

BOARD MEETING NO. 56 – 25 JANUARY 2019 MINUTES**MAZE LONG KESH BOARDROOM**

CHAIRMAN: Terence Brannigan (TB)

BOARD: Jack Gallagher (JG); Duncan McCausland (DM); Ciaran Mackel (CM - Joined meeting at 10:25); Joe O'Donnell (JO); Conor Patterson (CP)

STAFF: Bryan Gregory (BG - Interim Chief Executive); Neil McIvor (NM – Director of Development); Alison Stafford (AS - Director of Finance & Corporate Services)

SECRETARY: Ian Spence (IS)

REF	DISCUSSION	ACTION BY
56.01	WELCOME The meeting commenced at 10:15. TB advised the members that Air Ambulance NI (AANI) would make a presentation around 11:30.	
56.02	APOLOGIES Tony Gallagher; Maurice Kinkead	
56.03	CONFLICTS OF INTEREST No conflicts of interest were declared.	
56.04	MINUTES OF BOARD MEETING ON 2 NOVEMBER 2018 The Board approved the minutes of the meeting held on 2 November 2018. (Proposed by DM, seconded by JO)	
56.05	MATTERS ARISING AP1 – TB confirmed that he had written to Terri Scott so this action point was now closed. The members noted that all other action points were closed.	
56.06	CHAIRMAN'S BUSINESS The Chairman advised that he had met with Dr Katy Radford from the Institute for Conflict Research and also vice chair of the Arts Council to discuss 'Dark Tourism' in his capacity as Chairman of Tourism NI and MLKDC. TB had also met with Brenda Turnbull, Lagan Navigation Trust. The Chairman updated the Board following the SF delegation in November 2018, which he felt had been positive. CM confirmed that he had received similar positive feedback. A visit by an SDLP delegation to the site was planned for 30 January 2019, following a request to TEO. TB advised that he would be meeting with the Ulster Aviation Society (UAS) directly after the board meeting. UAS had occupied the hangars from about	

REF	DISCUSSION	ACTION BY
	<p>2005, and were well established. The Board agreed that the Chairman advise UAS that it was very much part of the Corporation's plan going forward and that the licence period would be reviewed at an appropriate point in time. (Proposed by DM, seconded by JG)</p> <p>DM advised that he would be attending The Executive Office's (TEO) meeting with the Chairs of its Arm's Length Bodies Audit & Risk Assurance Committees on 28 January 2019 and also meeting with the NI Audit Office.</p>	
56.07	<p>CHIEF EXECUTIVE'S REPORT</p> <p>The report was presented, with the following points noted during the discussion</p> <ul style="list-style-type: none"> • <i>Risk:</i> The strategic risk register had been updated to reflect the reported drone incident. AP1 – Check if there is legislation currently in place covering the overflying of MLK. • <i>AANI:</i> The Board re-affirmed its support for AANI's operations, noting its success, and that: <ul style="list-style-type: none"> – AANI was looking to provide additional accommodation in the form of a temporary modular building. – AANI's lease for its current location was for three years with an option to extend for a further two years to 2022. This lease had been agreed as a temporary arrangement to enable AANI to get up and running. – Given its proximity to the main entrance and the constraints associated with its operations, AANI would need to re-locate from its current location, in due course, so that it would not inhibit the future regeneration of MLK. – MLKDC has had no indication of AANI's longer term plans beyond 2022. • <i>2019/20 Business Plan:</i> The Board considered and approved the submission of the draft 2019/20 Business Plan to TEO, in accordance with the requirements of the MSFM, subject to the inclusion of a clarifying footnote to Objective 1. (Proposed by DM, seconded by CM) 	BG
56.08	<p>DIRECTOR OF FINANCE & CORPORATE SERVICES' REPORT</p> <p>The Board received the report, with the following points noted:</p> <ul style="list-style-type: none"> • TEO had responded to a Freedom of Information request. • The PAYE Settlement agreed with HMRC whereby members received gross payment for their home to MLK journeys was being withdrawn from 1 April 2019. • The Corporation was on track to meet its year end financial targets. 	
55.09	<p>DIRECTOR OF DEVELOPMENT'S REPORT</p> <p>The Board received the Report, with discussion including the following:</p>	

REF	DISCUSSION	ACTION BY
	<ul style="list-style-type: none"> • <i>Business Case for essential H&S capital works to the WWII Hangars Doors – Phase 1:</i> The Board noted that: <ul style="list-style-type: none"> – A robust Optimism Bias provision had been included. – There would be close liaison with the Department for Communities, Historic Environment Division, in relation to the proposed H&S works, given the Scheduled Monument status of the hangars. – This work was only to the front doors and was adopting a phased approach. This had been agreed with CPD (Construction & Procurement Delivery) who had also previously assessed the overall stability of the building. – The Board approved the Business Case. (Proposed by DM, seconded by JG) • <i>RUAS:</i> Consideration is being given to simplifying the Balmoral Show car parking arrangements on MLK lands. • Neptune Carleton Group had submitted a planning application for the Blaris lands including the Knockmore link road. AP2 – Arrange for the Neptune Carleton Group planning consultants to present their Blaris lands proposals to the Board. 	NM
56.10	<p>HEALTH & SAFETY REPORT</p> <p>This report was taken as 'Read'.</p>	
56.11	<p>AANI PRESENTATION</p> <p>The Chairman welcomed the delegation from AANI which included Ian Crowe (IC), Board Member, Breige Mulholland (BM), Head of Operations & Finance and Glenn O'Rourke (GO), Helicopter Emergency Medical Service (HEMS) Operational Lead.</p> <p>TB acknowledged the excellent work of the AANI, which also raised the profile of the site, and assured the delegation of the Board's continued support.</p> <p>GO and BM gave the members a very enlightening and detailed presentation on the operational side of the HEMS. They also thanked MLKDC staff for their assistance especially when the service first arrived on site.</p> <p>IC provided an overview of AANI's development and future challenges, including:</p> <ul style="list-style-type: none"> • AANI had outgrown its current accommodation and needed additional office space, so that all staff would be based at MLK. The minimum number of staff on site at any one time was now nine. • AANI had identified two possible areas for a temporary modular building to fulfil the accommodation need through to 2022. • AANI recognised that work needed to commence on the longer term plans, post 2022. • It was agreed that these matters would be progressed in discussion with the MLK Executive Team along with longer term plans beyond 2022. 	BG

REF	DISCUSSION	ACTION BY
	<p>AP3 – Meet with AANI to discuss additional accommodation requirements and longer term plans beyond 2022.</p> <p>In closing, IC assured the Board that AANI recognised the regeneration potential of the MLK site and acknowledged that AANI would need to re-locate from their current position at a later date, so as not to jeopardise this.</p> <p>TB thanked the delegation for their presentation on behalf of the Board.</p>	
56.12	<p>AOB</p> <p>No other matters were raised.</p> <p>The meeting ended at 12.50.</p>	

BOARD MEETING NO. 57 – 8 MARCH 2019 MINUTES

MAZE LONG KESH BOARDROOM

CHAIRMAN: Terence Brannigan (TB)

BOARD: Jack Gallagher (JG); Tony Gallagher (TG - Left meeting at 11:55); Maurice Kinkead (MK); Duncan McCausland (DM); Ciaran Mackel (CM); Joe O'Donnell (JO); Conor Patterson (CP)

STAFF: Bryan Gregory (BG - Interim Chief Executive); Neil McIvor (NM – Director of Development); Alison Stafford (AS - Director of Finance & Corporate Services)

SECRETARY: Ian Spence (IS)

REF	DISCUSSION	ACTION BY
57.01	WELCOME The meeting commenced at 10:25 with the Chairman welcoming everyone.	
57.02	APOLOGIES None	
57.03	CONFLICTS OF INTEREST No conflicts of interest were declared.	
57.04	MINUTES OF BOARD MEETING ON 25 JANUARY 2019 The Board approved the minutes of the meeting held on 25 January 2019. (Proposed by DM, seconded by CM)	
57.05	MATTERS ARISING AP1 – Closed: BG confirmed that currently there were no restrictions on overflying the site. Legislation going through Parliament, which Babcocks will monitor and advise AANI accordingly. AP3 – Ongoing: BG and NM have met with AANI, who at present are revisiting their short term plans and will forward a revised plan.	
57.06	CHAIRMAN'S BUSINESS TB checked that board members had received letters extending their appointments for a further year. Members then had a constructive discussion on the scope for and merits of inviting key stakeholders to attend for specific board meeting agenda items. The Board agreed to engage with key stakeholders as appropriate. (Proposed by DM, seconded by CP) AP1 – Respond to letter from TEO on the issue of stakeholder attendance at board meetings.	TB
57.07	CHIEF EXECUTIVE'S REPORT BG presented his report.	

REF	DISCUSSION	ACTION BY
	<ul style="list-style-type: none"> • Standing Orders were due to be reviewed. Changes were discussed and agreed by the members. (Proposed by DM, seconded by JG) AP2 – Amend Standing Orders. • The members noted the plans to undertake a number of conditions surveys for: the office complex, the WW2 hangars (Scheduled Monuments), and the former prison complex (Listed and Retained Buildings). BG acknowledged the vulnerability of Compound 19 but advised that measures had been taken to try to protect Compound 19 as far as possible within current constraints. • Dates for future board meetings were agreed as follows: <ul style="list-style-type: none"> - 21 June 2019 @ 10:00 - 20 September 2019 @ 10:00 - 13 December 2019 @ 10:00 <p>The Board noted this report.</p>	AS
57.08	<p>DIRECTOR OF FINANCE & CORPORATE SERVICES' REPORT</p> <p>AS presented her report.</p> <ul style="list-style-type: none"> • A third approver was proposed for Business E'Banking purposes. This was approved by the Board. (Proposed by CM, seconded by JG) • Correction to Issues Log at paragraph 4.3, which should have read '<i>There are two outstanding issues...</i>' • The Chair of the Audit & Risk Assurance Committee updated the Board on the previous day's Committee meeting including: <ul style="list-style-type: none"> - An assurance on the strategic and Finance Directorate risk registers; - Extension of the independent committee member tenure for a further year, which the Board ratified. <p>Board were content for DM to continue as Committee Chair.</p> <ul style="list-style-type: none"> • Board formally recorded its thanks to Maurice McKinley, who was retiring at the end of March, for his contribution to MLKDC. (Proposed by DM, seconded by JG) <p>The Board noted this report.</p>	
57.09	<p>DIRECTOR OF DEVELOPMENT'S REPORT</p> <p>NM presented his report.</p> <ul style="list-style-type: none"> • Planning for the 2019 Balmoral Show ongoing. • The approach to conservation management, including Conservation Plans in the context of no defined end use, and potential costs were discussed. AP3 – Further information on Conservation Plans, including any statutory requirements, to be provided. <p>The Board noted this report.</p>	NM

REF	DISCUSSION	ACTION BY
57.10	HEALTH & SAFETY REPORT This report was taken as 'Read'.	
57.11	AOB The Board noted a letter from ChambrePA on behalf of <i>intu</i> . The meeting ended at 11:55.	

BOARD MEETING NO. 58 – 21 JUNE 2019 MINUTES**MAZE LONG KESH BOARDROOM****CHAIRMAN:** Terence Brannigan (TB)**BOARD:** Jack Gallagher (JG); Duncan McCausland (DM); Ciaran Mackel (CM); Joe O'Donnell (JO); Conor Patterson (CP – Left meeting at 12:00)**STAFF:** Bryan Gregory (BG - Interim Chief Executive); Neil McIvor (NM – Director of Development); Alison Stafford (AS - Director of Finance & Corporate Services)**SECRETARY:** Ian Spence (IS)

REF	DISCUSSION	ACTION BY
58.01	WELCOME The meeting commenced at 10:10 with the Chairman welcoming everyone. TB advised that Clyde Shanks, planning consultant for the Neptune Carlton Group, would join the meeting around 11:30.	
58.02	APOLOGIES Tony Gallagher and Maurice Kinkead	
58.03	CONFLICTS OF INTEREST No conflicts of interest were declared.	
58.04	MINUTES OF BOARD MEETING ON 8 MARCH 2019 The Board approved the minutes of the meeting held on 8 March 2019. (Proposed by DM, seconded by CM)	
58.05	MATTERS ARISING AP1 – Closed: External parties to be invited to board meetings as appropriate when matters of mutual interest are on the agenda. AP3 – Closed: No statutory requirement to produce Conservation Plans although recommended in the Protocol for the Care of the Government Historic Estate.	
58.06	CHAIRMAN'S BUSINESS <i>Development Proposal</i> The Chairman briefed the Board about discussions he had with interested parties about the development of a major logistics and distribution centre at MLK. It was reported that; a number of potential users had already been identified; the facility would require 25 – 30 acres; there was the potential to create 1500 jobs; and the company had indicated it would be prepared to contribute to the cost of improving access to the wider road network. BG pointed out that there were a number of risks, including that the proposal involved the disposal of land, where due process would have to be followed, and that it did not fit with the previously agreed vision and strategy of MLKDC.	

REF	DISCUSSION	ACTION BY
	<p>The Chairman acknowledged this but felt this proposal could be the key to unlocking the wider development of the site.</p> <p>TB asked members if they were minded to consider this opportunity and wished him to pursue further. Following discussion, the board members unanimously agreed that the Chairman follow up on these initial discussions and report back to the Board.</p> <p><u>UUP Visit</u></p> <p>TB referred to the recent visit to the site by a delegation from the Ulster Unionist Party and the ensuing media attention this attracted. This visit followed the same protocol and format as previous visits by other political parties.</p>	
58.07	<p>CHIEF EXECUTIVE'S REPORT</p> <p>BG presented his report.</p> <ul style="list-style-type: none"> • Regarding the temporary use of the MLK site for helicopter landings in cases where patients were suffering from decompression sickness requiring transfer to Craigavon Hospital, the Board approved the request from the Health Service Executive of the National Ambulance Service in principle, subject to the acceptance of standard / agreed conditions. (Proposed by CP, seconded by CM) • Given the ongoing expansion of the Ulster Aviation Society (UAS) collection, the Board approved the recommendation for specialist advice and support. (Proposed by DM, seconded by JG) • The mitigation measures were outlined which led to the de-escalation of the H&S risk associated with the WW2 hangars. DM advised that the Audit & Risk Assurance Committee had reviewed the risk registers and were content with this de-escalation. 	
58.08	<p>DIRECTOR OF FINANCE & CORPORATE SERVICES' REPORT</p> <p>AS presented her report with the main areas highlighted as follows:</p> <ul style="list-style-type: none"> • The business case for Accounting Software Support and Licensing was explained. The Board approved the business case for Accounting Software Support and Licensing, in advance of presentation to TEO. (Proposed by DM, seconded by CP) • The Chair of the Audit & Risk Assurance Committee presented the Committee's annual report for 2018/19 and assured the Board of the continuing good governance and stewardship of the Corporation. DM thanked his fellow committee members, which the Chairman endorsed as well as thanking DM for his work as Committee Chair. • The process for the corporate and directorate risk registers being presented to the Audit & Risk Assurance Committee for scrutiny. • BG highlighted the dedication of the MLKDC staff, reflected in zero sickness absence over the past year. This was fully endorsed by the Chairman. <p>AS gave board members a press pack containing recent media articles.</p>	

REF	DISCUSSION	ACTION BY
58.09	<p>DIRECTOR OF DEVELOPMENT'S REPORT</p> <p>NM presented his report and highlighted the following:</p> <ul style="list-style-type: none"> • The success of the 2019 Balmoral Show with over 123,000 people attending over the four days of the show with no significant issues. Small issue in the bar area highlighted on social media, which was quickly dealt with. NM would be feeding back on how the bar area could be better managed in future. Thanks to Director of Finance & Corporate Services Team and DM for their respective input. • UAS has been granted permission to open to the public for the European Heritage Open Day in September 2019, with the usual conditions. With the planned work on the hangar doors, contractors will require additional working space, including for H&S considerations, within the UAS demise. Accordingly UAS will be granted an equivalent area outside of their current demise on a temporary basis. • Re-alignment of the road junction adjacent to MLK offices which will necessitate the submission of a planning application. • No issues were raised regarding the proposed re-designation of the WWII Hangars from Scheduled Monument to Listed Building Status, with members welcoming the move. <p>The Board noted this report.</p>	
58.10	<p>HEALTH & SAFETY REPORT</p> <p>This report was taken as 'Read'.</p>	
58.11	<p>NEPTUNE CARLTON PRESENTATION</p> <p>TB welcomed Clyde Shanks (CS) and Robin Guthrie (RG) to the meeting. CS provided a planning brochure and used this to set out to the Board, Neptune Carlton plans for the Blaris lands including the proposed Knockmore link road, 1300 homes and a planning timeline. Following questioning, CS confirmed that the Neptune Carleton proposals were not predicated on a financial contribution from MLKDC towards the proposed new roads infrastructure.</p> <p>TB thanked CS and RG and both parties agreed to keep in touch.</p> <p>The meeting ended at 12:45</p>	

BOARD MEETING NO. 59 – 16 SEPTEMBER 2019 MINUTES**MAZE LONG KESH BOARDROOM****CHAIRMAN:** Terence Brannigan (TB)**BOARD:** Jack Gallagher (JG); Maurice Kinkead (MK – Joined meeting at 10:25);
Duncan McCausland (DM); Joe O'Donnell (JO); Conor Patterson (CP)**STAFF:** Bryan Gregory (BG - Interim Chief Executive); Neil McIvor (NM – Director of
Development); Alison Stafford (AS - Director of Finance & Corporate Services)**SECRETARY:** Ian Spence (IS)

REF	DISCUSSION	ACTION BY
59.01	<p>WELCOME</p> <p>The meeting commenced at 10:10 with the Chairman welcoming everyone. TB advised that Billy Martin, President and Alan Crowe, Chief Executive, Royal Ulster Agricultural Society (RUAS), would join the meeting around 11:30 to update the Board with lunch to follow.</p>	
59.02	<p>APOLOGIES</p> <p>Tony Gallagher and Ciaran Mackel</p>	
59.03	<p>CONFLICTS OF INTEREST</p> <p>No conflicts of interest were declared.</p>	
59.04	<p>MINUTES OF BOARD MEETING ON 21 JUNE 2019</p> <p>The Board approved the minutes of the meeting held on 21 June 2019. (Proposed by DM, seconded by JG)</p>	
59.05	<p>MATTERS ARISING</p> <p>All matters arising were cleared.</p>	
59.06	<p>CHAIRMAN'S BUSINESS</p> <p>TB advised that he had met with the Chief Executive of Lisburn and Castlereagh City Council (LCCC) who had updated him on a number of issues of mutual interest. The Board agreed to invite the Chief Executive of LCCC to update the Board at a future meeting. (Proposed by DM, seconded by JG) AP1 – Invite the Chief Executive of LCCC to a future board meeting.</p> <p><u>Development Proposal</u></p> <p>The Chairman provided the Board with an update on the potential development proposal, and the informal discussions that he had had with the potential developer and others. This included making the potential developer aware of the restrictions within which MLKDC has to operate.</p> <p>In discussion, the Board confirmed that MLKDC could not consider the proposal further at this time.</p>	BG

REF	DISCUSSION	ACTION BY
	<p>It was agreed that the Director of Development would confirm this with the potential developer's adviser. AP2 – Confirm to the developer's adviser that MLKDC was not in a position to consider the proposal at this time.</p> <p>Members discussed the lack of strategic progress on the site and there was a consensus that a way to unlock the situation should be explored. The Chairman suggested two options:</p> <p>A) Continue with the 'status quo' or</p> <p>B) Publish the Board's vision and plan for the site.</p> <p>After further discussion the Board agreed that the Chairman formulate a strategy with David McCavery in line with Option B and bring it back to the Board for approval. (Proposed by JG, seconded by CP) AP3 – Meet with David McCavery to formulate a publicity strategy that sets out the Board's vision and plan for the site.</p> <p><u><i>Air Ambulance Northern Ireland</i></u></p> <p>The Chairman referred to a letter he had received from the Chairman of Air Ambulance Northern Ireland (AANI) referring to its need for further accommodation and setting out two possible options, which included an accommodation sharing option. In discussion, the Board noted:</p> <ul style="list-style-type: none"> • A lack of clarity about AANI's longer term strategy, which the Board needed to understand. • Issues around several high risk areas that would arise from an accommodation sharing arrangement; including personal data and cash handling. These issues were raised by DM, in his capacity as Chair of the Audit & Risk Assurance Committee. <p>The Board agreed that accommodation sharing was not an option. The Chairman was to advise AANI accordingly and ask AANI to work with the MLKDC Executive Team to explore other options, with the aim of bringing an options paper back to the Board in due course. (Proposed by MK, seconded by JO)</p> <p>AP4 – Advise AANI that sharing accommodation is not feasible, and ask that it work with the MLKDC Executive Team to explore other options, with the aim of bringing an options paper back to a future board meeting.</p>	<p>NM</p> <p>TB</p> <p>TB</p>
59.07	<p>CHIEF EXECUTIVE'S REPORT</p> <p>BG presented his report and highlighted the following</p> <ul style="list-style-type: none"> • TEO Board approval of the 2019/20 Business Plan subject to certain conditions. • Changes to the business case approvals process. • Easement of £150k from the capital budget. • An additional impairment in the draft 2018/19 accounts. <p>BG also advised that MLKDC had, within the last few weeks, become aware of the death from natural causes of a gentleman at the 2019 Balmoral Show. This</p>	

REF	DISCUSSION	ACTION BY
	<p>matter, and communications generally, had been raised with the Chief Executive of the RUAS.</p> <p>The Board noted this report.</p>	
59.08	<p>DIRECTOR OF FINANCE & CORPORATE SERVICES REPORT</p> <p>AS presented her report and obtained the following approvals:</p> <ul style="list-style-type: none"> • <i>Risk Management Policy</i> - The Board approved the revised Risk Management Policy. (Proposed by DM, seconded by JG) DM advised that the policy had been scrutinised at the recent Audit & Risk Assurance Committee meeting. DM also pointed out that whilst governance was on both directorate risk registers, the Board had a governance oversight role, reflected in a corresponding risk on the corporate risk register, albeit with a low probability score, given the mitigation measures in place. The Board agreed that a governance risk should be included in the corporate risk register as a standing item. (Proposed by DM, seconded by JG) AP5 – Enter a governance risk on the corporate risk register. • <i>Draft Equality Action Plan</i> - The Board approved the draft Equality Action Plan in advance of the consultation (Proposed by DM, seconded by JG) • <i>Draft Disability Action Plan</i> - The Board approved the draft Disability Action Plan in advance of the consultation. (Proposed by DM, seconded by JG) <p>AS pointed out that an action in these plans, was MLKDC board members and staff undergoing equality and disability awareness training. It was agreed that an equality awareness training session be arranged to coincide with the next board meeting on 13 December 2019. AP6 – Arrange equality awareness training to be delivered at the board meeting scheduled for 13 December 2019.</p> <p>AS gave board members a press pack containing two recent media articles.</p>	<p>AS</p> <p>AS</p>
59.09	<p>DIRECTOR OF DEVELOPMENT'S REPORT</p> <p>NM presented his report and highlighted the following:</p> <ul style="list-style-type: none"> • The success of the Ulster Aviation Society opening for the European Heritage Open Day (Saturday 14 September and Sunday 15 September 2019) with approximately 1300 people attending. No issues had been reported. • It was expected that the replacement of the hangar windows would be completed by the end of September 2019. • The Corporation expected to receive a request from the RUAS to erect a building to be used as sheep shearing shed during the Balmoral Show etc. <p>The Board noted this report.</p>	
59.10	<p>HEALTH & SAFETY REPORT</p> <p>This report was taken as 'Read'.</p>	

REF	DISCUSSION	ACTION BY
59:11	<p>AOB</p> <p>JO raised the issue of the recent press coverage on the re-appointment of the MLKDC Board with specific reference to certain board members. This raised a generic query of individual board members, who perceived they were being libelled and sought to legally challenge this, being indemnified to do so. AS advised that members' appointment letters carried a degree of indemnification but not cover for the example cited. AP7 – Check with TEO if board members would be indemnified by the Department if they sought to legally challenge where they perceived they were being libelled.</p>	AS
59.12	<p>ROYAL ULSTER AGRICULTURAL SOCIETY UPDATE</p> <p>TB welcomed Billy Martin (BM) and Alan Crowe (AC) to the meeting and set out the following:</p> <ul style="list-style-type: none"> A) The agreed RUAS land area with land not released until developed. B) The RUAS need to have an alternative site car park strategy. <p>AC advised that the architect whom RUAS had originally engaged to develop the site would be working with it again to look at soft landscaping the site etc. A draft plan would then go to the RUAS Committee for approval. TB suggested that RUAS share this draft plan with MLKDC's Executive Team which AC agreed to do.</p> <p>AC and BM acknowledged that there needed to be change in culture away from using private cars to using public transport.</p> <p>DM raised the fracas in the bar area at the 2019 Balmoral Show and the need to ensure the appropriate siting of the bar area and adequate stewarding. DM offered to work with AC on this issue which was acknowledged.</p> <p>TB referred to the unfortunate death on site of a gentleman late on the final day of the 2019 Balmoral Show, after it had closed. The Corporation had only become aware of this when the gentleman's sister called at the site a number of weeks later. The Chairman stressed the importance of early communication between RUAS and MLKDC. AC said that the death had been discussed at a debrief meeting with MLKDC staff in attendance. NM did recall this matter being discussed, nor being recorded in the minutes of that meeting.</p> <p>AP8 – Review the minutes of the 2019 Balmoral Show debrief meeting with AC.</p> <p>CP raised the issue of RUAS outreaching into urban and disadvantaged areas to raise awareness of farming and agriculture generally, which was acknowledged.</p> <p>BM thanked the Chairman for the opportunity to update the Board with TB in turn thanking BM and AC and invited them to stay for lunch.</p> <p>The meeting ended at 12:30.</p>	NM

BOARD MEETING NO. 60 – 13 DECEMBER 2019 MINUTES

MAZE LONG KESH BOARDROOM

CHAIRMAN: Terence Brannigan (TB)

BOARD: Jack Gallagher (JG); Tony Gallagher (TG); Duncan McCausland (DM); Ciaran Mackel (CM); Joe O'Donnell (JO); Conor Patterson (CP – Joined meeting at 10:30)

STAFF: Bryan Gregory (BG - Interim Chief Executive); Neil McIvor (NM – Director of Development); Alison Stafford (AS - Director of Finance & Corporate Services)

SECRETARY: Ian Spence (IS)

REF	DISCUSSION	ACTION BY
60.01	<p>WELCOME</p> <p>The meeting commenced at 10:10 with the Chairman welcoming everyone and congratulating TG on Queens University being awarded a Queen's Anniversary Prize in respect of its work on shared education.</p>	
60.02	<p>APOLOGIES</p> <p>Maurice Kinhead</p>	
60.03	<p>CONFLICTS OF INTEREST</p> <p>No conflicts of interest were declared.</p>	
60.04	<p>MINUTES OF BOARD MEETING ON 13 SEPTEMBER 2019</p> <p>TB advised of an amendment at reference 59.12 (fifth paragraph) which should now read 'NM did <u>not</u> recall this matter being discussed, nor being recorded in the minutes of that meeting, <u>which were prepared and issued by RUAS.</u>' The Board approved the minutes of the meeting held on 13 September 2019 subject to this amendment. (Proposed by DM, seconded by CM)</p>	
60.05	<p>MATTERS ARISING</p> <p>AP3 – The Chairman had arranged a meeting with David McCavery for week commencing 16 December 2019.</p> <p>AP4 – The Chairman confirmed AANI had been informed that accommodation sharing was not an option. BG advised that the Executive Team had met with the AANI Chairman and board member on 9 December 2019 to explore other options.</p> <p>AP7 – AS advised that the matter had been raised with TEO and would be again raised at the liaison meeting scheduled for 19 December 2019. The Board's concern at the delay in responding was noted.</p>	
60.06	<p>CHAIRMAN'S BUSINESS</p> <p>TB advised the members of the following dates of board meeting in 2020:</p> <p>20 March 2020;</p>	

REF	DISCUSSION	ACTION BY
	<p>19 June 2020; 18 September 2020; and 18 December 2020.</p> <p>AP1 – Send out dates for 2020 board meetings.</p>	<p>IS</p>
<p>60.07</p>	<p>NIAO REPORT TO THOSE CHARGED WITH GOVERNANCE & ANNUAL REPORT AND ACCOUNTS FOR Y/E 31 MARCH 2019</p> <p>AS advised that the NIAO had given MLK a clean and unqualified audit with no material adjustments other than a few small presentational changes. There were no recommendations from the review.</p> <p>DM advised that the Audit & Risk Assurance Committee had scrutinised the report and accounts and it was the Committee's recommendation that the report and accounts be accepted.</p> <p>The Board accepted The Report To Those Charged With Governance and the annual report and accounts for year ended 31 March 2019. (Proposed by JG, seconded by DM)</p> <p>BG highlighted no staff sickness in the year to 31 March 2019 as a testament of the staff commitment.</p> <p>The Chairman thanked AS and the Finance Team for their continued good work.</p>	
<p>60.08</p>	<p>CHIEF EXECUTIVE'S REPORT</p> <p>BG presented his report and highlighted the 2020/21 draft Business Plan which followed the same format as the current year's plan. Following board members input, a number of amendments and presentational changes were suggested. These included referencing:</p> <ul style="list-style-type: none"> • West Lisburn 1000 acre Development Context; • Value for Money; • Governance & Risk; • City Deals. <p>The Board approved the draft 2020/21 Business Plan for submission to TEO, in fulfilment of MLKDC's obligations subject to the suggested amendments. (Proposed by DM, seconded by CM) AP2 - Update 2020/21 Business Plan in light of discussions and re-circulate to board members.</p> <p>DM referred to recent Dear Accounting Officer letters (DAO 05/19 and DAO 06/19) setting out the new partnership arrangements including proportionate autonomy between ALBs and the Departments which superseded Management Statements and Financial Memoranda. TB said there was an opportunity for the Board to influence any new partnership arrangement and asked the Executive Team to draw up a list of requisites the Board would want to see in a new agreement. AP3 – Draw up a list of desired board requisites for inclusion in the new partnership agreement.</p> <p>BG suggested that a committee sub-group look at criteria for approval of site visits. At present the Corporation forwarded all these requests to TEO for</p>	<p>BG</p> <p>BG</p>

REF	DISCUSSION	ACTION BY
	<p>consideration and acted as a post box between the applicant and the Department. JO pointed out that in a previous instance, the Board had agreed to approve a particular site visit, if no response had been forthcoming from TEO. Members discussed the merits of the various board committees meeting again, with the visits protocol etc. being one issue for consideration by the appropriate committee. AP4 - Send out details of the membership and TORs of the various board committees.</p> <p>Following further discussions on a way forward it was decided to invite Kathryn Thompson National Museums NI to the next board meeting. AP5 – Invite Kathryn Thompson (NMNI) to next board meeting.</p> <p>AP6 – Raise the issue of board membership post March 2020 with TEO.</p>	<p>IS</p> <p>BG</p> <p>BG</p>
60.09	<p>DIRECTOR OF FINANCE & CORPORATE SERVICES REPORT</p> <p>AS presented her report and highlighted some small revisions to the draft Equality Action Plan and Disability Action Plan following receipt of further consultation responses. The Board approved the Equality Plan and the Disability Action Plan in advance of the submission to the ECNI. (Proposed by DM, seconded by CM)</p>	
60.10	<p>DIRECTOR OF DEVELOPMENT’S REPORT</p> <p>NM presented his report.</p> <p><i>Proposed plans for ‘The Fold’ Sheep Shearing Shed / Store on RUAS site.</i></p> <p>The Board approved the proposal in principle, for submission to TEO for approval. (Proposed by DM, seconded by TG)</p> <p><i>Extension of the Submission Date in the Development Agreement for Main Site plans.</i></p> <p>The Board approved this extension on the Submission (Main Site) Date in the Development Agreement between the Corporation and RUAS to the date of 7 March 2021. (Proposed by DM, seconded by CM)</p> <p>In response to a query from the Board, NM advised that a building status designation of a Scheduled Monument was appropriate where a structure does not have public access.</p> <p>NM also advised that a planning application had been submitted by the developer in respect of the Knockmore Link Road.</p>	
60.11	<p>HEALTH & SAFETY REPORT</p> <p>This report was taken as ‘Read’.</p>	
	<p>The meeting ended at 12:10 and was followed by equality awareness training for board members.</p>	