcoming SeaMonitor / STRAITS Conference to be held on the 23rd and 24th February 2023 and asked Members to register for same if they have not done so.

10. Policies

Prior to the Board Meeting Board Members were provided with a copy of 2 policies for their review and approval if content.

Code of Conduct Policy (Board Members)

It was noted that the above Policy refers to the Chairman throughout. Chair asked that this be amended to Chair or Chairperson, with the tracked changed version returned to the next Board Meeting for approval.

Audit and Risk Committee Terms of Reference

Frances Lucy, Chair of the Audit and Risk Committee (ARC) explained that the above Policy is reviewed annually by the ARC at its last meeting of the year. She added that the Committee is content with the attached and asked the Board to approve same if content.

Proposed Declan Little

Seconded Laurence Arbuckle

11. AOB

There were no items of AOB.

12. Date and Venue of Next Meeting

The next Board Meeting will take place on Thursday 23rd February 2023 at 4pm in the City Hotel, Derry~Londonderry.

Item No	Action	Responsible	Expected Delivery Date
	RESERVED	Interim Designated Officer	ASAP
	RESERVED	Interim Designated Officer	ASAP
10	Change Chairman to Chair or Chairperson throughout Code of Conduct (Board Members) Policy.	Laura McCready	23.02.2023