



Iascach Intíre Éireann  
Inland Fisheries Ireland

# **Ministerial Appointee Meeting in performing the Functions of Inland Fisheries Ireland under s.18(5) of the Inland Fisheries Act 2010**

## **Quarterly Meetings Report – Q1, 2023**

### **March 9<sup>th</sup> and March 29<sup>th</sup>**

**This is the report of the meeting of the s.18 Appointees which took place in quarter 1, 2023.  
This report provides an outline of agenda items raised at this meeting.**

# BOARD MEETING – March 9<sup>th</sup>, 2022

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## 1. **Standing Orders**

The meeting agenda was adopted, no conflicts declared in respect of matters on the agenda. Agreement regarding the confidential nature of matters raised was noted.

## 2. **CONSENT AGENDA**

### 2.1 **Board Meeting – December Meeting Minutes**

**MOTION:** Approval of the 14 December Board Report for staff distribution was agreed by the s.18 Appointees

## 3. **VITAL FEW**

**3.1 Business Plan 2022** – close out of matters reported for 2022.

**3.2 Business Plan 2023** – review of draft plan.

**MOTION:** Approval of the 2023 Business Plan in principle with reporting updates on a quarterly basis was Agreed.

**3.3 Operations Protection Plan 2023** – review of draft Operations Protection Plan 2023

**MOTION:** Approval of the 2023 Protection Plan with reporting updates on a monthly basis was agreed.

**3.4 Development Plan 2023** – review of draft Development Projects Plan 2023

**MOTION:** Approval of the 2023 Development Plan was agreed.

**3.5 DECC Oversight and Performance Delivery Agreements 2023 – 2025** – review of draft OA and PDA with IFI's parent Department 2023-2025. Currently awaiting feedback regarding edits made.

## 4. **CEO'S REPORT**

**4.1 CEO's Report** – this report was taken as read. the CEO provided an update on: the National Inland Fisheries Forum (NIFF) and property matters.

## 5. **FINANCIAL SUMMARY PRESENTATION**

**5.1 Draft Audited Financial Statements 2021** – review of the draft audited Financial Statements 2021

**MOTION:** Approval of the draft Audited 2021 Financial Statements was agreed.

**5.2 Draft Financial Statements 2022** - review of the draft Financial Statements 2022

Also, a review the latest version of the Statement of Internal Control was undertaken, in anticipation an updated version of the Financial Statements being presented for consideration on 29 March.

**5.3 Draft Budget 2023** – review of draft Budget 2023

The draft budget was not approved, pending further information.

**5.4 Capital Plan 2023** - review of the draft Capital Plan 2023

**MOTION:** Approval of the DRAFT Capital Plan 2023 was agreed

**5.5 Seasonal Staff Funding 2023** – consideration of Seasonal Fishery Officer recruitment 2023

**MOTION:** Approval of the 2023 Seasonal Fishery Officer Funding was agreed

**5.6 Capital Expenditure** – review of a Capital Expenditure Appraisal paper Infrared Equipment. Externally funded expenditure facilitating data collection of stock returns at the National Salmonid Index Catchment (NISC).

**MOTION:** Approval of capital expenditure in line with IFI HLOs was agreed

**5.7 Bank Mandate – Signatory Update** - s.18 Appointees signed IFI's Bank Mandate

**5.8 Property Disposal (>€150)** – consideration of disposal of Ballyhip Store, Louisburgh, Co. Mayo

**MOTION:** Approval to accept offer received for Ballyhip Store was agreed

## 6. **RISK MANAGEMENT - UPDATE**

**6.1 Corporate Risk Register 10.29** – the CEO responded to queries raised regarding the high scoring risks in the Corporate Risk Register

*Items 7 (Internal Audit Report – Dormant Accounts Fund) and 8 (Draft Corporate Procurement Policy & Plan) are to be taken at the 29 March meeting.*

## 9. **MANAGEMENT ASSURANCE**

**9.1 Climate Mandate Report** – matters in relation to continuity of the role Energy Performance Officer and the extensive achievements to date by those involved in IFI's Green initiatives.

**9.2 Development Projects Progress Report 2022** - This paper was taken as read and noted.

**9.3 Monthly Protection Report November & December 2022** - This paper was taken as read and noted.

## 10. **Any Other Business**

No matters were raised under AOB.

# BOARD MEETING – March 29<sup>th</sup>, 2022

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## 1. **Standing Orders**

The meeting agenda was adopted, and no conflicts were declared by s.18 in respect of matters on the agenda. Agreement regarding the confidential nature of matters raised was noted.

## 2. **CONSENT AGENDA**

### **2.1 s.18 Appointee Meeting – 9 March Minutes and Report**

**MOTION:** Approval of the 9 March meeting was agreed by the s.18 Appointees. Feedback on the report for staff was provided.

## 3. **VITAL FEW**

**3.1 Business Plan 2023** – Risk Update - an overview of the amendments made to the Business Plan linking it to the Corporate Risk Register was provided.

**3.2 DRAFT Oversight Agreement & Performance Delivery Agreement 2023-2025** - the executive indicated that a submission had been made to the Department for review.

### **3.3 HR Review & HR Strategy** - Presentation

A presentation was provided on headcount, the IFI HR strategy and vision for 2023 and the HR Division review conducted by Clarion Consulting in October 2022.

### **3.4 IT Strategy - Presentation**

A presentation was provided on the review of ICT and IT strategy. The ICT strategy will be finalised in the next 6 months in line with the Corporate Plan.

### **3.5 Conservation Grants 2022 Disbursement in 2023 - Presentation**

A presentation was provided on the processes by which funds of the Midlands Fisheries Fund (MFF) (€50k) and the Salmon and Sea Trout Rehabilitation, Conservation and Protection Fund (SSTRCPF) (€1m) are formally disbursed. With 26 qualifying applications to be awarded funding.

## **4. CEO'S REPORT**

**4.1 CEO's Report** – this report was taken as read. The CEO provided updates in respect legislation and the NASCO (North Atlantic Salmon Conservation Organisation) conference in June.

## **5. FINANCIAL SUMMARY PRESENTATION**

### **5.1 Draft Unaudited 2022 Financial Statements** (for submission to the OCAG)

A briefing was provided on interactions with the Internal Auditor in respect of completion of the 2022 internal audits and the impact on signing off the draft 2022 Financial Statements. S.18 Appointees wait the report on Systems of Internal Financial Control for 2022 before signing the 2022 Financial Statements for submission to the Office of the Comptroller & Auditor General (OCAG).

**5.2 Draft Budget 2023** - the Budget Presentation and Finance Briefing Note were taken as read and the pay funding gap was discussed.

**MOTION:** Approval of the 2023 Budget was agreed.

**5.3 Management Accounts** - Management Accounts for January were taken as read, P. Doherty sought feedback on the nature of reporting and the s18 Appointees confirmed their satisfaction with papers as presented.

## **6. RISK MANAGEMENT - UPDATE**

**6.1 Risk Management Framework** - the CEO responded to queries raised regarding the risk management policy, recommendations were made in relation to the management of risk within the organisation.

## **7. BOARD COMMITTEE CHAIR REPORTS**

**7.1 Internal Audit Reports** - this matter will be raised at a future meeting.

## **8. OTHER ITEMS FOR APPROVAL**

**8.1 DRAFT Corporate Procurement Plan & Policy** - recommendations arising from a review of IFI's procurement processes and measures implemented were discussed.

**MOTION:** Approval of the Corporate Procurement Plan and Corporate Procurement Policy were agreed.

**8.2 Proposed Application to the NPWS for Conservation Funding** - the application is operational in nature, consistent with the objectives of the organisation and its contents were noted.

**8.3 Grant Management & Funding Policy** - the basis and merits of the development of this policy and terms of reference were discussed.

**MOTION:** Approval of the Grant Management Funding and Terms of Reference policy was agreed.

**8.4 Proposal to Dispose of Ballybane Property, Galway** - an outline of this proposal was provided.

**MOTION:** Approval of the sale of IFI's property at Ballybane, pending the outcome of the OPW property registration, was agreed.

## 9. **MANAGEMENT ASSURANCE**

**9.1 Climate Mandate Report** – briefed the meeting on the level of work being undertaken. The S18 Appointees noted and expressed their satisfaction with the content.

**9.2 Monthly Protection Report November & December 2022** - an overview was provided on the protection reports. The relationship between the fish counters data output and fisheries protection risk was noted.

**9.3 Development Projects Progress Report 2022** - these papers were taken as read. An overview was provided of the RBD Director development projects anticipated to be delivered in 2023.

## 10. **Any Other Business**

### Aquaculture Licence Appeals Board (DAFM) – Judicial Review

The CEO briefed the s18 Appointees on the current status of this case and advice obtained. The s.18 Appointees confirmed that they had no role in the matter, the CEO's briefing was noted.

### Public Accounts Committee (PAC)

The CEO made reference to a recent request from the secretariat of the Public Accounts Committee. The s.18 Appointees acknowledged that the executive was dealing with the matter.

### Retirement of Head of Finance and Energy Performance Office (EPO)

Tribute was paid to Pat Doherty whose integrity, commitment and graciousness were deeply appreciated and for his excellent work in leading IFI's significant achievements in its climate action targets.