

MAZE LONG KESH DEVELOPMENT CORPORATION
BOARD MEETING NO. 52 - MINUTES 19 JANUARY 2018

MAZE LONG KESH BOARDROOM

CHAIRMAN: Terence Brannigan (TB)

BOARD: Jack Gallagher (JG); Duncan McCausland (DM); Joe O'Donnell (JO); Conor Patterson (CP); Terri Scott (TS)

STAFF: Bryan Gregory (BG - Interim Chief Executive – Left at 11:00); Neil McIvor (NM – Director of Development); Alison Stafford (AS - Director of Finance & Corporate Services)

SECRETARY: Ian Spence (IS)

REF	DISCUSSION	ACTION BY
52.01	<p>WELCOME</p> <p>The meeting commenced at 10:05. TB advised that following a recent fall, CM would not be attending but had forwarded a written response to the Board papers. TB conveyed the best wishes of the Board to CM.</p> <p>TB informed the Board that although an invitation to RUAS had been hand delivered, it appeared to have been misplaced. A further copy had also been delivered, but given these circumstances, it was unlikely that RUAS would attend this meeting.</p> <p>TB also advised that BG would have to excuse himself from the meeting to take part in a conference call at 11:00am. Accordingly the Chief Executive's Report would be moved up the agenda.</p>	
52.02	<p>APOLOGIES</p> <p>Tony Gallagher and Ciaran Mackel.</p>	
52.03	<p>CONFLICTS OF INTEREST</p> <p>No conflicts of interest were declared.</p>	
52.04	<p>MINUTES OF BOARD MEETING ON 8 DECEMBER 2017</p> <p>The Board approved the minutes of the meeting held on 8 December 2017. (Proposed by DM, seconded by JO)</p>	
52.05	<p>MATTERS ARISING</p> <p>AP1 (15 September 2017) – Completed - Members confirmed that they had now received a copy of the Chairman's 'end of term' report.</p> <p>AP1 (8 December 2017) – AS confirmed that OECD had indicated a willingness to facilitate the Board's strategy workshop on a date to be agreed.</p> <p>AP3 (8 December 2017) – Completed - Letter sent to TEO on 19 January 2018.</p> <p>Members noted the completion of all other action points.</p>	

REF	DISCUSSION	ACTION BY
52.06	<p>CHIEF EXECUTIVE'S REPORT (AGENDA ITEM 52.07)</p> <p>BG presented his report.</p> <p>Following a discussion on governance, it was agreed that appropriate training be arranged for the Board.</p> <p>AP1 – Arrange refresher update training on governance for the Board.</p> <p>In response to an update on the Casement Park planning application, given the constraints within which MLKDC currently had to operate, the Board suggested that Ulster GAA be advised to contact RUAS about car parking at MLK.</p> <p>AP2 – Advise Ulster GAA to approach RUAS regarding possible car parking availability at MLK.</p> <p>BG presented the draft 2018/19 Business Plan. In discussion, a number of points were noted, including those submitted by CM, with members suggesting the strategic context could be updated to reflect both the outcomes based approach to the Programme for Government (PfG) and the Belfast City Region City Deal, which involves six councils. BG thanked members for their feedback, and undertook to amend the draft Business Plan accordingly and re-circulate it to the Board.</p> <p>AP3 – Amend the draft 2018/19 Business Plan and circulate to the Board.</p> <p>During the review of the draft Business Plan, members identified the following list to be used as a framework for the upcoming Board strategy workshop:</p> <ol style="list-style-type: none"> I. Strategic development linked to PfG outcomes; II. Potential value of outputs following a renewed strategic plan; III. Potential value of the MLK site following a renewed strategic plan; IV. Plan of engagement with all stakeholder councils; V. List of NI departments which MLK would need to interface and engage with. <p>BG left the meeting at 11.00am.</p>	<p>AS</p> <p>BG</p> <p>BG</p>
52.07	<p>CHAIRMAN'S BUSINESS (AGENDA ITEM 52.06)</p> <p>TB advised that following the presentation by Eutopia Leisure at the Board meeting on 8 December 2017, he had received an invitation from RUAS to visit a harness racing track in France. The view of the Board was that it was not the right time at present but when there was greater clarity around the proposal, this could be reconsidered.</p> <p>TB advised the Board that he had recently received a number of approaches about possible access to MLK, either for a specific purpose or for a potential meanwhile use. It was also noted that 2018 was the 50th anniversary of the UAS and that it will be the 150th Balmoral Show, which may generate greater interest in additional events and/or access, but both RUAS and UAS were</p>	

REF	DISCUSSION	ACTION BY
	<p>covered by the provisions set out in their existing agreements.</p> <p>During the discussion, it was agreed that further information should be sought regarding the approaches, to enable them to be managed through the existing protocols with TEO. It was also agreed to write to TEO to advise them of the significance of 2018 for RUAS and UAS, primarily in anticipation of UAS seeking approval of some events associated with that, possibly an Open Day, or European Heritage Open Day.</p> <p>The Board confirmed that it was supportive in principle of encouraging greater access to and activity on the site, pending ministerial agreement on the way forward. It also noted that decisions regarding access to the site were a matter for TEO, rather than MLKDC. It was therefore agreed to write to TEO setting out the Board's understanding of the approval process at present, and to explore what potential there may be to facilitate greater access and meanwhile uses going forward.</p> <p>AP4 – Obtain further information regarding the approaches seeking access to the site.</p> <p>AP5 – Write to TEO regarding the significance of 2018 for RUAS and UAS.</p> <p>AP6 – Write to TEO regarding the approvals processes for access to MLK.</p>	<p></p> <p></p> <p></p> <p>BG</p> <p>BG</p> <p>BG</p>
52.08	<p>DIRECTOR OF FINANCE & CORPORATE SERVICES' REPORT</p> <p>AS presented her report and again expressed the confidence of the Executive Team that the resource and capital budgets would be spent by 31 March 2018.</p> <p>The Board noted this report.</p>	
52.09	<p>DIRECTOR OF DEVELOPMENT'S REPORT</p> <p>NM presented his report and advised that an agreement, subject to written confirmation, had been reached with RUAS for the removal of spoil.</p> <p>The planning application for the Covered Exhibition Space (CES) was now approved and a further planning application for a change of colour to the CES frontage was being worked up.</p> <p>NM confirmed that Historic Environment Division (HED) had now consented to the proposed work on the hangars, which were scheduled monuments. This coupled with a number of other contingencies would ensure that the capital and resource budgets would be spent by 31 March 2018.</p> <p>Regarding the harness racing proposal, members were anxious to ensure that Eutopia Leisure understood the Board's role in approving schemes within RUAS lands, in accordance with the terms of the agreement with RUAS. In addition Eutopia Leisure should not assume that additional MLK lands would be made available outside of RUAS's boundaries. It was agreed Eutopia Leisure would need to be made aware of this as the proposals are developed.</p> <p>The Board noted this report.</p>	

REF	DISCUSSION	ACTION BY
52.10	HEALTH & SAFETY REPORT NM confirmed that all the preparatory work had been completed for the H&S audit in February 2018. The Board noted this report. The meeting concluded at 12:00noon.	

BOARD MEETING NO. 53 - MINUTES 20 APRIL 2018

MAZE LONG KESH BOARDROOM

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
53.01	WELCOME The meeting commenced at 10:15 with the Chairman welcoming members.	
53.02	APOLOGIES Terri Scott, who had separately provided feedback on the board papers, to the Chairman.	
53.03	CONFLICTS OF INTEREST No conflicts of interest were declared.	
53.04	MINUTES OF BOARD MEETING ON 19 JANUARY 2018 The Board approved the minutes of the meeting held on 19 January 2018. (Proposed by DM, seconded by JO)	
52.05	MATTERS ARISING AP1 (19 January 2018) – AS advised that the Chief Executive's Forum would provide governance training for members post 9 September 2018. Members noted the completion of all other action points. AP1 (8 December 2017) – BG advised that Organisation for Economic Cooperation and Development (OECD) had now obtained the necessary approvals to act as a facilitator. OECD would require some financial contribution which potentially might require MLK to draw up a consultancy business case requiring both the Executive Office (TEO) and Department of Finance approval. This matter was then subsumed into the Chairman's Business.	
52.06	CHAIRMAN'S BUSINESS After discussion on a facilitated workshop, members agreed that it would still be useful to have this with the Board at some point in the future. AP1 – Draft a business case for an independent facilitator of a workshop with the MLKDC Board. Members felt that in the interim, however, it would be worthwhile to test the continued relevance of the board strategy and plans in the current political	AS

REF	DISCUSSION	ACTION BY
	<p>and economic climate. This review would also afford the opportunity to undertake some forward planning and consideration of a communications update. AP2 – Forward a copy of the Corporation’s Communications Protocol with TEO, to members.</p> <p>Members agreed that the Chairman should facilitate a workshop with a challenge function provided by someone independent of the Board and Executive Team. DM suggested that Martin Spollen (Strategic Investment Board) would be well equipped to provide an input and also to update the Board on the current economic climate. AP3 – Invite Martin Spollen to attend the board workshop on 5 June 2018.</p> <p>Other work to be undertaken in preparation for the workshop to include:</p> <ul style="list-style-type: none"> • Confirmation of the legal position of other development corporations; and • Research on former prisons which were now tourist attractions. <p>AP4 – Draft a paper setting out a Development Corporation’s toolkit.</p> <p>AP5 – Ask Julie Harrison to present her previous research on prisons at the board workshop on 5 June 2018.</p> <p>Members accepted an invitation from CP to host the workshop at WIN Business Park, Newry on Tuesday 5 June 2018 commencing at 08:00am.</p> <p>BG pointed out that the last board workshop had identified tourism as a key element of any future plans, especially given visitor numbers to the MLK site are now approaching one million since the establishment of the MLKDC.</p> <p>TB also advised that there was a need to meet with David Sterling as Head of TEO to clarify the following:</p> <ul style="list-style-type: none"> • Where authority lay in the current political situation – TEO or the NI Office? • The future strategy and direction of MLK. • Members’ status post 9 September 2018. <p>AP6 – Request a meeting with David Sterling.</p>	<p>AS</p> <p>BG</p> <p>NM</p> <p>BG</p> <p>TB</p>
53.07	<p>CHIEF EXECUTIVE’S REPORT</p> <p>BG presented his report and in relation to the draft 2018/19 Business Plan asked the Board to confirm that it was content with the approach adopted. Members confirmed their agreement to the working assumption that the Corporation will receive the authority to operate in line with the business plan’s strategic objectives. (Proposed by DM, seconded by JG)</p> <p>BG then focused on the hangars H&S report, pointing out the work that had been done to date, the mitigation measures put in place and the safety assurances from Central Procurement Directorate (CPD). However, the appetite to accept this risk was a matter for members to determine. The longer term ownership of the hangars and other listed buildings was currently being explored. Members confirmed they were content with the continued occupation by the Ulster Aviation Society (UAS), taking into account the measures implemented and CPD advice.</p> <p>In anticipation that UAS would make an application to hold its annual Open Day, TB advised that he would raise this with David Sterling at the proposed</p>	

REF	DISCUSSION	ACTION BY
	<p>meeting – see AP6.</p> <p>BG advised the Board that Ceara Ryan was leaving to take up a permanent post and thanked her for her work with the Corporation which was endorsed by the Chairman.</p>	
53.08	<p>DIRECTOR OF FINANCE & CORPORATE SERVICES' REPORT</p> <p>AS presented her report and was pleased to report that the Corporation achieved its budget target for 31 March 2018 and thanked everyone who helped achieve this.</p> <p>DM as chair of the Audit & Risk Assurance Committee gave a report on the final committee meeting for 2017/18 and suggested that the Chairman commission the annual Board Effectiveness survey.</p> <p>The Board noted this report.</p>	
53.09	<p>DIRECTOR OF DEVELOPMENT'S REPORT</p> <p>NM presented his report seeking approval for two business cases:</p> <ul style="list-style-type: none"> • Estate Management Maintenance 2018/19 to 2020/21 (Resource); and • Fire Detection and Emergency Lighting System for the Hangars (Capital). <p>BG pointed out that the maintenance business case was for three years which afforded more flexibility around budgets than a one year case would.</p> <p>Members pointed out the high levels of optimum bias included and the level of CPD fees. BG pointed out that optimum bias levels were in line with guidance and where the level of risk reduced, the optimum bias would also reduce. Professional fees included the cost of both CPD and the preparation of a Conservation Management Plan.</p> <p>Members approved:</p> <ul style="list-style-type: none"> • The business case for Maintenance of the MLK Estate 2018/19 to 2020/21 at a resource budget of £741,000; (Proposed by CM, seconded by DM) • The business case for Fire Detection and Emergency Lighting System at a capital budget of £259,000. (Proposed by CM, seconded by DM) <p>The Chairman suggested that the new RUAS Chief Executive be invited to update the members at the next board meeting. AP7 – Invite the RUAS Chief Executive to update the members at the next board meeting.</p>	BG
53.10	<p>HEALTH & SAFETY REPORT</p> <p>NM confirmed that agreements are or would be in place with RUAS to try and ensure that MLKDC had no liability for incidents occurring on 'back of house' lands used during the Balmoral Show, and other events.</p> <p>BG pointed a number of breaches of the take-off and landings protocol with Air Ambulance NI (AANI). AANI had now confirmed it had reviewed its procedures and put in place additional measures to ensure compliance</p>	

REF	DISCUSSION	ACTION BY
	The Board noted this report.	
53.11	<p>GENERAL DATA PROTECTION REGULATION</p> <p>IS in his role as Data Protection Officer gave a presentation on the General Data Protection Regulation (GDPR) which comes into effect on 25 May 2018. During the presentation, IS outlined the work that the Corporation had undertaken in preparation for GDPR. AP8 – Send a copy of the GDPR presentation and Privacy Notice to Terri Scott.</p> <p>TB and BG thanked IS for his work to date on GDPR.</p> <p>The meeting concluded at 13:00.</p>	IS

BOARD MEETING NO. 54 - 7 SEPTEMBER 2018 MINUTES

MAZE LONG KESH BOARDROOM

CHAIRMAN: Terence Brannigan (TB)

BOARD: Jack Gallagher [(JG) – Left at 11:30]; Tony Gallagher (TG); Duncan McCausland (DM); Ciaran Mackel [(CM) - Arrived at 10:15]; Joe O'Donnell (JO); Conor Patterson [(CP) - Arrived at 10:10]

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
54.01	WELCOME The meeting commenced at 10:05 with the Chairman advising that Alan Crowe, Chief Executive of the Royal Ulster Agricultural Society (RUAS) would join the meeting around 11:30.	
54.02	APOLOGIES Maurice Kinkead; Terri Scott	
54.03	CONFLICTS OF INTEREST No conflicts of interest were declared.	
54.04	MINUTES OF BOARD MEETING ON 20 APRIL 2018 The Board approved the minutes of the meeting held on 20 April 2018. (Proposed by DM, seconded by TG)	
54.05	MATTERS ARISING AP1 – AS advised that the independent facilitator business case was in draft. AP2 – NM said that after some initial issues, MLK had now secured a student to undertake the background research for the paper detailing a development corporation's toolkit. AP6 – TB advised that due to holidays etc. he was still awaiting confirmation of a date to meet David Sterling.	
54.06	CHAIRMAN'S BUSINESS The Chairman advised that members should have received notification of a six month extension to their board appointment. Members confirmed that they had received notification. TB said that following the board strategy day, he had advised Tourism NI and Lisburn and Castlereagh City Council (LCCC) of the Board's emerging thinking on a strategy for regenerating the site. The Board agreed that the Chairman should advise David Sterling of the Board's thinking for progressing the regeneration of the site at a meeting, the	

REF	DISCUSSION	ACTION BY
	<p>date for which remains to be confirmed. AP1 – Advise David Sterling of the Board’s thinking for progressing the regeneration of the site at a meeting.</p> <p>The Chairman welcomed the news that the Ulster Aviation Society (UAS) had been given permission to open to the public for European Heritage Open Day on Saturday 8 September 2018. Only UAS’ own demise was to be used for parking etc. TB stressed the importance of UAS adhering to the conditions attached to the approval and said that the Board needed to have a press briefing available if required. NM confirmed that he had met with UAS and that the Society fully understood the need for compliance with the conditions attached to the approval. BG said that he was working with David McCavery to develop lines to take.</p> <p>BG said that in granting permission, it appeared implicit that TEO had accepted the principle that the UAS could hold events within its own demise in line with the licence agreement, based on the letter from the former First and deputy First Ministers.</p> <p>Members asked if the UAS used MLKDC’s condition surveys in relation to their public liability insurance cover. AP2 – Confirm with UAS what condition surveys it used to obtain public liability insurance cover.</p>	<p>TB</p> <p>NM</p>
54.07	<p>CHIEF EXECUTIVE’S REPORT</p> <p>BG presented his report and explained about the preparation of the 2017/18 draft accounts. AS advised she was content with the approach being adopted, and DM confirmed that the Audit & Risk Assurance Committee was satisfied that the Corporation was following sound accountancy procedures.</p> <p>BG went on to flag up the lag between the actual and estimated capital expenditure at the current time. The Executive Team was dependent on both procurement and technical support from the Central Procurement Directorate (CPD) to deliver the capital works programme but currently CPD appeared to be suffering from resource pressures. As an alternative, MLKDC had raised the possibility of using the UK wide SCAPE Framework. CPD had expressed reservations about using the SCAPE Framework as, in its view, it was not compliant with NI Public Procurement policy. AP3 – Obtain a formal response from CPD to the Corporation’s request to use the SCAPE Framework.</p> <p>BG informed the Board that he would be asking Business Consultancy Services to undertake a review of the Corporation’s staffing structure, both for the current level of activity and for full site implementation, were ministerial approval to be given. This was to be in a position to respond to the anticipated loss of a member of staff, and also respond to either further budget reductions or a change in the ministerial position.</p> <p>BG advised that the Post Project Evaluation (PPE) for the remediation contract was in preparation. The remediation works had been largely undertaken prior to the establishment of MLKDC. There had been delays in completing the verification reports, but these had now been received. It was noted that there were a small number of areas within the site that could not be</p>	<p>NM</p>

REF	DISCUSSION	ACTION BY
	<p>fully remediated at the time, in line with the contract, because of constraints such as beneath buildings, trees etc.</p> <p>The Board noted this report.</p>	
54.08	<p>DIRECTOR OF FINANCE & CORPORATE SERVICES' REPORT</p> <p>AS presented her report and pointed out that the Anti-Fraud Framework brought together three linked policies which had been updated in line with the Department of Finance and TEO policies and to reflect current best practice. The Board approved the updated Anti-Fraud Framework. (Proposed by JG, seconded by DM)</p> <p>AS also highlighted her concern at the lag between actual and estimated expenditure for both capital and revenue and would be meeting with the Director of Development to review these figures.</p> <p>DM advised that the Audit & Risk Assurance Committee met on 30 August 2018 and said that TEO had agreed that a review of the Management Statement & Financial Memorandum (MSFM) was needed. TB asked for previous board deliberations on possible revisions to the MSFM to be taken into account in this review. AP4 – Undertake a review of the MSFM to include previous board deliberations.</p> <p>DM referred to members' contract extensions and said that TEO had advised that the position would be reviewed later in the year following legislation that the Secretary of State for NI was hoping to introduce.</p> <p>AS pointed out that a new Equality Scheme and Action Plan were in draft and would be submitted to the Equality Commission by 31 October 2018. These would be available for the Chairman to review and sign off when he was next in the office. AS confirmed that the site occupiers provided input to the Corporation's quarterly reports to the Equality Commission.</p> <p>The Board noted this report.</p>	AS
54.09	<p>DIRECTOR OF DEVELOPMENT'S REPORT</p> <p>NM presented his report and outlined the reasoning behind seeking approval to the MLK Site Wide Minor Capital Works business case. CM suggested that the inclusion of some pictorial content alongside the narrative would be helpful and that it should be noted that the Corporation was also responsible for the care and maintenance of the Listed and Retained Buildings. The Board approved the MLK Site Wide Minor Capital Works 2018 to 2021 in the sum of £666,856 to include Optimism Bias and VAT. (Proposed by DM, seconded by CP)</p> <p>NM informed the Board that approximately 115,000 people attended over the four days of a very successful 2018 Balmoral Show.</p> <p>NM confirmed that following a recent H&S audit, H&S roles and responsibilities of the site occupiers was currently being agreed and documented.</p>	

REF	DISCUSSION	ACTION BY
54.10	<p>HEALTH & SAFETY REPORT</p> <p>The Board noted this report as 'Read'.</p>	
54.11	<p>ROYAL ULSTER AGRICULTURAL SOCIETY</p> <p>TB welcomed Alan Crowe (AC) RUAS Chief Executive to the meeting and congratulated him on his appointment.</p> <p>AC outlined how he saw RUAS moving forward at MLK in the short to medium term which included a mobile linkage system between the two exhibition halls and permanent accommodation for both the office and field staff.</p> <p>AC also set out his style and method of working of which open, honest and timely communication with all stakeholders was paramount.</p> <p>TB responded by stating the importance of the site as a regional asset and suggested it would be worthwhile for MLKDC, RUAS and LCCC to meet and share their respective future strategies. AP5 – Organise a strategy sharing meeting with RUAS and LCCC.</p> <p>The Chairman said that he was reassured to hear that AC saw communications with the Corporation as paramount. This was an area that needed to work better than previously. TB cited the example of a letter from himself to the RUAS President several months ago which had not been responded to. AC acknowledged this and offered a meeting with the incoming President, when he is in post. AP6 – Arrange for the President of the RUAS to meet with the Board.</p> <p>TB thanked AC for his attendance at the board meeting, acknowledged the courage of the RUAS in moving to the MLK site and looked forward to a successful working relationship in the future.</p>	<p>BG</p> <p>BG</p>
	<p>AOB</p> <p>The Chairman asked that the Communications Protocol with TEO included at paragraph 4, ninth bullet point, '<i>Chairman of the MLKDC Board</i>'. After some discussion it was decided to undertake a full review of this protocol. AP7 – Review the Communications Protocol with TEO.</p> <p>The meeting ended at 12.35.</p>	<p>AS</p>

BOARD MEETING NO. 55 – 2 NOVEMBER 2018 MINUTES**MAZE LONG KESH BOARDROOM****CHAIRMAN:** Terence Brannigan (TB)**BOARD:** Jack Gallagher (JG); Maurice Kinkead (MK); Duncan McCausland (DM); Joe O'Donnell (JO);**STAFF:** Bryan Gregory (BG - Interim Chief Executive); Alison Stafford (AS - Director of Finance & Corporate Services)**SECRETARY:** Ian Spence (IS)

REF	DISCUSSION	ACTION BY
55.01	WELCOME The meeting commenced at 10:00. TB advised the members that Terri Scott had decided not to extend her MLKDC board membership. It was agreed that the Chairman write to Terri thanking her for her work as a board member. AP1 – Write to Terri Scott thanking her for her contribution to the work of the MLKDC board since 2012.	TB
55.02	APOLOGIES Tony Gallagher; Ciaran Mackel (provided written comments on board papers), Conor Patterson and Neil McIvor.	
55.03	CONFLICTS OF INTEREST The Chairman wished to record his chairmanship of Tourism NI given the likely discussions later in the meeting. No other conflicts of interest were declared.	
55.04	MINUTES OF BOARD MEETING ON 7 SEPTEMBER 2018 The Board approved the minutes of the meeting held on 7 September 2018. (Proposed by DM, seconded by JG)	
55.05	MATTERS ARISING AP1 – Closed AP4 – AS advised that The Executive Office (TEO) had said there would be a review of Arm's Length Bodies (ALBs) sponsorship and to wait the outcome of that review before revising the MSFM. Closed pending outcome of review. AP5 – BG advised that Mr David Burns had taken up the post of CEO with Lisburn & Castlereagh City Council (LCCC) on 1 November 2018 and wanted to settle into the role before meeting the board. BG to forward the contact details for David Burns to the Chairman when available. AP6 – Ongoing AP7 – AS advised that she had reviewed the protocol and would be meeting with TEO to take forward.	
55.06	CHAIRMAN'S BUSINESS The Chairman advised that he had met with TEO and briefed the department and other key stakeholders on the emerging strategy.	TB

REF	DISCUSSION	ACTION BY
	<p>AP2 – Send the four papers referred to in the Chairman’s Update to the board members.</p> <p>Members agreed that the next board meeting should be used to formulate an action plan based on this emerging strategy with a view to subsequently presenting it to TEO and other key stakeholders. AP3 – Chairman and CEO to meet to determine the agenda and format of the next board meeting.</p> <p>TB also advised that he had raised the issue of funding for health and safety works to the hangars. He had been advised that there might be more capital monies available and on the back of this had asked BG to ensure that appropriate business cases were drafted in anticipation of funding becoming available.</p>	TB & BG
55.07	<p>NIAO REPORT TO THOSE CHARGED WITH GOVERNANCE AND ANNUAL REPORT & ACCOUNTS FOR 2017/18</p> <p>AS advised that the reports were not yet ready for sign off as the Northern Ireland Audit Office (NIAO) had belatedly raised an issue around the classification of a fixed asset as an investment asset, and outlined the background, including the initial advice from Land & property Services (LPS). This would be followed up and clarified in order to resolve this difference of professional opinion.</p> <p>AS also expressed concern as to the management of the audit process, which this year had again mirrored previous years’ experience. A meeting would be arranged with NIAO to discuss this concern.</p> <p>DM, as Chair of the Audit & Risk Assurance Committee, advised that the matter had been discussed at length at the committee meeting the previous day. The Committee was satisfied that the Executive Team was fully justified in seeking clarification on the difference of professional opinion regarding the treatment of the asset.</p> <p>BG and DM both acknowledged the work of AS and her Finance Team.</p>	
55.08	<p>CHIEF EXECUTIVE’S REPORT</p> <p>BG presented his report and highlighted the risk of a likely reduction to the resource budget for 2019/20, following the TEO Arm’s Length Body Meeting.</p> <p>BG advised that in relation to the remediation contract, it had been identified that all work had not been completed by the contractor, with CEEQUAL being outstanding. This could not have been completed in advance of Northern Ireland Environmental Agency’s (NIEA) report which was now on file. The Post Project Evaluation (PPE) should be completed by 31 March 2019.</p> <p>The Board noted this report.</p>	
55.09	<p>DIRECTOR OF FINANCE & CORPORATE SERVICES’ REPORT</p> <p>AS presented her report and expressed her view that the revenue and capital budgets should be fully utilised by the 31 March 2019.</p> <p>AS explained that a comprehensive review of the strategic risk register had resulted in seven risks being transferred back to the appropriate directorate</p>	

REF	DISCUSSION	ACTION BY
	<p>level risk registers. The risk register would in future come before the Board twice a year with a directorate risk register to be presented to the Audit & Risk Assurance Committee at the other two meetings.</p> <p>Consultation on the revised Equality Action Plan would be carried out by 31 March 2019.</p> <p>The Board noted this report.</p>	
55.10	<p>DIRECTOR OF DEVELOPMENT'S REPORT</p> <p>BG presented this report and advised that AANI had informally suggested it had additional space requirements. AANI had been asked to submit its proposals. AP4 – Invite AANI to update the Board at a future meeting.</p> <p>BG advised that around 250 people had attended the Ulster Aviation Society European Heritage Open Day.</p> <p>The Board noted this report.</p>	BG
55.11	<p>HEALTH & SAFETY REPORT</p> <p>BG advised of the collapse of a lighting column which did not result in any injury or damage but prompted a review of all the lighting columns around the Gate 3 entrance to the site</p> <p>The Board noted this report.</p>	
55.12	<p>BOARD EFFECTIVENESS SURVEY</p> <p>TB presented the findings of the Board Effectiveness Survey.</p>	
55.13	<p>DATE OF THE NEXT MEETING</p> <p>It was agreed that the next meeting would be Friday 25 January 2019 with a further meeting scheduled for Friday 8 March 2019.</p>	
	<p>AOB</p> <p>DM thanked those members who had attended the recent Public Accountability & Governance training.</p> <p>The meeting ended at 12.25.</p>	