

BOARD MEETING NO. 65 – 19 FEBRUARY 2021 MINUTES

VIA VIDEO CONFERENCE

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
65.01	WELCOME The video conference commenced at 10:00 with the Chairman welcoming everyone.	
65.02	APOLOGIES Maurice Kinhead	
65.03	CONFLICTS OF INTEREST No conflicts of interest were declared.	
65.04	MINUTES OF BOARD MEETING ON 18 DECEMBER 2020 The Board approved the minutes of the meeting held on 18 December 2020. (Proposed by DM, seconded by CM)	
65.05	MATTERS ARISING AP4 – BG advised that regarding the Investment Strategy for NI, TEO had asked for the Corporation's capital spend profile and thanked AS for providing this at short notice. BG also clarified that the projected capital expenditure covered only supporting infrastructure, and did not include any development project related spend. AP5 – DM advised that he had reminded NIAO at the Audit & Risk Assurance Committee meeting the previous day of the expectation that lessons learned during the current audit would impact positively on the approach to future audits. BG advised that in order to allow the Audit & Risk Assurance Committee sufficient time for scrutiny of the 2019/20 accounts, they might not be ready for presentation to the Board at the next meeting. AP1 - Circulate board members with a date for a further board meeting to sign off the 2019/20 accounts. (Post Meeting Note – A provisional date of 23 April 2021 was circulated) Members noted the actions taken on the completed Matters Arising.	AS

REF	DISCUSSION	ACTION BY
65.06	<p>CHAIRMAN'S BUSINESS</p> <p>TB congratulated Mark Browne on his promotion to Permanent Secretary in the Department of Education. No successor had yet been appointed. (Post Meeting Note – Chris Stewart to lead the Strategic Policy, Equality & Good Relations Directorate.) AP2 – Write to Mark Browne thanking him for his support to MLK over the past number of years.</p> <p>TB advised the Board that he and the Director of Development had met with the RUAS Chief Executive, Alan Crowe, to update him prior to the meeting with Ministers on 10 February 2021. RUAS and MLKDC strategies remained aligned.</p> <p>The Chairman had also spoken with Jenny Pyper, Interim HOCS, and she had been made aware of the meeting between the Board and Ministers. It was hoped to arrange a meeting with the HOCS in due course.</p> <p>TB had also met with the officials from the Lisburn and Castlereagh City Council and the South Eastern Regional College.</p> <p>As a follow up to the meeting with Ministers on 10 February, the Chairman had sent a copy of the presentation along with speaking notes to Ministers. AP3 - Send Board Members, Executive Team and Board Secretary the follow up letters sent to Ministers following the meeting on 10/02/2021, incorporating the presentation and speaking notes.</p> <p>The members and Executive Team gave their impressions of how they felt the presentation to Ministers was received. All felt that it had been positively received especially with a number of the attending officials and Special Advisors hearing of the potential of the site for the first time. Members agreed that momentum needed to be maintained and the discussion centred on how this could best be achieved. Members stressed the importance of greater visibility and something tangible such as road links, flowing from the meeting. They also felt it was important to have a road map and timeline for delivery of the revised strategy and that board members should support the Chairman in delivery of the next steps.</p> <p>After further discussions, the Board agreed the next steps as follows:</p> <ul style="list-style-type: none"> • Engage with Special Advisors to explore progressing the revised strategy: AP4 - Meet with Special Advisors to progress revised strategy following meeting with Ministers on 10/02/2021. • Meet with TEO new Deputy Secretary when appointed to set out the revised strategy: AP5 - Meet with Mark Browne's replacement to progress the Board's revised strategy following meeting with Ministers on 10/02/2021. • Meet with partners / key stakeholders to understand how they could help create momentum for the revised strategy. AP6 - 	<p>TB</p> <p>TB</p> <p>TB & BOARD</p> <p>TB/TG/BG</p>

REF	DISCUSSION	ACTION BY
	<p>Meet with partners / key stakeholders with a view to creating momentum for the revised strategy.</p> <ul style="list-style-type: none"> • Enlist the support of the Ministerial Advisory Group (MAG) to help in delivering the revised strategy. AP7 - Meet with the Ministerial Advisory Group (MAG) to understand how it could support MLKDC in delivering the revised strategy. • AP8 - Identify work streams falling out of the revised strategy, along with the resources (staff/budgets) needed to deliver the work stream outputs. 	<p>TB/CP/CM/BG/NM</p> <p>CM/NM</p> <p>BG/NM/AS</p>
65.07	<p>CHIEF EXECUTIVE'S REPORT</p> <p>BG presented his report, and outlined the emerging findings from the specialist aviation advisors with respect to AANI's request to establish a permanent base at MLK. The Board noted the Report.</p>	
65.08	<p>DIRECTOR OF FINANCE & CORPORATE SERVICES' REPORT</p> <p>AS presented her report and expressed confidence that the resource budget would be spent by 31 March 2021. While there were issues in relation to the WWII hangars project, the Director of Development had contingency plans in place to ensure the capital budget was spent by year end. AS would continue to liaise with TEO on year end spend.</p> <p>DM advised the Board that the Audit & Risk Assurance Committee had ratified the management decision to take up the option to extend the Corporation's internal auditors ASM for a further two years in line with the terms of the contract.</p> <p>Members were content that the PowerPoint presentation given to Ministers on 10 February 2021, was issued to the independent member of the Audit & Risk Assurance Committee.</p> <p>The Board noted the Director of Finance & Corporate Services' Report.</p>	
65.09	<p>DIRECTOR OF DEVELOPMENT'S REPORT</p> <p>NM presented his report and the Board approved an extension of the time limit of business case BC0226 (maintenance of MLK estate) by a further two years, to the end of the financial year 2023. (Proposed by DM, seconded by CM)</p> <p>NM advised the Board that he was confident of achieving the year end spend position on capital despite the delays to the work on the WWII hangar doors with a number of back up capital projects being readied to utilise unspent budget if required.</p> <p>The delays to the work on the hangar doors resulted from the metal fabricator's workforce contracting COVID-19 and the level of deterioration of the doors being greater than anticipated. The level of deterioration could only be accurately assessed once the doors were taken down and the sheeting removed from the support struts.</p>	

REF	DISCUSSION	ACTION BY
	The Board noted the Director of Development Report.	
65.10	HEALTH & SAFETY REPORT This report was taken as 'Read'. The meeting ended at 12:15.	

BOARD MEETING NO. 66 – 23 APRIL 2021 MINUTES

VIA VIDEO CONFERENCE

CHAIRMAN: Terence Brannigan (TB)

BOARD: Jack Gallagher (JG); Tony Gallagher (TG); 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); Alison Stafford (AS - Director of Finance & Corporate Services)

SECRETARY: Ian Spence (IS)

REF	DISCUSSION	ACTION BY
66.01	<p>WELCOME</p> <p>The video conference commenced at 10:00 with the Chairman apologising for postponing the board meeting on 19 March following discussions with Chris Stewart (TEO). Board members had now been re-appointed through to September 2022. All members had accepted their re-appointments with the exception of Maurice Kinkead. TB acknowledged the contribution Maurice had made, often bringing a different perspective on issues. AP1 - Write to Maurice Kinkead thanking him for his contribution and input to the Corporation.</p> <p>The Chairman also advised that TEO were planning to progress the process to recruit four new board members.</p> <p>TB mentioned the death of Neil McIvor's father and expressed the condolences of the Board and the wider MLK team.</p>	TB
66.02	<p>APOLOGIES</p> <p>Neil McIvor</p>	
66.03	<p>CONFLICTS OF INTEREST</p> <p>No conflicts of interest were declared.</p>	
66.04	<p>MINUTES OF BOARD MEETING ON 19 FEBRUARY 2021</p> <p>The Board approved the minutes of the meeting held on 19 February 2021. (Proposed by DM, seconded by TG)</p>	
66.05	<p>MATTERS ARISING</p> <p>TB and BG updated the Board on the Matters Arising which were noted.</p>	
66.06	<p>CHAIRMAN'S BUSINESS</p> <p>The Chairman referred to the recent planning approval for the Knockmore link road and associated outline planning permission for the Blaris lands.</p> <p>TB, as Entrepreneur in Residence at the Sothorn Regional College (SERC), outlined a SERC and Lisburn and Castlereagh City Council's (LCCC) proposal for an entrepreneurial hub based somewhere within the council area. Given the interest shown in the social enterprise element of the MLK</p>	

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	<p>strategy recently presented to Ministers, there might be potential for the entrepreneurial hub to be located at MLK. The board members were all supportive of this possibility, being a good fit with the MLK strategy. The modalities of such an enterprise required further discussion and development, including whether it would be a project within the Belfast Region City Deal. The Board agreed in principle that the Development Committee meet to develop thinking on this potential opportunity.</p> <p>The Chairman pointed out another area of the MLK strategy that interested Ministers, the social housing element, and suggested consideration should now be given as to how best to advance this. AP2 – A meeting of the Development Committee to be arranged to consider both an entrepreneurial hub and social housing as part of the Spatial Framework.</p> <p>An update meeting with the RUAS Chief Executive had been postponed and would be now be re-convened. AP3 - Meet with RUAS Chief Executive to update him on progress.</p> <p>Given the postponement, in March 2020, of the Chief Executive of National Museums NI (NMNI) meeting with the Board it was now an opportune time to consider rearranging this meeting. AP4 – Consider arranging for the Chief Executive of NMNI to meet the Board.</p>	<p>NM</p> <p>TB</p> <p>BG</p>
66.07	<p>CHIEF EXECUTIVE'S REPORT</p> <p><i>(1) AANI Proposal</i></p> <p>BG highlighted the conclusions from the reports from the specialist development planning and aviation experts, which were supportive of AANI's preferred location for its permanent base at MLK. However, the aviation experts recommended that a phased approach be adopted to include: (a) Requirements Capture Exercise; (b) Stakeholder Workshop and (c) Design Development. BG also suggested that there should be further consideration of any potential future lease agreements to give the Corporation greater long term landlord security.</p> <p>DM raised a number of issues / risks regarding AANI's preferred permanent location which would require further consideration. Members concurred with these comments and the possible impact on the Spatial Framework. Whilst recognising that AANI was now an integral part of the delivery of health services and wanting to be supportive of this, the Board needed to be sure there would be no detrimental impacts on the future development of the site in line with its strategy. Additionally, all H&S risks needed to be fully understood and addressed. Other specialist experts such as the NI Fire & Rescue Service to be consulted as necessary, before any final decision taken.</p> <p>The Board approved the recommendation, namely an 'in principle' agreement to the AANI proposal, subject to a Requirements Capture Exercise, and subsequent satisfactory resolution of those Requirements. (Proposed by DM, seconded by CM)</p>	

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	<p>(2) Continued Adoption Standing Orders</p> <p>TB asked Committee Chairs to ensure any meeting was quorate before commencing the meeting.</p> <p>The Board approved the continued adoption of the current Standing Orders. (Proposed by DM, seconded by CM)</p> <p>(3) Risk Appetite Review</p> <p>BG suggested that a two-step approach be adopted; (1) Review of the Risk Appetite Classifications and (2) Subsequent review of the Risk Appetite against each Risk Classification.</p> <p>The Board agreed the suggested Risk Appetite Classifications and Risk Categories, with a view to updating the MLKDC Risk Appetite Statement for further consideration by the Board. (Proposed by DM, seconded by CM)</p> <p>BG advised the Board that IT Assist were rigorously enforcing the three month rule on deletion of emails so all relevant emails needed to be saved. He also advised that the same circular referred to guidance from the Information Commissioner's Office (ICO), which indicated that information held in private email accounts was an integral part of the overall records and needed to be managed accordingly. BG asked that any relevant MLKDC correspondence be forwarded to the Board Secretary for saving on the electronic documents record management system.</p> <p>BG paid tribute to the MLK staff in achieving the Corporation's year end capital and resource spend given the considerable issues arising from the coronavirus pandemic. TB thanked BG and the Executive Team for their work over the last year.</p>	
66.08	<p>DIRECTOR OF FINANCE & CORPORATE SERVICES' REPORT</p> <p>(1) Report To Those Charged With Governance (RTTCWG)</p> <p>AS advised that there was an unqualified audit opinion with no adjusted or unadjusted errors even though a lower level of materiality had been applied. There was one Priority 3 finding involving an invoice not accrued for which had been accepted. There had been number of narrative changes highlighted in Appendix C and one small adjustment to the figures in the notes to the accounts.</p> <p>(2) Annual Report and Accounts for the year ended 31 March 2020</p> <p>The paragraph entitled <i>Statement of Comprehensive Net Expenditure</i> on page 7 of the report and accounts to 31 March 2020 had been re-worded in line with the email issued to members on 21 April 2021.</p> <p>All these amendments had been accepted by the NIAO.</p> <p>DM, as Chair of the Audit & Risk Assurance Committee, advised that the Committee had reviewed the Annual Report and Accounts in depth and was content to recommend their acceptance to the Board.</p> <p>The Board approved the RTTCWG, including the Letter of Representation and Audit Certificate, and the Annual Report and Accounts to 31/03/20. (Proposed by DM, seconded by TG)</p>	

REF	DISCUSSION	ACTION BY
	<p>AS advised that the Corporation had achieved its full capital and resource spend at the year end. The full budget estimate for 2021/22 had now been confirmed by TEO with the corresponding risk de-escalated.</p> <p>A Freedom of Information request relating to IT software, had been received on 31 March 2021, and the proposed response was with the Chairman for information.</p> <p>The Chairman thanked AS and her Finance Team for their work over the year.</p>	
66.09	<p>DIRECTOR OF DEVELOPMENT'S REPORT</p> <p>This report was taken as 'Read'.</p>	
66.10	<p>HEALTH & SAFETY REPORT</p> <p>This report was taken as 'Read'.</p>	
	<p>The meeting ended at 12:20. Next meeting scheduled for 18 June 2021.</p>	