

**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><b>WELCOME</b></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><b>APOLOGIES</b></p> <p>Tony Gallagher and Ciaran Mackel.</p>	
52.03	<p><b>CONFLICTS OF INTEREST</b></p> <p>No conflicts of interest were declared.</p>	
52.04	<p><b>MINUTES OF BOARD MEETING ON 8 DECEMBER 2017</b></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><b>MATTERS ARISING</b></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><b>CHIEF EXECUTIVE'S REPORT (AGENDA ITEM 52.07)</b></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><b>AP1 – Arrange refresher update training on governance for the Board.</b></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><b>AP2 – Advise Ulster GAA to approach RUAS regarding possible car parking availability at MLK.</b></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><b>AP3 – Amend the draft 2018/19 Business Plan and circulate to the Board.</b></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"> <li>I. Strategic development linked to PfG outcomes;</li> <li>II. Potential value of outputs following a renewed strategic plan;</li> <li>III. Potential value of the MLK site following a renewed strategic plan;</li> <li>IV. Plan of engagement with all stakeholder councils;</li> <li>V. List of NI departments which MLK would need to interface and engage with.</li> </ol> <p>BG left the meeting at 11.00am.</p>	<p>AS</p> <p>BG</p> <p>BG</p>
52.07	<p><b>CHAIRMAN'S BUSINESS (AGENDA ITEM 52.06)</b></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 50<sup>th</sup> anniversary of the UAS and that it will be the 150<sup>th</sup> Balmoral Show, which may generate greater interest in additional events and/or access, but both RUAS and UAS were</p>	

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	<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><b>AP4 – Obtain further information regarding the approaches seeking access to the site.</b></p> <p><b>AP5 – Write to TEO regarding the significance of 2018 for RUAS and UAS.</b></p> <p><b>AP6 – Write to TEO regarding the approvals processes for access to MLK.</b></p>	<p></p> <p></p> <p></p> <p><b>BG</b></p> <p><b>BG</b></p> <p><b>BG</b></p>
<b>52.08</b>	<p><b>DIRECTOR OF FINANCE &amp; CORPORATE SERVICES' REPORT</b></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>	
<b>52.09</b>	<p><b>DIRECTOR OF DEVELOPMENT'S REPORT</b></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	<b>HEALTH &amp; SAFETY REPORT</b> 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)

<b>REF</b>	<b>DISCUSSION</b>	<b>ACTION BY</b>
<b>53.01</b>	<b>WELCOME</b> The meeting commenced at 10:15 with the Chairman welcoming members.	
<b>53.02</b>	<b>APOLOGIES</b> Terri Scott, who had separately provided feedback on the board papers, to the Chairman.	
<b>53.03</b>	<b>CONFLICTS OF INTEREST</b> No conflicts of interest were declared.	
<b>53.04</b>	<b>MINUTES OF BOARD MEETING ON 19 JANUARY 2018</b> The Board approved the minutes of the meeting held on 19 January 2018. (Proposed by DM, seconded by JO)	
<b>52.05</b>	<b>MATTERS ARISING</b> 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.	
<b>52.06</b>	<b>CHAIRMAN'S BUSINESS</b> 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. <b>AP1 – Draft a business case for an independent facilitator of a workshop with the MLKDC Board.</b> 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	<b>AS</b>

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. <b>AP2 – Forward a copy of the Corporation’s Communications Protocol with TEO, to members.</b></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. <b>AP3 – Invite Martin Spollen to attend the board workshop on 5 June 2018.</b></p> <p>Other work to be undertaken in preparation for the workshop to include:</p> <ul style="list-style-type: none"> <li>• Confirmation of the legal position of other development corporations; and</li> <li>• Research on former prisons which were now tourist attractions.</li> </ul> <p><b>AP4 – Draft a paper setting out a Development Corporation’s toolkit.</b></p> <p><b>AP5 – Ask Julie Harrison to present her previous research on prisons at the board workshop on 5 June 2018.</b></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"> <li>• Where authority lay in the current political situation – TEO or the NI Office?</li> <li>• The future strategy and direction of MLK.</li> <li>• Members’ status post 9 September 2018.</li> </ul> <p><b>AP6 – Request a meeting with David Sterling.</b></p>	<p><b>AS</b></p> <p><b>BG</b></p> <p><b>NM</b></p> <p><b>BG</b></p> <p><b>TB</b></p>
53.07	<p><b>CHIEF EXECUTIVE’S REPORT</b></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&amp;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><b>DIRECTOR OF FINANCE &amp; CORPORATE SERVICES' REPORT</b></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 &amp; 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><b>DIRECTOR OF DEVELOPMENT'S REPORT</b></p> <p>NM presented his report seeking approval for two business cases:</p> <ul style="list-style-type: none"> <li>• Estate Management Maintenance 2018/19 to 2020/21 (Resource); and</li> <li>• Fire Detection and Emergency Lighting System for the Hangars (Capital).</li> </ul> <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"> <li>• 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)</li> <li>• The business case for Fire Detection and Emergency Lighting System at a capital budget of £259,000. (Proposed by CM, seconded by DM)</li> </ul> <p>The Chairman suggested that the new RUAS Chief Executive be invited to update the members at the next board meeting. <b>AP7 – Invite the RUAS Chief Executive to update the members at the next board meeting.</b></p>	BG
53.10	<p><b>HEALTH &amp; SAFETY REPORT</b></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>	

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	The Board noted this report.	
53.11	<p><b>GENERAL DATA PROTECTION REGULATION</b></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. <b>AP8 – Send a copy of the GDPR presentation and Privacy Notice to Terri Scott.</b></p> <p>TB and BG thanked IS for his work to date on GDPR.</p> <p>The meeting concluded at 01:00pm.</p>	IS