

BOARD MEETING NO. 88 – 26 SEPTEMBER 2024 @ 10:00AM
MINUTES

ACTING CHAIR: Kevin Gamble (KG)

BOARD: Diana Fitzsimons (DF – left early); Cathy Gormley-Heenan (CGH – left early)
Maurice Johnston (MJ) Aine Gallagher (AG)

STAFF: Bryan Gregory (BG – Chief Executive); Neil McIvor (NM – Director of Development); Rachael McCarthy (RM - Director of Finance & Corporate Services)

SECRETARY: Jon Craig

REF	DISCUSSION	ACTION BY
88.01	CONFIRMATION OF CHAIR KG was confirmed as acting Chair for the meeting.	
88.02	APOLOGIES None.	
88.03	DECLARATION OF POTENTIAL CONFLICTS MJ advised that he was a board member of the IFA Stadium Development Company Limited (SDCL). No other conflicts were reported.	
88.04	MINUTES OF THE PREVIOUS MEETING 88.04.01 Approval of Minutes The Board approved the minutes of the meeting held on 27 June 2024. (Proposed by MJ, seconded by DF) 88.04.02 Matters Arising 87.07 AP2: Ongoing – Recruitment Competition for permanent Director of Finance & Corporate Services on hold pending confirmation of budget. 87.10 AP5: Ongoing – awaiting outcome of October monitoring to confirm budgetary position and level of reductions required. 87.12 AP6: Closed – DoD gave an update on the event which was successfully held 21 September and outlined proposal to submit an ‘events paper’ to TEO to seek outline Ministerial approval for certain types of events. Following further discussion regarding the potential of holding events at MLK, e it was agreed that the draft paper be updated with information regarding projected income streams, and circulated to the Board for further consideration. AP1: Update Events paper to include information regarding projected income stream and circulate to Board.	NM

REF	DISCUSSION	ACTION BY
88.05	<p>CHAIR'S BUSINESS</p> <p><u>Board Membership</u></p> <p>The Board noted the resignation of Mark Adrain.</p> <p>Concern was expressed by the Board on the impact of this on the current Board complement, and the continued lack of a permanent Chair.</p> <p>BG pointed out that TEO is failing to fulfil its statutory obligations in accordance with MLKDC's founding legislation (SIRS (MLKDC) Order (NI) 2011) in not appointing the defined number of Board members and a Board Chair.</p> <p>The potential to co-opt third parties or invite them to attend Board meetings was discussed. BG confirmed that co-option was not possible, with the Department having sole authority to appoint Board members under the legislation.. However it was noted that, as per the Board Standing Orders, a third party could be invited to attend a Board meeting to help supplement the expertise available to MLKDC. Any such attendees would not have voting rights.</p> <p>In the context of the discussion, and the wider development in the West Lisburn area, it was agreed that an invitation should be extended to the Chief Executive and Director of Regeneration & Growth from Lisburn and Castlereagh City Council to attend the next Board meeting.</p> <p>AP2: Invite the Chief Executive and Director of Regeneration & Growth from LCCC to attend the next Board meeting</p> <p><u>Meetings with TEO Ministers and Permanent Secretary</u></p> <p>Reflections on FM/dFM and TEO Permanent Secretary meeting were shared with it being noted that the Board is awaiting a response from Ministers on the 'Roadmap' (including the supporting projects and initiatives), as set out within the presentation off 10 July.</p> <p>BG advised that he had emailed the TEO Permanent Secretary with MLKDC's various briefing documents following the meeting on 4 September as requested but that no response had been received to same. The Board requested this be followed up as a matter of urgency as the current situation whereby MLKDC is not being allowed to operate in the manner and for the purposes it was set up, as outlined in the business case underpinning its establishment, which calls into question the purpose of it continuing to exist as a NDPB, given significant savings could be anticipated if it was integrated within TEO as a PMU.</p> <p>AP3: Send follow-up email to TEO Permanent Secretary.</p>	<p>NM</p> <p>BG</p>

REF	DISCUSSION	ACTION BY
88.06	<p>CHIEF EXECUTIVE'S BUSINESS</p> <p><u>2024/25 Draft Business Plan</u></p> <p>BG advised that the Executive Team had been awaiting confirmation on the outcome of the October monitoring bids and any feedback from FM/dFM in order to finalise the 2024/25 Business Plan before re-submitting to TEO. It was agreed that if there was no update by 30 September, the Business Plan would be submitted reflecting the status quo position at that time.</p> <p>AP4: Update and re-submit the 2024/25 Business Plan in light of the known position as at 30 September.</p> <p><u>Board Committee Structures</u></p> <p>Following a discussion on Board Committees, structures, remits and resource constraints (at both Board and executive level), it was agreed that BG would provide a paper reviewing the number and format of MLKDC's committees going forward, to reflect MLKDC's current remit. The Board requested this paper be circulated within two weeks.</p> <p>AP5: Paper on review of Committees to be circulated within 2 weeks.</p> <p><u>Job Evaluations</u></p> <p>BG advised that following an initial request from a staff member, it was intended to arrange for formal job evaluations be carried out for all positions within the organisation, to ensure all posts are properly graded in the context of MLKDC's current remit.</p>	<p>RM</p> <p>BG</p>
88.11	<p>ARAC'S CHAIR REPORT</p> <p>ÁG presented the ARAC Chair's Report, noting that the information contained within it would help to inform the subsequent items.</p> <p>The Board noted the update provided and that the wording around the 'Going Concern' in the draft Annual Report had been amended to reflect 'financial sustainability', at the request of the ARAC.</p>	
88.07 & 88.08	<p>NIAO REPORT TO THOSE CHARGED WITH GOVERNANCE & FINAL DRAFT ANNUAL REPORT AND ACCOUNTS TO 31 MARCH 2024</p> <p>The Board noted the update provided and were content to approve the draft letter of representation as set out in the RTTCWG and the Final Draft 2023-24 Annual Report & Accounts. (Proposed by MJ, seconded by ÁG)</p>	

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88.09	<p>ARAC TERMS OF REFERENCE</p> <p>ÁG advised there were a few minor amendments and formatting updates still to be made to the paper but the Board was happy to approve the TOR subject to the amendments being made. (Proposed by KG, seconded by DF)</p>	
88.10	<p>EXECUTIVE TEAM DASHBOARD REPORT</p> <p><u>Finance and Corporate Services Dashboard</u></p> <p>RM presented the Finance and Corporate Services Dashboard report, highlighting that there was still a £150k pressure on the Resource budget which had been bid for through October monitoring. Should this bid not be successful reductions would have to be made to the projected maintenance spend. Some planned maintenance works were currently on hold pending confirmation of the budgetary position.</p> <p>ÁG requested some changes to the format of the resource budget reporting which RM agreed to take forward.</p> <p>AP6: Agreed changes to resource budget reporting to be implemented in the next reporting cycle.</p> <p><u>Development Dashboard</u></p> <p>NM presented the Development Dashboard report and provided further details on:</p> <ul style="list-style-type: none"> • The recent meeting with AANI regarding proposals for a permanent base; and • The proposals regarding the potential for the IFA Centre of Excellence to be located at MLK. (Note: MJ left the meeting during the discussions relating to IFA.) <p>The Board discussed the potential of both proposals but noted that they would like to consider the vision for the overall site and to reflect on the Spatial Framework and whether it should be updated. (MJ rejoined the meeting.)</p> <p>BG also suggested that it would be useful for the Board to reflect on the Original Business Case under which the Development Corporation was identified as the preferred option for the Delivery Vehicle, and the rationale that underpinned that decision.</p> <p>The Board requested that both of these documents be circulated, together with a paper outlining the Executive Teams perspective on lessons learned and options for the way forward.</p>	RM

REF	DISCUSSION	ACTION BY
	AP7: Spatial Framework and original Delivery Vehicle Business Case to be circulated, together with a paper on lessons learned and options for the way forward.	BG/NM
88.12	QUARTERLY ASSURANCE STATEMENT BG presented the draft Quarterly Assurance Statement and outlined a number of updates that he would intend to make following the discussions at this Board meeting. Board approved the Statement, subject to the outlined amendments. AP8: Quarterly Assurance Statement to be finalised and submitted to TEO.	BG
88.13	AOB <u>Programme for Government Consultation</u> BG advised the Board that the draft Programme for Government was out for consultation and that there were a number of online events which may be of interest. Following discussion, it was agreed that a formal submission should be made on matters relevant to MLK. AP9: Draft response to the draft PfG to be developed and circulated.	BG
	Date of Next Meeting: XX November 2024. <i>Note: November Board Meeting was postponed, pending confirmation of October monitoring outcomes – to be re-scheduled, is necessary.</i> (Confirmed as 30 January 2025).	

The meeting closed at 12.26pm.