

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 SEPTEMBER 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>	

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61.06	<p>CHAIRMAN'S BUSINESS</p> <p><i>Way Forward</i></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. 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. 3. <i>Public and private sector funding;</i> The Chair 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>

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	<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> 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</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>	