

BOARD MEETING NO. 61 – 20 MARCH 2020 MINUTES

VIA TELECONFERENCE

CHAIRMAN: Terence Brannigan (TB)

BOARD: Jack Gallagher (JG); Tony Gallagher (TG); 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
61.01	<p>WELCOME</p> <p>The teleconference commenced at 10:10 with the Chairman welcoming everyone and thanking them for dialling in, given the challenges posed by the COVID-19 pandemic and the pressures everyone was under.</p> <p>TB advised that Alderman Allan Ewart would not be dialling in and offered his and the Board's congratulations to JG on his 80th birthday.</p> <p>The Executive Team outlined the arrangements that had been put in place covering working practices, site tenants and finance in the current situation. DM advised that NICS departments were managing the risks posed by the pandemic through their respective business continuity plans.</p>	
61.02	<p>APOLOGIES</p> <p>Maurice Kinkead who could not join teleconference due teleconferencing system issues.</p>	
61.03	<p>CONFLICTS OF INTEREST</p> <p>No conflicts of interest were declared.</p>	
61.04	<p>MINUTES OF BOARD MEETING ON 13 DECEMBER 2019</p> <p>The Board approved the minutes of the meeting held on 13 December 2019. (Confirmed quorate: Proposed by DM, seconded by CM)</p>	
61.05	<p>MATTERS ARISING</p> <p>Members noted the actions taken on the completed Matters Arising.</p> <p>AP3 (16 September 2019) - The Chairman advised that he had met with David McCavery (DMcCav) on 23 December 2019 and asked him to collate and review all MLK communications and marketing material. At a subsequent meeting on 12 March 2020, TB and DMcCav evaluated this material.</p>	

REF	DISCUSSION	ACTION BY
61.06	<p>CHAIRMAN'S BUSINESS</p> <p><u>Way Forward</u></p> <p>TB advised members that he met with Mark Browne on 26 February 2020, who shared the Board's frustration at the lack of progress on the site. MB was very supportive of the work done to date by the Board given the political constraints. AP1 - Send out note on way forward following meeting with Mark Browne on 26 February 2020 to board members.</p> <p>In light of these discussions with MB, the Chairman identified five things the Corporation could now take forward. These were:</p> <ol style="list-style-type: none"> 1. <i>An updated MLKDC Strategy;</i> Using the most recently drafted and agreed strategy document, which included the creation of a Tourism Hub at MLK, create a "roadmap" for delivering the strategy, setting out the various necessary steps and stages. As meeting in person would not be possible in the current situation, the Executive Team were to put in place video conferencing facilities. AP2 – Put in place video conferencing facilities. AP3 – Approach the Department of Investment & Trade for ideas on refreshing the MLK Spatial Framework 2. <i>Determine the skills (both Board and Staff) required to deliver updated strategy;</i> Need to identify current board skills and map these against the updated strategy to identify gaps. Members also flagged up the gender and age imbalance on the Board. DM pointed out that a board effectiveness exercise should now be undertaken and this could be combined with a skills audit. AP4 - Draw up a board effectiveness survey and skills audit. <p>BG suggested that once the strategy was agreed, work strands could be identified and this would determine the staff resources and skills needed to deliver the strategy.</p> <ol style="list-style-type: none"> 3. <i>Public and private sector funding;</i> The Chairman suggested that the private sector normally expected the public sector to put in place the infrastructure in projects like MLK. This de-risked the project and attracted private sector interest. BG pointed out that infrastructure costs had previously been estimated at £60million. The importance of a motorway link and the Knockmore link road was highlighted. More clarity was required around the intention of Lisburn City & Castlereagh Council (LCCC) with regard to the Knockmore link road and any associated timescales. AP5 – Ascertain LCCC's intentions regarding the Knockmore link road and any associated timescales. 	<p>TB</p> <p>AS</p> <p>NM</p> <p>TB/DM</p> <p>NM</p>

REF	DISCUSSION	ACTION BY
	<p>BG also flagged up the importance of Ministerial buy in and the necessary budget from the Department to undertake any work.</p> <p>TB informed the members that he was aware of a major international fund keen to invest in the NI public sector and it was key that MLK tapped into these funds.</p> <p>4. <i>Review of business cases</i> The current portfolio of business cases needed to be reviewed against the updated strategy and new business cases identified and drafted as required. BG pointed out that it would be expected that new business cases would now be subject to a different level of scrutiny. AP6 - Review current portfolio of business cases for relevancy to revised strategy.</p> <p>5. <i>A new communications / marketing strategy.</i> An updated MLK strategy would then require a new communications / marketing strategy.</p> <p>Members were all in agreement to the above as a way forward.</p> <p><u>Organisational Review of MLKDC (Chief Executive's Report Refers)</u></p> <p>TB felt that the review had gone beyond the Terms of Reference and queried its relevance given the preceding discussion on the way forward for MLK. DM pointed out its lack of reference to the development side of the MLK team.</p> <p>BG flagged up a number of positives from the report in that it supported the Corporation's current staffing position and showed it was delivering value for money in the current situation.</p> <p>DM said that the review was a recommendation from Internal Audit and suggested that the Board acknowledge the report as a snapshot at a particular moment in time. As suggested, the Board acknowledged the report and agreed to hold it for future consideration. (Confirmed quorate: Proposed by DM, seconded by JO)</p>	<p>BG/AS/NM</p> <p>DMcCav/TB/Board (Future action when MLK strategy updated)</p>
61.07	<p>CHIEF EXECUTIVE'S REPORT</p> <p>BG presented his report.</p> <p><u>Partnership Agreement</u></p> <p>Regarding the new partnership agreement and proportionate autonomy, BG pointed out that the Corporation already enjoyed a high level of autonomy and asked members to consider the suggested additional delegations set out in paragraph 5.5 of the relevant paper for inclusion in any new partnership agreement.</p> <p>AP7 – Board members to review and report back on additional delegations for new partnership agreement.</p> <p>AP8 – Finalise and agree new draft partnership agreement.</p>	<p>Board Members</p> <p>TB/BG/AS</p>

REF	DISCUSSION	ACTION BY
	<p><u>Quarterly Assurance Statement</u> The Board reviewed the draft Quality Assurance Statement.</p> <p><u>AANI</u> BG provided the Board with an update on discussions with AANI on their long terms aspirations, given their current presence at MLK was an interim arrangement, under the terms of a licence agreement.</p> <p>The Board approved the continued adoption of the current Standing Orders. (Confirmed quorate: Proposed by DM, seconded by JG)</p>	
61.08	<p>DIRECTOR OF FINANCE & CORPORATE SERVICES REPORT</p> <p>AS presented her report and advised the Board that the Corporation was on course to achieve its Capital and Resource spend targets at 31 March 2020.</p> <p>AS also updated the members on the recent Audit & Risk Assurance Committee meeting. DM warned of the potential for attempted fraud during the COVID-19 pandemic.</p> <p>The Chairman thanked AS and her Finance Team as well as DM and his fellow committee members on the Audit & Risk Assurance Committee for their work.</p> <p>The Board approved the amended Publication Scheme and list of additional policies for publication on the MLKDC website. (Confirmed quorate: Proposed by DM, seconded by TG)</p>	
61.09	<p>DIRECTOR OF DEVELOPMENT'S REPORT</p> <p>NM presented his report and advised that the 2020 Balmoral Show had been postponed due to the COVID-19 pandemic.</p> <p>The Board approved the RUAS proposal for 'The Annex' Pavilion, and the associated adjustment to boundaries, subject to confirmation that the total RUAS area remains fixed at 55 acres and MLKDC agreement on the detail of cladding colour etc. to enable submission of the proposal to TEO for approval. (Confirmed quorate: Proposed by DM, seconded by TG)</p>	
61.10	<p>HEALTH & SAFETY REPORT</p> <p>This report was taken as 'Read'.</p>	
	<p>The teleconference ended at 12:50 and the Chairman again thanked members and wished them, the staff and their families well.</p>	

BOARD MEETING NO. 62 – 18 JUNE 2020 MINUTES

VIA VIDEO CONFERENCE

CHAIRMAN: Terence Brannigan (TB)

BOARD: Jack Gallagher (JG); Tony Gallagher (TG); 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
62.01	WELCOME The video conference commenced at 14:05 with the Chairman apologising for having to change the date and time of the meeting. BG updated the Board on the current COVID-19 arrangements in operation on the MLK site and praised the response of all the staff in the challenging circumstances.	
62.02	APOLOGIES None	
62.03	CONFLICTS OF INTEREST No conflicts of interest were declared.	
62.04	MINUTES OF BOARD MEETING ON 20 MARCH 2020 The Board approved the minutes of the meeting held on 20 March 2020. (Proposed by DM, seconded by JO)	
62.05	MATTERS ARISING Members noted the actions taken on the completed Matters Arising. AP6 - BG advised that a review of the current portfolio of business cases had shown they could not be reused but could be drawn on for background and context.	
62.06	CHAIRMAN'S BUSINESS TB updated the members regarding a major international fund keen to invest in the NI public sector.	
62.07	CHIEF EXECUTIVE'S REPORT BG presented his report including an update on the transition from the current NIGEAE guidance on the drafting of business cases to HM Treasury's Five Case Model, pointing out that it was expenditure that was approved and not the business case. The expected implementation date for the new model was now September 2020.	

REF	DISCUSSION	ACTION BY
	<p>The potential application of a Programme Business Case to support the regeneration of the site was discussed. It was anticipated that it would include a range of projects and work streams falling within its scope, including the ongoing H&S and maintenance works. TB felt this would be a good fit for the revised / updated MLK strategy. CM raised the issue of resources required in delivering this and also highlighted the Supported Living Hub. BG advised that the Corporation would require funding to procure the resources needed to undertake surveys etc. and draft the Programme Business Case.</p> <p>The Board agreed that the potential to develop a Programme Business Case to support the regeneration of the MLK be fully explored. (Proposed by DM, seconded by CM) AP1 – Explore the potential to develop a Programme Business Case to support the regeneration of the MLK site.</p> <p><u>Partnership Agreement</u></p> <p>BG presented the draft partnership agreement incorporating the additional delegations which the Board requested following the last meeting. DM suggested that the Board Code of Conduct should be reviewed to ensure it reflected current guidance and best practice. AP2 – Review the Board’s Code of Conduct to ensure it reflected current guidance and best practice.</p> <p>The Board approved the draft Partnership Agreement for submission to TEO. (Proposed by DM, seconded by CM)</p> <p><u>Quarterly Assurance Statement</u></p> <p>BG advised that the statement had been amended to confirm the Corporation was complying with the General Data Protection Regulations and data security.</p> <p>The Board expressed concern around the lack of ministerial approval for the 2020/21 Business Plan and several previous years’ plans. The Chairman, with Board agreement, said he would write to Ministers on this issue plus updating them on how the Board envisaged moving forward. AP3 - Draft a letter to FM / dFM setting out current Board position and thinking.</p> <p><u>AANI</u></p> <p>BG updated the Board on the recent correspondence received from AANI indicating that it was the desire of the charity to permanently remain on the MLK site and had ruled out other possible locations, including airports/aerodromes for various reasons. A number of points were raised in discussion including:</p> <ul style="list-style-type: none"> • Any potential long term presence of AANI on the MLK site must not impede or inhibit the development potential of the site. • NI Fire & Rescue Service’s view of the risks, and their response plan to a major incident involving the helicopter at the MLK site. • Confirmation of DoH’s long term commitment to the funding of the medical staff. <p>The Chairman summarised the discussion, and noted that the Board needed more information on AANI’s future plans. AP4 - Invite AANI to make a presentation on its future plans at the September 2020 board meeting.</p> <p>The Board noted the Chief Executive’s Report.</p>	<p></p> <p>BG</p> <p>AS</p> <p></p> <p>TB/BG</p> <p></p> <p>BG</p>

REF	DISCUSSION	ACTION BY
62.08	<p>DIRECTOR OF FINANCE & CORPORATE SERVICES' REPORT</p> <p>AS presented the Annual Progress Report to the Equality Commission NI (ECNI). The Board approved the Annual Progress Report as attached at Annex VI for submission to the ECNI. (Proposed by CM, seconded by JG)</p> <p>AS presented her review of HM Treasury's Orange Book (DAO 04/20). DM asked for consideration to be given to the specific risk categories set out in the Orange Book, as applicable to MLKDC. AP5 – Review the specific risk categories as identified in the HM Treasury's Orange Book Annex 4, where applicable to MLKDC and refer back to the Audit & Risk Assurance Committee.</p> <p>The Board considered the changes to the Orange Book and confirmed they were content that MLKDC would continue to operate in line with the new updated guidance. (Proposed by DM, seconded by JO)</p> <p><u>Financial Position at 31 March 2020</u></p> <p>AS advised of the financial position for the year ended 31 March 2020, and period ended 31 May 2021 from a resource and capital perspective. This included an in-depth explanation for the year end position.</p> <p><u>Cyber Security</u></p> <p>AS said that she had reviewed the cyber security checklist for boards which was a recommendation from the National Cyber Security Centre along with undertaking a risk assessment. Whilst the threat from a cyber security incident involving MLKDC was low, it was important to ensure the Corporation was following current guidance and best practice.</p> <p>DM updated the Board on the Audit & Risk Assurance Committee meeting on 21 May 2020 and advised that Internal Audit had given an overall <i>Satisfactory</i> rating for 2019/20. As Chair of the Committee, DM assured members that the Corporation was operating at the highest level of governance and thanked his fellow committee members and the Executive Team.</p> <p>DM pointed out that the membership of the committee should be rotated but perhaps not at the current time, whilst the independent committee member had agreed to continue to serve for the current tenure of the Board.</p> <p>The Board noted the Director of Finance and Corporate Services' Report.</p>	AS
62.09	<p>DIRECTOR OF DEVELOPMENT'S REPORT</p> <p>NM presented the Minor Capital Works Business Case. In response to queries from members, NM confirmed the reason for an Optimum Bias (OB) of 25%, was the uncertainty with heritage assets. However, the OB would reduce if possible and that the business case allowed for flexibility when scheduling specific works. DM cautioned that at a recent construction conference it had been suggested that costs could increase by up to 30% as a result of the COVID-19 pandemic and the possibility of a second wave of the virus impacting work schedules. The Board approved Business Case BC0241 MLKDC Site Wide Minor Capital Works 2020 to 2023 in the sum of £900,000 (NPC £866,490). (Proposed by DM, seconded by JG)</p> <p><u>Spatial Framework</u></p> <p>NM advised the Board that he had discussed the approach to refreshing the Spatial Framework with Department of Investment and Trade (DIT) which involved researching and reading up on similar type entities. Enabling</p>	

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	<p>infrastructure, such as roads access and public transport, water and sewerage, telecoms, etc. was vital to the regeneration of MLK, and needed to be integrated into the regeneration framework, to enable the potential of the site to be realised. The potential for renewable energy to be linked to the heritage assets was also noted.</p> <p>AP5 – Send the links to the various sustainability articles to NM.</p> <p>The Chairman stressed the need to continue with this research linking in the various elements such as transport, social value, energy etc. in order to build a compelling strategy. At the Board’s request, CM agreed to support NM in this research work.</p> <p><u>Knockmore Link Road</u> NM advised that the planning application was well advanced with an expected decision later in the year. Board to be kept apprised of progress.</p> <p><u>RUAS</u> The transfer of lands to the RUAS was now complete. AP6 – Chairman to sign RUAS land transfer documents.</p> <p><u>Nightingale Hospital</u> Additional capacity not required. TB thanked NM for his promptness in dealing with the initial enquiry.</p> <p>The Board noted the Director of Development Report.</p>	<p>CM</p> <p>TB/NM</p>
62.10	<p>HEALTH & SAFETY REPORT</p> <p>This report was taken as ‘Read’.</p>	
62.11	<p>AOB</p> <p>DM reminded members to forward their board effectiveness survey forms if they had not already done so. The outcomes from the survey to be presented at the next board meeting in September 2020. AP7 – Present the outcomes from the board effectiveness survey at the September 2020 meeting.</p> <p>The video conference ended at 16:40.</p>	<p>DM</p>

BOARD MEETING NO. 63 – 18 SEPTEMBER 2020 MINUTES**VIA VIDEO CONFERENCE****CHAIRMAN:** Terence Brannigan (TB)**BOARD:** Jack Gallagher (JG); Tony Gallagher (TG); Maurice Kinkead (MK); Duncan McCausland (DM); Ciaran Mackel (CM – Left at 12:10); Joe O'Donnell (JO – Lost internet connection around 11:10); 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
63.01	WELCOME The video conference commenced at 10:05 with the Chairman welcoming all and explaining that the AANI delegation of Ray Foran (Chairman), Ian Crowe and Gerard O'Hare (Board Members) would join the meeting at 11:15 to make their presentation.	
63.02	APOLOGIES None	
63.03	CONFLICTS OF INTEREST No conflicts of interest were declared.	
63.04	MINUTES OF BOARD MEETING ON 18 JUNE 2020 The Board approved the minutes of the meeting held on 18 June 2020. (Proposed by DM, seconded by JG)	
63.05	MATTERS ARISING AP1 - BG advised that the Executive Team was currently sourcing advice on the enabling infrastructure for inclusion in a Programme Level Business Case. AP3 – BG informed the members that a draft letter was with the Chairman who said that it would be sent to Ministers following the board meeting along with a request for a formal meeting with FM, dFM and TEO. Members noted the actions taken on the completed Matters Arising.	
63.06	CHAIRMAN'S BUSINESS TB advised the members that he would update them under the various agenda headings as appropriate.	
63.07	CHIEF EXECUTIVE'S REPORT BG presented his report and outlined the reasons for seeking independent legal opinion on the implications of the Court of Appeal decision in the case relating to the Charity Commission NI. The Board agreed that independent legal advice for the Board should be obtained with respect to the Court of	

REF	DISCUSSION	ACTION BY
	<p>Appeal judgement related to the Charity Commission NI. (Proposed by DM, seconded by JO)</p> <p>The Board noted the Chief Executive's Report.</p>	
63.08	<p>DIRECTOR OF FINANCE & CORPORATE SERVICES' REPORT</p> <p>AS presented her report including the revised Code of Practice for Board Members. AS also presented a revised Whistleblowing (Raising Concerns) Policy & Procedures document updated in line with best practice and benchmarked against NIAO guidance. Whistleblowing was now a standard agenda item at SMT and team meetings. DM confirmed that the Audit & Risk Assurance Committee had reviewed both these documents and was content to recommend approval.</p> <p>The Board approved the updated Code of Practice for Board Members and the updated Whistleblowing Policy & Procedures document. (Proposed by DM, seconded by JO)</p> <p>AS advised that in line with the MLKDC Equality Scheme, there would be equality training immediately following the next board meeting on 18 December 2020.</p> <p>DM informed the Board that as Chair of the Audit & Risk Assurance Committee he had asked AS to review a NIAO publication on COVID-19 Fraud Risks to include mitigating controls. AS confirmed that this review was ongoing.</p> <p>The Board noted the Director of Finance and Corporate Services' Report.</p>	
63.09	<p>DIRECTOR OF DEVELOPMENT'S REPORT</p> <p>Before presenting his report, NM informed members that he had met with a party who may be interested in the future development of the site. The Chairman then updated the members regarding the major international fund looking to invest in the NI public sector. TB advised that his request for a meeting with Ministers would include details of these potential investors. NM presented his report and took the members through the World War II Hangars business case. The Board approved the business case for Essential Capital works to Hangar roof coverings and support structures. (Proposed by DM, seconded by CM)</p> <p>NM further advised that he had almost completed his research on refreshing the Spatial Framework and thanked CM for his help with this to date. It was agreed NM and CM hold a small workshop with other Board Members to crystallise the outputs from this research and then present to the full Board.</p> <p>AP1 - Organise a workshop to agree the outputs from the research into refreshing the Spatial Framework before presenting to the Board.</p> <p>The Board noted the Director of Development Report.</p>	NM
63.10	<p>HEALTH & SAFETY REPORT</p> <p>This report was taken as 'Read'.</p>	

REF	DISCUSSION	ACTION BY
63.11	<p>BOARD EFFECTIVENESS SURVEY</p> <p>TB thanked members for completing the survey along with the skills audit. The results would be presented to TEO with the expectation that they would inform and guide the Department when seeking to backfill the vacancies on the Board and replace members when their tenure comes to an end.</p> <p>The Chairman thanked DM for his input into the exercise and AS for pulling all the information together into a report.</p>	
63.12 (11:15 TO 12.15)	<p>AIR AMBULANCE PRESENTATION</p> <p>Prior to admitting the AANI delegation to the Zoom meeting, TB highlighted the two major concerns regarding a permanent AANI presence on the MLK site:</p> <ul style="list-style-type: none"> • Constraints - inhibiting the future development of the site; and • Health & Safety – including risks to the public, staff and tenants on the site when it is develop out. <p>BG pointed out that he understood that the Helicopter Emergency Medical Service (HEMS) was now seen as an integral part of the delivery of health services in NI, and that both DoH and the NI Ambulance Service were content with HEMS at MLK. BG also anticipated that a Cost Benefit Analysis comparing the AANI proposal with a viable alternative plan would be asked for by TEO to help inform Ministers. The recent visit by the DoH Minister to the AANI operation at MLK was noted.</p> <p>AP2 - Seek clarification from TEO on the protocols around Ministers visiting the MLK site.</p> <p>The Chairman welcomed Ray Foran, Ian Crowe and Gerard O'Hare and said that the Board was very supportive of AANI and proud to be associated with it.</p> <p>Ray Foran, with the support of his two colleagues, took the Board through a presentation on the proposal for a permanent AANI base on the MLK site and sought to re-assure members that the proposed location, which is in close proximity to their existing operation, would neither inhibit future development of the site nor pose a significant H&S risk.</p> <p>Following the presentation the AANI delegation clarified points and answered questions from Board Members. The topics covered included:</p> <ul style="list-style-type: none"> • Future operational plans; • Consideration of NI airports; • Operational impact on site tenants; • H&S risk including fire; • Alternative locations on MLK site; • Funding. <p>Ray Foran agreed to forward the NI Fire & Rescue Service major incident response plan for the AANI operation and confirmation that the roads within the MLK site would not have to be closed when a helicopter was taking-off or landing. AP3 – Get a copy of the NI Fire & Rescue Service major incident response plan pertaining to the AANI operation and confirmation that the roads within the MLK site would not have to be closed when a helicopter was taking-off or landing.</p>	<p style="text-align: center;">AS</p> <p style="text-align: center;">BG</p>

REF	DISCUSSION	ACTION BY
	<p>TB thanked the AANI delegation for a very informative presentation and assured them that the Board would work with AANI to reach a decision as soon as possible, noting that this may take time, but that the Board would be happy to extend the current arrangements if necessary to ensure AANI can continue to operate.</p> <p>Following the presentation the Board discussed at length the AANI proposal and the various unknowns around it. BG pointed out that the service had wide-spread cross community support as well as Ministerial support and that the Board would have to evidentially base their decision. BG suggested that the Board needed independent planning and aviation advice before coming to a final decision. (Proposed by DM, seconded by TG)</p> <p>AP4 - Obtain development planning and specialist aviation advice on the impacts of the AANI proposition.</p> <p>AP5 - Advise AANI that the Board will be seeking specialist advice on development planning and the aviation H&S aspects on the proposed re-location.</p>	<p>BG</p> <p>BG</p>
	<p>The meeting ended at 13:00.</p>	

BOARD MEETING NO. 64 – 18 DECEMBER 2020 MINUTES

VIA VIDEO CONFERENCE

CHAIRMAN: Terence Brannigan (TB)

BOARD: Jack Gallagher (JG); Tony Gallagher (TG); Duncan McCausland (DM); Ciaran Mackel (CM – Left at 11:55); Joe O'Donnell (JO); Conor Patterson (CP – Left at 11:15)

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
64.01	<p>WELCOME</p> <p>The video conference commenced at 10:05 with the Chairman welcoming all and explaining that the disability awareness training session would follow the conclusion of the board meeting around 12:00 noon.</p> <p>TB also took the opportunity to wish members and their families a happy Christmas.</p>	
64.02	<p>APOLOGIES</p> <p>Maurice Kinhead</p>	
64.03	<p>CONFLICTS OF INTEREST</p> <p>No conflicts of interest were declared.</p>	
64.04	<p>MINUTES OF BOARD MEETING ON 18 SEPTEMBER 2020</p> <p>The Board approved the minutes of the meeting held on 18 September 2020. (Proposed by DM, seconded by JG)</p>	
64.05	<p>MATTERS ARISING</p> <p>AP2 – AS advised that clarification had been received from TEO and where a minister was visiting the site the minister's Private Office and TEO's Private Office would handle communications, if appropriate, for example if the visit involved an announcement. If a minister was visiting a tenant eg AANI or RUAS this would not generally be expected to involve TEO nor require MLKDC to be advised in advance. Tenants should be reminded to take into account liaising with MLKDC, as appropriate, in their planning of VIP visits.</p> <p>Members noted the actions taken on the completed Matters Arising.</p>	
64.06	<p>CHAIRMAN'S BUSINESS</p> <p>TB said that the positive response from FM/dFM's Office to a request for a meeting with the Board afforded the Board the opportunity to present its revised strategy to Ministers. The Development Committee had met to start working up this strategy and NM fed back from that meeting pointing out the various factors now impacting on a 10 year old Spatial Framework, and the need for that to be updated. CM and CP then presented their view on the</p>	

REF	DISCUSSION	ACTION BY
	<p>meeting including changes within sustainability (Trondheim Project) and collaborative community partnerships / social economy.</p> <p>The Chairman stressed the importance of presenting to Ministers a strategy that was politically attractive and non-controversial which would incentivise them to allow the site to move forward. The strategy could include three elements:</p> <ol style="list-style-type: none"> 1. Social capital / community partnerships; 2. Assisted Living / Health; and 3. Tourism (Part of Hub / Cluster), <p>with best practice sustainability and innovative thinking underpinning all of this.</p> <p>The members were supportive of this outline but stressed that Ministerial agreement was required to allow the Corporation to move forward with this strategy. DM said that the strategy should align with the new Programme for Government (PfG) outcomes with MLK as a key stakeholder.</p> <p>TB explained to the Board a number of projects he was involved with, the principles of which could be utilised at MLK.</p> <p>The consensus of the members was that the Development Committee should continue to meet and start working up the detail around the revised strategy including the three elements outlined above.</p> <p>AP1 – Arrange a further meeting of the Development Committee.</p> <p>JG suggested it would be a useful exercise to establish the opportunity cost lost in not developing the site.</p> <p>BG agreed with the Board about the potential, and flagged up the need for Ministers to have confidence in the process, noting that the Programme Business Case would be central to this, given expenditure could not be incurred without business case cover. As part of this process, the work that underpinned the original Spatial Strategy would need to be updated to ensure that development proposals would be strategically aligned to need.</p>	<p style="text-align: center;">NM</p>
<p>64.07</p>	<p>CHIEF EXECUTIVE'S REPORT</p> <p>BG presented his report and said that the 2021/22 draft Business Plan was before the Board for consideration. The plan was similar to the previous year. Against the backdrop of a very challenging financial position the plan would be adjusted during the year for the new PfG outcomes. DM suggested a number of small amendments which the Board agreed.</p> <p>AP2 – Send details of agreed amendments to BG for inclusion in the 2020/21 draft Business Plan.</p> <p>AP3 – Amend 2021/22 draft Business Plan to incorporate agreed amendments and issue to TEO.</p> <p>AP4 – Consider how MLKDC can meaningfully input to the consultation exercises on the PfG and the NI Investment Strategy.</p>	<p style="text-align: center;">DM</p> <p style="text-align: center;">BG</p> <p style="text-align: center;">BG</p>

REF	DISCUSSION	ACTION BY
	<p>The Board approved the draft 201/22 Business Plan subject to the agreed amendments, for submission to TEO, in fulfilment of MLKDC's obligations. (Proposed by DM, seconded by CM).</p> <p>BG advised that target 2.3 in the 2020/21 Business Plan was now shown as Green/Amber (On Target) after confirmation that there were no asbestos containing materials in the WWII hangar doors.</p> <p>BG anticipated being able to update the Board at its next meeting on Phase 1 of the aviation commission with Osprey Consulting Services Ltd.</p> <p>The Board noted the Chief Executive's Report.</p>	
64.08	<p>DIRECTOR OF FINANCE & CORPORATE SERVICES' REPORT</p> <p>AS presented her report and asked the Board to adopt the NICS policy statement for recording video conferences. The background to this policy was the increased use of video conferencing in the current pandemic, with functionality available to record these conferences. The Board approved the adoption of the NICS Policy statement with immediate effect. (Proposed by DM, seconded by TG)</p> <p>AS informed the Board of the satisfactory resolution of an issue with TEO following the October monitoring round.</p> <p>AS advised that the NIAO were adopting a very rigorous review of the 2019/20 accounts with unusually large sample sizes. The Chairman advised that this mirrored what was happening with the NI Tourist Board. DM said that he had recently met the head of the NIAO, Kieran Donnelly, and that this approach being adopted was contrary to what he had instructed. With the Board's agreement, DM as Chair of the Audit & Risk Assurance Committee, said he would robustly challenge this approach at the next meeting of the Committee.</p> <p>AP5 – At the next meeting of the Audit & Risk Assurance Committee challenge the approach adopted by the NIAO to its review of the 2019/20 accounts.</p> <p>The Board noted the Director of Finance & Corporate Services' Report.</p>	DM
64.09	<p>DIRECTOR OF DEVELOPMENT'S REPORT</p> <p>NM presented his report which included asking the Board for two approvals in relation to the RUAS.</p> <p>The Board approved the extension of the Submission (Main Site) Date in the Development Agreement between the Corporation and RUAS to the date of 7 March 2022. (Proposed by DM, seconded by JO)</p> <p>The Board also approved, subject to receipt of Building Control approval, the extent of the land transfer for the area of land as identified in Annex 1, and permitted the Development Team to complete the transfer. (Proposed by DM, seconded by JO)</p> <p>NM advised the Board that he had facilitated a visit earlier in the month, by dFM special advisors, to inspect the condition of the Listed and Retained Buildings. No issue with the condition of these building was raised.</p> <p>The Board noted the Director of Development Report.</p>	

REF	DISCUSSION	ACTION BY
64.10	<p>HEALTH & SAFETY REPORT</p> <p>This report was taken as 'Read'.</p> <p>The meeting ended at 12:10</p>	
	<p>The Chairman informed the members that Judith Brown (TEO) was retiring in January 2021 and placed on record the Board's appreciation of her support and help for the Corporation and Board. AP6 – Write to Judith Brown thanking her for her support and help to MLKDC.</p> <p>AP7 – Provide members with Judith Brown's work email address.</p>	<p>TB</p> <p>IS</p>
	<p>DISABILTY AWARENESS TRAINING</p> <p>AS introduced Stella Gilmartin (SG) who was welcomed by the Chairman.</p> <p>The Board noted that future plans for the site needed to address the disability duties at each stage of the process. AP8 – Review leases / licences and contracts to ensure compliance with the DDA.</p> <p>TB thanked SG for a very meaningful and challenging session.</p>	<p>BG/NM/AS</p>