

MAZE LONG KESH DEVELOPMENT CORPORATION
BOARD MEETING NO. 43 – 20 JANUARY 2017
MAZE LONG KESH OFFICE
MINUTES

CHAIRMAN: Terence Brannigan (TB)

BOARD: Ken Cleland (KC); Jack Gallagher (JG); Tony Gallagher (TG); Maurice Kinkead (MK); Duncan McCausland (DM); Ciaran Mackel (CM); Conor Patterson (CP); Joe O'Donnell (JO); Terri Scott (TS)

STAFF: Kyle Alexander [(KA) - Interim Chief Executive]; Neil McIvor [(NM) – Director of Development]; Alison Stafford (AS) / Ceara Ryan (CR) [Director of Finance & Corporate Services];

SECRETARY: Ian Spence (IS)

REF	DISCUSSION	ACTION BY
43.01	<p>WELCOME</p> <p>The meeting commenced at 10:10am. TB advised that MK, CM and CP would join the meeting later in the morning.</p>	
43.02	<p>APOLOGIES</p> <p>None</p>	
43.03	<p>CONFLICTS OF INTEREST</p> <p>There were no conflicts of interest in respect of the agenda for the meeting.</p>	
43.04	<p>MINUTES OF 2 DECEMBER 2016 BOARD MEETING</p> <p>The Board approved the minutes of the meeting held on 2 December 2016. (Proposed by DM, seconded by TG)</p>	
43.05	<p>MATTERS ARISING</p> <p>The Board noted the actions on the matters arising.</p>	
43.06	<p>RESERVED MATTERS</p> <p>TB asked the Executive Team to leave the meeting at 10:15am.</p> <p>Following a recommendation from the Appointments and Remuneration Committee, the Board agreed to seek the support of the Strategic Investment Board (SIB) in securing an interim part-time Chief Executive. AP1 - TB to meet with SIB to secure an interim Chief Executive.</p>	TB
43.06	<p>RESERVED MATTERS (CONT'D)</p> <p>KC, MK, CM and CP joined the meeting during this discussion. The Executive Team re-joined the meeting at 10:55am.</p> <p>TB confirmed that the Board would continue to meet monthly in February and March and formally review its position at its meeting in April 2017.</p>	
43.07	<p>CHAIRMAN'S BUSINESS</p> <p>TB said he had met with the Executive Office (TEO) to discuss the Chief Executive position. AP2 – TB to advise TEO that the Board was seeking the</p>	TB

REF	DISCUSSION	ACTION BY
	<p>support of SIB to secure an interim Chief Executive.</p> <p>Other meetings included Theresa Donaldson, Lisburn & Castlereagh City Council (LCCC) and Patrick Heffernan, Neptune Group in relation to the proposed Knockmore link road and its interface with the MLK site. In due course, TB expected to receive detailed plans from the Neptune Group on this project. TB said that he was satisfied that LCCC recognised the strategic significance of the MLK site at a regional level. KA pointed out that MLK was represented on the LCCC working group looking at this project.</p> <p>TB also advised the Board that he had been approached by the BBC seeking an interview in relation to MLK. Given the current situation regarding the upcoming election to the NI Assembly and following the guidance sent out recently by the Head of the NI Civil Service, the Board agreed to leave this until after the election. AP3 – TB to inform the BBC that the Board will consider providing a briefing on MLK following the outworking of the NI Assembly election on 2 March 2017.</p> <p>KC advised the Board that he had recently informed KA of a new role he had taken up. This had been recorded on the Register of Interests.</p>	TB
43.08	<p>CHIEF EXECUTIVE'S REPORT</p> <p>KA presented his report and advised the Board of revised reporting arrangements following his further reduction in hours from January 2017.</p> <p>The Board noted this report.</p> <p>DM referred to a new Board Effectiveness guide produced by the NI Audit Office (NIAO) and suggested that it was sent out to all Board members. AP4 – AS to circulate the NIAO Board Effectiveness guidance to Board members.</p>	AS
43.09	<p>2017/18 DRAFT BUSINESS PLAN (AGENDA ITEM 43.11)</p> <p>KA presented the draft plan and pointed out that the resource expenditure forecast was based on an anticipated 5% reduction. Anything above a 5% reduction would present significant operational issues for the Corporation. Members suggested a number of enhancements, to the plan including:</p> <ul style="list-style-type: none"> • Recognition of the time required to resource up should development re-commence; • Listing anticipated outputs expected within the next 12 months; • A greater emphasis on the regional significance of the site. <p>A discussion followed on the level of the H&S spend on the hangars. NM said the anticipated spend was reflective of the logistics of actually getting the work done and paid for within the period.</p> <p>The Board approved that KA finalised the draft 2017/18 Business Plan and submitted it to the Department by 31 January 2017. (Proposed by TS, seconded by JG) AP5 – KA to amend the draft 2017/18 Business Plan to reflect Board members suggestions and forward to TEO by 31 January 2017.</p>	KA
43.10	<p>AIR AMBULANCE NORTHERN IRELAND (AGENDA ITEM 43.15)</p> <p>TB welcomed Ian Crowe (IC), a trustee of the Air Ambulance Northern Ireland (AANI) and said the Board was delighted to be able to facilitate the project at MLK. IC thanked the Board and Executive Team for their wholehearted support in offering the MLK site as a base and in helping with the planning to date.</p> <p>Following the presentation, TB thanked IC and assured AANI of the Board's</p>	

REF	DISCUSSION	ACTION BY
	<p>continued support.</p> <p>TG, CM and JG left the meeting.</p>	
43.11	<p>FRAUD POLICY, PROCEDURES AND RISK ASSESSMENT (AGENDA ITEM 43.12)</p> <p>AS presented this paper. The Board approved the updated MLKDC Anti-Fraud Policy and Fraud Response Plan and Fraud Risk Assessment. (Proposed by JO, seconded by TS)</p>	
43.12	<p>RISK REGISTER (AGENDA ITEM 43.13)</p> <p>AS presented this paper and pointed out the shift in residual risk 4 due to the vacant Chief Executive position from 1 April 2017. KA advised that the Executive Team was considering tracking changing risk trends. The Board asked for the potential 2017/18 resource funding issue to be taken into account. AP5 – AS to review the risk register to reflect the resource funding issue and consider tracking changing risk trends.</p> <p>The Board approved the risk register. (Proposed by KC, seconded by DM)</p>	AS
43.13	<p>DIRECTOR OF FINANCE & CORPORATE SERVICES' REPORT (AGENDA ITEM 43.09)</p> <p>The report was noted as 'Read'.</p>	
43.14	<p>DIRECTOR OF DEVELOPMENT SUMMARY REPORT (AGENDA ITEM 43.10)</p> <p>In response to a query from KC, NM confirmed that there had been no formal confirmation that Ministers were content for the Corporation to proceed with the AANI project at MLK. KA pointed out that the ministerial public announcement on 17 November about the project, was taken as informal acknowledgement that there were no issues to proceeding. After further discussion, TB confirmed that the Board was content to complete the lease with AANI on the basis of the ministerial statement, unless otherwise informed.</p> <p>JO and TS left the meeting at 12:45pm.</p>	
43.15	<p>HEALTH & SAFETY REPORT (AGENDA ITEM 43.14)</p> <p>The report was noted as 'Read'.</p>	
43.16	<p>AOB</p> <p>As the Chairman would be unable to attend the board meeting scheduled for Thursday 16 March 2017, it was decided to re-schedule the meeting to Friday 24 March 2017. AP7 – IS to re-schedule the March board meeting to Friday 24 March 2017 and advise members.</p> <p>The meeting concluded at 12.55pm.</p>	IS

MAZE LONG KESH DEVELOPMENT CORPORATION
BOARD MEETING NO. 46 – 21 APRIL 2017
MAZE LONG KESH OFFICE
MINUTES

CHAIRMAN: Terence Brannigan (TB)

BOARD: Ken Cleland (KC); Tony Gallagher (TG); Maurice Kinkead (MK); Duncan McCausland (DM); Ciaran Mackel (CM); Conor Patterson (CP); Joe O'Donnell (JO);

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
	<p>RESERVED MATTERS (AGENDA ITEM 46.06)</p> <p>The meeting commenced at 10:00am.</p> <p>Further to the Accounting Officer letter to the Chairman from the former interim CEO, Kyle Alexander, regarding the options available to the Board with respect to the frequency of board meetings and board remuneration, the Board had a detailed discussion relating to these matters and determined the following:</p> <ul style="list-style-type: none"> • Given that the tenure of the Board is due to terminate in September 2017, the Chairman should formally write to the Departmental Accounting Officer, Mark Browne, reminding him of this and requesting confirmation of the Department's intentions regarding the future of the Maze Long Kesh Development Corporation (MLKDC) and its current Board. AP1 – Chairman to write to Mark Browne requesting confirmation of the Department's intentions regarding the future of the MLKDC and its current Board. • In order to fully discharge its responsibilities and to ensure good governance, the Board will complete a comprehensive document detailing the work undertaken by the MLKDC since its formation. This document will include the work undertaken by the Board relating to the creation of the Vision and Strategy for development of the site and will reference the various difficulties relating to the delivery of both their statutory obligations and their Vision and Strategy. Further, the document will outline the current situation and make a recommendation regarding the future development of the site. • Given the work necessary to complete the foregoing and to fully discharge its responsibilities prior to completion of its term of office and any potential handover, it will be necessary for the MLKDC Board to meet in May, June and August. Further, it will also be necessary for each of the Board committees to meet prior to September, in order to facilitate an orderly and detailed handover, should it be required. 	TB
46.01	<p>WELCOME</p> <p>The Executive Team joined the meeting at 11:10am.</p>	

REF	DISCUSSION	ACTION BY
	TB welcomed BG as the new interim CEO and said that Dr. Theresa Donaldson, Chief Executive and Ian Wilson, Lead Head Planning and Building Control Lisburn & Castlereagh City Council (LCCC) would join the meeting at 11:30am.	
46.02	<p>APOLOGIES</p> <p>TS; JG</p>	
46.03	<p>CONFLICTS OF INTEREST</p> <p>No conflicts of interest were declared.</p>	
46.04	<p>MINUTES OF 20 JANUARY 2017 BOARD MEETING</p> <p>The Board approved the minutes of the meeting held on 20 January 2017. (Proposed by DM, seconded by TG)</p>	
46.05	<p>MATTERS ARISING</p> <p>The Board noted that all matters arising were completed.</p>	
46.06	<p>RESERVED MATTERS</p> <p>See note above.</p>	
46.07	<p>CHAIRMAN'S BUSINESS</p> <p>TB said he recently attended the launch of the LCCC's Local Development Plan.</p> <p>TB informed members that TEO had given the Corporation a cash allocation to cover the period from April to July 2017 that was 15% less than the budget, with assumed income going to the Department. This would result in a likely overspend of circa £30,000 of resource budget over that period. After discussion it was agreed that the Chief Executive should write to TEO pointing out the potential shortfall of £30,000 and requesting additional funds to maintain statutory compliance, H&S etc. (Proposed by DM, seconded by CM) AP2 - BG to write to TEO regarding the initial 2017/18 cash allocation, copying in the Chairman.</p>	BG
46.08	<p>CHIEF EXECUTIVE'S REPORT</p> <p>BG presented his report including the Quarterly Assurance Statement for the period to 31 December 2016 which the Board noted.</p>	
46.09	<p>DIRECTOR OF FINANCE & CORPORATE SERVICES' REPORT</p> <p>AS presented her report.</p> <p>The members approved BG as a Business e'banking user and a cheque signatory. (Proposed by CM and seconded by DM)</p> <p>Members were content for AS to remove the (i) Development Partner, (ii) Roads Infrastructure and (iii) Community Zone business cases from the TEO Open Issues Log, given they would no longer be current given the passage of time.</p> <p>AS asked members to note a request to provide Air Ambulance NI (AANI) with finance support on a recharge basis which would be explored further. BG pointed out a potential conflict, given the tenant / landlord relationship already existing between AANI and MLKDC.</p> <p>The members noted this report.</p>	

REF	DISCUSSION	ACTION BY
46.10	<p>DIRECTOR OF DEVELOPMENT SUMMARY REPORT</p> <p>NM presented his report.</p> <p>The members approved expenditure up to £119,430 for estate maintenance in 2017/18 based on the assessment outlined in Annex I in the 2017/18 Planned, Preventive and Reactive Maintenance Business Case, subject to budget availability. (Proposed by KC, seconded by DM)</p> <p>Members were advised that Ulster GAA had lodged a planning application for the Casement Park Stadium proposing that the MLK site (along with Titanic Quarter) would, in certain circumstance, be used as a Park and Ride facility. It was noted this had never been discussed by the Board and there was no agreement in place regarding this proposal, although it was also noted, there may have been discussions with RUAS. Members agreed that the matter should be taken up with Ulster GAA and the Department for Communities (DfC). (Proposed by DM, seconded by CM)</p> <p>AP3 – NM to review the Casement Park planning application with regard to a proposed Park & Ride facility at MLK.</p> <p>AP4 – The proposed use of the MLK site for car parking for major events to be investigated further with the Ulster GAA and DfC.</p> <p>The members noted this report.</p>	<p>NM</p> <p>BG</p>
46.11	<p>HEALTH & SAFETY REPORT</p> <p>The report was noted as 'Read'.</p>	
46.12	<p>LISBURN & CASTLEREAGH CITY COUNCIL</p> <p>Dr. Theresa Donaldson (TD) and Ian Wilson (IW) LCCC were welcomed to the meeting by TB. TB pointed out the close working relationship between the Council and MLKDC with regular meeting between the respective Executive Teams to discuss areas of mutual interest, including the Knockmore link road.</p> <p>TD and IW presented the LCCC Local Development Plan with particular focus on the West Lisburn area and the key enabler of the Knockmore link road. It was acknowledged that MLK was a strategic partner in the West Lisburn area. The plan was currently out for consultation ending on 25 May 2017. Members felt that the Corporation should make a formal response to the plan.</p> <p>AP5 – NM to circulate, to Chairman and Board, the LCCC Local Development Plan.</p> <p>AP6 – NM to make a formal response to the LCCC Local Development Plan by 25 May 2017.</p> <p>TB in thanking TD and IW, said that the MLK site was of regional significance with a plan to create 5000 permanent jobs targeting agri-foods, health & life sciences and aerospace.</p> <p>The meeting concluded at 12.45pm.</p>	<p>NM</p> <p>NM</p>

MAZE LONG KESH DEVELOPMENT CORPORATION
BOARD MEETING NO. 47 – 19 MAY 2017
MAZE LONG KESH OFFICE
MINUTES

CHAIRMAN: Terence Brannigan (TB)

BOARD: Maurice Kinkead (MK – Left meeting at 12:30pm); Jack Gallagher (JG); Ciaran Mackel (CM - Joined meeting at 12:00); Conor Patterson (CP); Terri Scott (TS)

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
47.00	RESERVED MATTERS None	
47.01	WELCOME The meeting commenced at 11:25am. TB apologised for having to put back the start of the meeting and said that CM would join the meeting later in the morning.	
47.02	APOLOGIES KC; TG; DM; JO	
47.03	CONFLICTS OF INTEREST No conflicts of interest were declared.	
47.04	MINUTES OF 21 APRIL 2017 BOARD MEETING The Board approved the minutes of the meeting held on 21 April 2017. (Proposed by CP, seconded by MK)	
47.05	MATTERS ARISING AP1 – TB advised the Board that following BG’s letter to Mark Browne, TB, BG and AS had met with The Executive Office (TEO) on 9 May 2017. TB provided feedback on the meeting, noting that the financial outcome would be dealt with in the Chief Executive’s and Director of Finance Reports. TB said that the Board would continue to meet as planned through to September 2017. If no Ministers in place in September 2017 it was likely that board members would be asked to continue until Ministers were in place. TB suggested the Board would meet five times during the year with salaries reflecting the reduced meeting schedule. AP1 – Chairman to confirm with individual board members that they would be content to serve as a board member following the completion of their current term in September 2017. Members felt that some thought needed to be given to the possibility of no Ministers in place when the current tenure of the Board ended in September	TB

REF	DISCUSSION	ACTION BY
	<p>2017. TB outlined the basis of the proposed '<i>end of period</i>' board report which would set out what the Corporation has done to date and what it could do in the future, which would address this scenario. The Board agreed that the Chairman draft the report as outlined and circulate to members. (Proposed by TS, seconded by JG) The Board could then come together in a workshop to finalise the report.</p> <p>AP3 – BG said that he and NM had met with representatives of Ulster GAA and had confirmed with them that no request had been received by the Corporation regarding the proposal to use the MLK site as a Park & Ride facility. The GAA representatives advised that they were looking at a number of options, and that their application was not dependent on the availability of MLK. It was clarified however, any such proposal would be a temporary arrangement, phased out over time as improved public transport and club transport was developed, the latter linked to ticketing and other arrangements. It was also only intended to operate on a small number of occasions (about four – six) per year, for about 1,800 vehicles. They agreed to send additional details on their proposed arrangements to MLKDC in due course. In closing the discussion, the Board stressed the importance of ensuring that the MLK site was not perceived as a car park, and that development of the site remained the Board's primary objective.</p> <p>AP5 – Completed - Link to Lisburn and Castlereagh City Council's Local Development Plan was sent to board members on 16 May 2017.</p> <p>AP6 – Response would be made before 25 May 2017.</p>	
47.07	<p>CHAIRMAN'S BUSINESS</p> <p>TB explained that he had been asked to act as a mentor for a PhD student and asked for the members' agreement to the student attending board meetings etc. TB assured the Board that the student had signed a confidentiality agreement, and if particularly sensitive matters came up for discussion, the student would sit out the discussion. The Board agreed to facilitate this mentoring opportunity. (Proposed by CM, seconded by JG)</p> <p>TB advised that a FOI request had been received on 17 May from the BBC (Nolan Show) requesting information on board members' remuneration etc. This was currently being worked on.</p>	
47.08	<p>CHIEF EXECUTIVE'S REPORT</p> <p>BG presented his report and said that the issue with the initial cash allocation for 2017/18 had been resolved with an agreement to adjust the balance between resource and capital budgets.</p> <p>The figures within the 2017/18 Business Plan had also been adjusted to reflect recent changes and the discussions with TEO on 9 May. AP2 – BG to resubmit the 2017/18 draft Business Plan. The Board noted this report.</p>	BG
47.09	<p>DIRECTOR OF FINANCE & CORPORATE SERVICES' REPORT</p> <p>AS presented her report and gave details of a revised resource budget for 2017/18 based on the movement between the resource and capital cash allocations and the retention of £126,000 of income, as agreed with TEO. The Board agreed the revised resource budget. (Proposal by CM, seconded by JG)</p> <p>AS reminded members that the Corporation was required to:</p> <ol style="list-style-type: none"> I. Hold an up to date completed Statement of Agreement and Declaration of Interests on file, and 	

REF	DISCUSSION	ACTION BY
	<p>II. Publish the Register of Interests for Board Members on the website.</p> <p>AS said she would send each member, their Statement of Agreement and Declaration of Interests for completion and to ensure they are up to date and accurate.</p> <p>AP3 – AS to send board members their Register of Interests / Statement of Agreements for review and confirmation of completeness and accuracy.</p> <p>The members noted this report.</p>	<p>AS</p>
47.10	<p>DIRECTOR OF DEVELOPMENT'S REPORT</p> <p>NM presented his report noting the success of the Balmoral Show.</p> <p>BG thanked NM and the Development Team for their work leading up to and during the show, which contributed to the success of the show.</p> <p>The members noted this report.</p> <p>The meeting concluded at 12:35pm.</p>	

MAZE LONG KESH DEVELOPMENT CORPORATION
BOARD MEETING NO. 49 – 18 AUGUST 2017
BELFAST METROPOLITAN COLLEGE, TITANIC QUARTER
MINUTES

CHAIRMAN: Terence Brannigan (TB)

BOARD: Jack Gallagher (JG); Tony Gallagher (TG – Left meeting at 13:45); Maurice Kinkead (MK); Duncan McCausland (DM); Conor Patterson (CP); Terri Scott (TS – Left meeting at 13:05)

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
49.01	<p>WELCOME</p> <p>The meeting commenced at 11:45am.</p> <p>TB apologised for having to put back the start of the meeting and thanked TS for arranging the venue and lunch.</p> <p>TB conveyed the condolences of the Board to JG on the death of his wife Lily.</p> <p>TB informed the members that KC had resigned with effect from 14 August 2017 and thanked him for his contribution over the past five years.</p>	
49.02	<p>APOLOGIES</p> <p>CM and JO</p>	
49.03	<p>CONFLICTS OF INTEREST</p> <p>DM advised that he had recently been appointed to the Department of Communities Board. No other conflicts of interest were declared.</p>	
49.04	<p>MINUTES OF BOARD MEETING ON 19 MAY 2017</p> <p>The Board approved the minutes of the meeting held on 19 May 2017. (Proposed by TS, seconded by MK)</p>	
49.05	<p>MATTERS ARISING</p> <p>AP1 – TB advised that he had met with The Executive Office (TEO) who said they would be extending the memberships for a further year. Members confirmed that they had received formal notification from TEO. AP1 – BG to ensure that the Chairman is copied into any press release from TEO on the extension of the Board for one year.</p> <p>AP3 – AS said that there were a few returns still outstanding but she was working with those members concerned to finalise these.</p>	BG
49.06	<p>CHAIRMAN'S BUSINESS</p> <p>TB made a presentation to the Board summarising the key elements of his 'end of term' report on the journey, achievements and issues of the Corporation over the past five years. Members thanked the Chairman for a</p>	

REF	DISCUSSION	ACTION BY
	<p>very useful reprise of the past five years. A discussion followed on possible scenarios relating to the political situation over the next few months and whether the NI Assembly would be functional or replaced by direct rule from Westminster.</p> <p>Given the current media awareness, there would be interest in visiting the site. As no NI Ministers currently in place, members queried who had responsibility for authorising visits to the MLK site. AP2 – TB to ask TEO who currently had responsibility for authorising visits to MLK site.</p> <p>The consensus of the members was that if there was no significant progress by January 2018 then the Board should reconsider its position.</p> <p>AP3 – TB to seek a meeting with the NI Secretary of State’s advisor.</p> <p>‘End of term’ report to be finalised at the September 2017 board meeting when members would also review the vision and strategy going forward.</p> <p>AP4 – TB to send members a copy of the draft ‘end of term’ report.</p>	<p>TB</p> <p>TB</p> <p>TB</p>
49.00	<p>ACCOUNTING OFFICER’S REPORT</p> <p>TB invited BG to present his Accounting Officer’s Report. BG set out the context in which the report was prepared highlighting the decreasing board and committee activity. This pointed to a need to review the Standing Orders and members’ remuneration. The Board approved the following recommendations amending the Standing Orders:</p> <ul style="list-style-type: none"> (i) That the minimum number of meetings per year should be four, (Proposed by TS, seconded by DM) (ii) That a quorum should be defined as ‘five persons entitled to vote.’ (Proposed by DM, seconded by TS) <p>A discussion followed on remuneration with the Chairman confirming that it had already been agreed that remuneration would be on a pro rata basis, with the Board holding five board meetings in the next year. It was acknowledged that some monetary recognition for work undertaken by members of the Audit & Risk Assurance Committee should also be explored. It was noted that the maximum payment to any member would be capped at the current annual payment, irrespective of the number of meetings.</p> <p>TB clarified that the new arrangements would be effective from 10 September 2017, and would be on a ‘per meeting held’ basis, rather than per meeting attended.</p> <p>BG and AS to circulate a paper to the board setting out the new remuneration arrangements, including any consideration for the work of the Audit & Risk Assurance Committee. (Proposed TS, seconded by MK)</p> <p>AP5 – BG & AS to circulate a remuneration paper to the Board.</p>	<p>BG & AS</p>
49.07	<p>AUDIT & RISK ASSURANCE COMMITTEE ANNUAL REPORT 2016/17</p> <p>DM as chair of the Committee presented this report and thanked his colleagues on the Committee and staff for their input.</p> <p>DM pointed out that a ‘Satisfactory’ rating had been given by the NI Audit Office (NIAO) for 2016/17, this being the top rating available. Iain Greenway would be taking up the role of the independent committee member from August 2017.</p>	

REF	DISCUSSION	ACTION BY
	<p>TB thanked DM for his work as chair of the Committee, the other committee members, the Director of Finance and her team.</p> <p>DM recommended a board meeting on 8 December 2017 to agree the annual report and accounts. In addition the Committee endorsed a review of the MSFM, the drafting of a Corporate Plan and the updated risk register.</p> <p>The Board noted this report.</p>	
49.08	<p>CHIEF EXECUTIVE'S REPORT</p> <p>BG presented his report and flagged up the inadequacy of the budget to ensure that MLKDC complied with its statutory obligations and maintain the H&S standards for the site. This risk was now included in the updated risk register.</p> <p>BG outlined the rationale for a corporate plan in the current circumstances and took the members through the updated risk register.</p> <p>The Board agreed to the preparation of a Corporate Plan to support MLKDC's own forward planning, separate from any requirements TEO may have under the MSFM. (Proposed by DM, seconded by TG)</p> <p>The Board approved the risk register. (Proposed by DM, seconded by CP)</p>	
49.09	<p>DIRECTOR OF FINANCE & CORPORATE SERVICES' REPORT</p> <p>AS presented her report. Members agreed the following:</p> <ul style="list-style-type: none"> (i) The Board approved the updated Freedom of Information policy document. (Proposed by DM, seconded by JG) (ii) The Board approved the updated policy review schedule but with the Standing Orders reviewed annually. (Proposed by DM, seconded by JG) AP6 – AS to amend the policy review schedule to show Standing Orders as an annual review. <p>DM said that the Audit & Risk Assurance Committee would also keep the revised schedule under review.</p> <p>TB expressed concern at the lack of a response from TEO on the inadequate H&S funding and asked AS to provide him with the background details to enable him to escalate the issue with TEO. AP7 – AS to provide the Chairman with the background to the inadequate H&S funding issue.</p> <p>AP8 - TB to escalate the issue of inadequate H&S funding with TEO.</p> <p>Members were reminded to complete the Board Effectiveness survey by 31 August 2017.</p>	<p>AS</p> <p>AS</p> <p>TB</p>
49.10	<p>DIRECTOR OF DEVELOPMENT'S REPORT</p> <p>NM presented his report. Members were asked to note that:</p> <ul style="list-style-type: none"> (i) Lisburn & Castlereagh City Council had identified the MLK site as a potential Heathrow Logistics Hub within their council area. Further details will follow in due course. (ii) Air Ambulance NI (AANI) needed additional space for their office staff with the old boardroom at MLK identified as a possible location. The Board authorised the Director of Development to proceed in leasing the old boardroom at MLK to AANI. (Proposed by DM, seconded by JG) AP9 – NM to proceed in leasing the old boardroom at MLK to 	<p>NM</p>

REF	DISCUSSION	ACTION BY
	<p>AANI.</p> <p>NM referred members to the business case for essential H&S capital site works for the MLK site pointing out the need for these works given 500k visitors to site and the AANI operations. After consideration the Board approved the business case for essential site wide H&S works, at a cost of £303,264, to commence within the 2017/18 financial year. (Proposed by DM, seconded by JG)</p> <p>The members confirmed that they preferred to see the full business case when being asked to approve.</p> <p>NM updated the Board on RUAS's next phase of their plans for Balmoral Park, which was the replacement for the Londonderry Hall at their former site. It was noted that RUAS had held public pre-application consultations and had submitted a planning application. NM also advised that he and the Chief Executive had attended a meeting between TEO and RUAS which RUAS had requested.</p> <p>TB registered his and the Board's concern that RUAS in going directly to TEO, appeared to disregard the fact that the Corporation was the RUAS' landlord and that they should be consulted first. AP10 – TB to register the Board's concern with the President and Chief Executive of the RUAS that they were consulting with TEO before the Board.</p> <p>The Board approved the proposals in principle, for submission to TEO for their approval, subject to incorporation of any feedback, as appropriate. (Proposed DM, seconded by MK)</p>	TB
49.11	<p>HEALTH & SAFETY REPORT</p> <p>This report was taken as 'Read'.</p>	
49.12	<p>AOB</p> <p>AP11 – TB to circulate potential dates to board members for their appraisals.</p> <p>The meeting concluded at 14:15.</p>	TB

MAZE LONG KESH DEVELOPMENT CORPORATION
BOARD MEETING NO. 50 - 15 SEPTEMBER 2017
MAZE LONG KESH BOARDROOM
MINUTES

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); Terri Scott (TS) – Joined meeting at 10:30am

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

SECRETARY: Ian Spence (IS)

REF	DISCUSSION	ACTION BY
50.01	<p>WELCOME</p> <p>The meeting commenced at 10:05. TB advised that TS would join the meeting later.</p>	
50.02	<p>APOLOGIES</p> <p>None</p>	
50.03	<p>CONFLICTS OF INTEREST</p> <p>No conflicts of interest were declared.</p>	
50.04	<p>MINUTES OF BOARD MEETING ON 18 AUGUST 2017</p> <p>The Board approved the minutes of the meeting held on 18 August 2017. (Proposed by DM, seconded by TG)</p>	
50.05	<p>Matters Arising</p> <p>AP3 – Meeting arranged with Secretary of State’s advisor Jonathon Kane.</p> <p>AP4 – ‘End of term’ report sent to members on 14 September 2017. TB apologised for the delay in sending this to members and asked for their responses / comments. Following this, the report was to be then sent to the Executive Team for its input. The finalised report would also include an executive summary. AP1 – Board members to respond to the Chairman with comments on the ‘end of term’ report.</p> <p>Members discussed the possible purposes and audience of the final report. AP2 – Investigate the protocol for filing documents with the Public Records Office NI.</p> <p>Members raised a recent executive decision taken by the Permanent Secretary of the Department for Infrastructure and agreed to seek clarification on The Executive’ Office’s (TEO) executive powers in the current political situation. AP3 – Clarify with David Sterling / Mark Browne, who in TEO had the authority to take executive decisions, in the absence of Ministers.</p> <p>AP2 – Awaiting response from TEO.</p>	<p style="text-align: center;">BOARD MEMBERS</p> <p style="text-align: center;">AS</p> <p style="text-align: center;">TB</p>

REF	DISCUSSION	ACTION BY
	<p>AP7 – Members of the Audit & Risk Assurance (A&RA) Committee expressed concern around the restricted funding available to fully address the significant H&S issues in the hangars. This was particularly concerning given the number of public and school visits to the Ulster Aviation Society (UAS) who occupied the hangars. This had been brought into sharp focus at the last A&RA Committee meeting where TEO, in response to the limited funding, said that it expected the Corporation to prioritise spending as responsibility lay with the Corporation to ensure that it was complying with its statutory H&S responsibilities. BG pointed out that Central Procurement Directorate (CPD) had recently inspected the hangars and had recommended that an immediate programme of remedial work be implemented. With the risk of the window damage, an anemometer was also being installed to monitor wind speed. The hangars would be vacated when the wind speed reached a certain level. It was also noted that the hangars were scheduled monuments.</p> <p>AP8 - TB said that he would now write to Mark Browne detailing all the site H&S concerns and seek independent legal advice on the Corporation's landlord H&S obligations on the hangars. AP4 – Obtain independent legal advice on the Corporation's landlord H&S obligations on the hangars.</p> <p>AP9 - Ongoing</p> <p>AP10 – Contacted the President of RUAS to arrange a meeting.</p> <p>AP11 – Ongoing.</p>	NM
50.06	<p>CHAIRMAN'S BUSINESS</p> <p>None</p>	
50.07	<p>CHIEF EXECUTIVE'S REPORT</p> <p>BG presented his report and highlighted likely pressures on future resource and capital budgets.</p> <p>The Board confirmed the remuneration position as set out in the recent paper and agreed to an additional payment of £150 per meeting of the A&RA Committee, where the meeting was held outside of a four week period in advance of the date of a board meeting. Board and A&RA Committee meetings to be aligned if possible.</p> <p>BG confirmed to the Board that the Corporation did not have adequate funding to undertake its activities and fully discharge its responsibilities as set out in paragraph 2.1 of the Chief Executive's report. TB asked to what extent, the Corporation was prevented from meeting its contractual H&S obligations to the Royal Ulster Agricultural Society (RUAS) and UAS. AP5 – Review the RUAS & UAS licenses to establish MLKDC's H&S obligations, in the light of legal advice received.</p>	NM
50.08	<p>DIRECTOR OF FINANCE & CORPORATE SERVICES' REPORT</p> <p>AS presented her report which the members noted.</p>	
50.09	<p>DIRECTOR OF DEVELOPMENT'S REPORT</p> <p>NM presented his report.</p> <p>The Board discussed the UAS 'Open Day' requests and the circumstances under which the 'Open Days' could be staged. AP6 – Previous clarification on UAS 'Open Days' received from TEO, to be circulated to board</p>	BG

REF	DISCUSSION	ACTION BY
	members.	
50.10	<p>HEALTH & SAFETY REPORT</p> <p>This report was taken as 'Read'.</p>	
50.11	<p>BOARD EFFECTIVENESS SURVEY</p> <p>TS presented the finding of the Board Effectiveness Survey, with the results very much in line with last year. Whilst the results, from a small survey like this, must be viewed accordingly, TS felt they were very positive in relation to other effectiveness surveys she had been involved in.</p> <p>TB thanked TS for coordinating the survey and for some useful feedback from the members. TB confirmed that TEO was very satisfied with the performance of the Board, as articulated at his recent appraisal meeting.</p>	
50.12	<p>AOB</p> <p>The next meeting was confirmed for 8 December 2017 at 10:00am.</p> <p>The meeting concluded at 11:30am.</p>	

MAZE LONG KESH DEVELOPMENT CORPORATION
BOARD MEETING NO. 51 - 8 DECEMBER 2017
MAZE LONG KESH BOARDROOM
MINUTES

CHAIRMAN: Terence Brannigan (TB)

BOARD: Jack Gallagher (JG); Maurice Kinkead [(MK) – Left meeting at 12:30pm];
Duncan McCausland (DM); Joe O'Donnell (JO); Conor Patterson [(CP); –
Joined meeting at 11:05am]

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

SECRETARY: Ian Spence (IS)

REF	DISCUSSION	ACTION BY
51.01	<p>WELCOME</p> <p>The meeting commenced at 10:15. TB thanked members for their attendance given the adverse weather conditions and advised that there would be a presentation by Eutopia Leisure at 11:30 am.</p>	
51.02	<p>APOLOGIES</p> <p>Tony Gallagher; Ciaran Mackel and Terri Scott (Road conditions due to adverse weather.)</p>	
51.03	<p>CONFLICTS OF INTEREST</p> <p>No conflicts of interest were declared.</p>	
51.04	<p>MINUTES OF BOARD MEETING ON 15 SEPTEMBER 2017</p> <p>The Board approved the minutes of the meeting held on 15 September 2017. (Proposed by DM, seconded by JG)</p>	
51.05	<p>MATTERS ARISING</p> <p>AP1 – Some members said that they had not seen the Chairman's Report. TB said he would send the report to IS for issue to board members.</p> <p>AP8 (18 August 2017) – TB confirmed that he had met with Mark Browne on 18 August 2017 whom he had made fully aware of the hangars H&S issue.</p> <p>AP11 (18 August 2017) – Completed</p> <p>Members noted the completion of all other action points.</p>	
51.06	<p>CHAIRMAN'S BUSINESS</p> <p>TB appraised members on a numbers of informal meetings that he had attended. Members agreed for the Chairman to continue with these informal meetings, including one in London, and report back to the board.</p> <p>Following a discussion it was decided that the board would use the strategy session planned for later that day to set the parameters for a full day's facilitated workshop to be arranged in the early part of 2018.</p>	

REF	DISCUSSION	ACTION BY
	AP1 – Arrange a facilitator for a board planning workshop in the early part of 2018.	AS
51.07	<p>NIAO REPORT TO THOSE CHARGED WITH GOVERNANCE AND ANNUAL REPORT AND ACCOUNTS FOR 2016/17</p> <p>DM, in his role as Chair of the Audit & Risk Assurance Committee, said that there was an unqualified audit opinion from NIAO with only two findings, both of which were accepted by management. Neither of these findings were classified as priority 1. DM on behalf of the committee, recommended acceptance of the reports and accounts. The board approved the Report To Those Charged with Governance and the Report and Accounts for 2016/17. (Proposed by MK, seconded by JO)</p> <p>TB thanked AS and her Finance Team along with DM and his fellow committee members for their good work and diligence in achieving these reports. BG endorsed these comments and highlighted the work undertaken by the Finance Team.</p>	
51.08	<p>CHIEF EXECUTIVE’S REPORT</p> <p>BG presented his report and pointed out that he reported on the hangars H&S issue in his Quarterly Assurance Report and the Arm’s Length Bodies Quarterly Report, both of which went to The Executive Office (TEO).</p> <p>The board noted this report.</p>	
51.09	<p>DIRECTOR OF FINANCE & CORPORATE SERVICES’ REPORT</p> <p>AS presented her report and explained the business case for the cost of continued Finance Manager and Finance Officer support. The board approved the business case to secure the support of a temporary Finance Manager and temporary Finance Officer at a cost of £319,000 over a period of three years. (Proposed by DM, seconded by MK)</p> <p>Given the limited tenure of the current board, members decided against proceeding with MinutePad (a paperless solution for board meetings) at present. This decision would be revisited if circumstance changed.</p> <p>AS confirmed that the Executive Team was confident that the capital budget would be spent by 31 March 2018.</p>	
51.10	<p>DIRECTOR OF DEVELOPMENT’S REPORT</p> <p>NM presented his report and outlined the need for the addendum to the maintenance business case. The board approved the addendum to the MLKDC Planned, Preventative and Reactive maintenance business case for 2017-18 for additional funding requested of £40,750. (Proposed by DM, seconded by JG)</p> <p>Members again raised the issue of the safety of the hangars. DM also expressed the concern of the Audit & Risk Assurance Committee about this issue. Both NM and BG explained how the risk was being managed on a daily basis. CPD structural engineers had surveyed the building and were content that the building was safe at present. However, weather conditions such as high winds had the potential to change this. Wind speeds were now being monitored and on a few occasions the hangars had been evacuated and closed until the danger had passed. NM confirmed that a process was in place to close the hangars outside of the normal working week. After further</p>	

REF	DISCUSSION	ACTION BY
	<p>consideration, members agreed that the safety of people was of paramount importance and despite the Corporation's active management of the issue, it warranted escalation. The board agreed that the Chairman write to TEO seeking its commitment to provide sufficient funding to address the hangars H&S issue. (Proposed by DM, seconded by JG)</p> <p>AP2 – Review the H&S risk and consider increasing the risk rating to red.</p> <p>AP3 – Draft a letter for the Chairman to send to TEO on the hangars H&S issue.</p> <p>AGENDA ITEM 51.12 EUTOPIA LEISURE PRESENTATION</p> <p>At this point in the meeting, the Chairman welcomed Noel Cowden (Eutopia Leisure) who then made a presentation to the board on a harness racing proposal for the Royal Ulster Agricultural Society's (RUAS) Balmoral Park. TB thanked Mr. Cowden for his presentation.</p> <p>AP4 – Obtain an electronic copy of the Eutopia Leisure presentation and send to board members.</p> <p>Following Mr. Cowden's departure, members agreed that the proposal had some potential, but some frustration was also expressed that the RUAS had not kept the Corporation fully apprised of this proposal. The Development Agreement with the RUAS required the Society to seek the approval of the Corporation on future development at Balmoral Park.</p> <p>NM proceeded with his report and advised the board that an objection had been lodged to the RUAS' revised planning application for further covered exhibition space. A revised planning application had been submitted by RUAS as a result of the Department for Communities (DfC) Historical Environment Division (HED) response as a statutory consultee, given they (RUAS) had already started work on site. It was noted that this meant there was not an Agreed Scheme in place, as required by the Development Agreement. RUAS had confirmed their intention to submit a further planning application to revert to a coloured frontage, as had been agreed as complying with MLKDC's Spatial Framework and Design Principles. Concern was expressed that if the HED response was followed, it would have a significant and adverse impact on both the nature and scale of future development, and hence on the value of the site. This would be at variance with the vision of maximising the potential of MLK. The Board members supported the planning objection with the Chairman noting that this two stage planning approach was unacceptable, as was the commencement of building work without planning permission. Members fully agreed with the Chairman.</p> <p>AP5 – Arrange a meeting with the Chief Executive of Lisburn and Castlereagh City Council (LCCC) to set out the Corporation's position on the RUAS planning application.</p> <p>AP6 - Draft a letter for the Chairman to send to the RUAS expressing concern at its two stage planning application approach and reminding the RUAS of its tenant responsibilities to the Corporation.</p>	<p></p> <p>BG</p> <p>BG</p> <p></p> <p>IS</p> <p></p> <p>BG</p> <p>BG</p>
51.11	<p>HEALTH & SAFETY REPORT</p> <p>NM presented this report and said that Internal Audit would undertake a H&S audit in February 2018 and work was ongoing in preparation for this.</p> <p>NM confirmed that there would be no cost implication for the Corporation in</p>	

REF	DISCUSSION	ACTION BY
	<p>temporarily relocating the Air Ambulance NI helipad during the 2018 Balmoral Show.</p> <p>The board noted this report.</p> <p>The meeting concluded at 1:45PM.</p>	
	<p>POST MEETING NOTE</p> <p>At the strategy workshop immediately after the board meeting, members agreed the Corporation's 2018/19 objectives, in principle, to facilitate the production of the 2018/19 Business Plan.</p>	