

**Minutes of a Board Meeting of
Strategic Investment Board Limited**

Held at 10.00am on Tuesday 13th February 2018 at
Lighthouse Building
Gasworks Business Park
Belfast

Present:

Gerry McGinn (GMcG) (Chair)
Danny McSorley (DMcS)
Duncan McCausland (DMcC)
Marie-Thérèse McGivern (MTM)
Kathryn Thomson (KT)
Brett Hannam (BH)

In attendance:

Martin Spollen (MS)
Adrienne Neill (AN)
Johann Gallagher (JG)
Mary McKee (MMcK)
Andrea MacLean (AML) (attending on behalf of Gregor Hamilton)

Apologies:

Gregor Hamilton (GH)
Scott Wilson (SW)

Declarations of Interest

1. The usual declarations of interest were taken as read. There were no specific matters to be declared in light of the items to be discussed.

Minutes of Previous Meeting

2. The minutes of the January 2018 meeting were approved subject to the following changes:
 - DMcS asked for the wording in paragraph 22 to be revised from “noted a syntax error” to “clarified an issue of accuracy”.

3. Referring to paragraph 18, MS noted that funds are in place to recruit a staff member for the QUB data analytics centre. A candidate was not appointed under the previous recruitment process but the job description has now been revised.

Chairman's and Directors' Business

4. GMcG confirmed that the Brexit Note had been circulated to the Board.
5. GMcG noted that he will take forward the action regarding potential training for board members.
6. GMcG provided an update on his visit to the innovation lab hosted by HOCS which focused on how departments and arm length bodies could work together more effectively. Notes from this visit have been circulated by GMcG to board members.
7. GMcG provided an update on next steps following the SIB Review. Meetings are scheduled for February and March 2018.
8. DMcC reported on the recent audit and risk meeting and noted that BH has been briefed on this. DMcC explained that the meeting included:
 - Information on TEO's financial position.
 - Details on the consolidation of SIB accounts with TEO accounts. A two year pilot scheme to be undertaken. BH and Alison Stafford have been briefed on this.
 - Copies of the TEO Outline Business Plan and Risk Register were provided.
 - Positive feedback was received on the business case test drilling exercise.
 - A presentation was provided on GDPR.
 - The potential effects of budget cuts on the scope of internal audits.
9. BH explained that in the absence of budget certainty, he was working on the assumption of a cut for 2018/19. Brett provided details on the requirements set out in OPAs in respect of early termination and the arrangements in place to manage this risk.
10. BH advised that there is no progress on the pay remit issue and that this is being considered by the Department of Finance.
11. GMcG informed the Board that he may have to write to David Sterling regarding the pay remit if the issue is not resolved. A briefing note is to be prepared by GMcG and BH for David Sterling.
12. GMcG updated the Board on the work of the Remuneration Committee. At its last meeting it had considered the Additional Responsibility Allowance and how to deal with instances when a job had changed permanently or the allowance had been paid for several years. Ursula Doherty has been asked to develop Terms of Reference for a study that will identify the relevant legal, HR and other issues.

Chief Executive's Report, ISNI Report, AMU Report

13. BH drew the Board's attention to matters that had arisen since the written report had been prepared:
 - His meeting with Peter May, Department for Infrastructure
 - His briefing of the NIAO in respect of a putative VfM review of NI capital programmes;
 - The business case for an Ulster University Medical School; and
 - The Superfast Broadband project.

14. DMcC asked about the implications for SIB in relation to the developments at the Mac and Queen's Parade, Bangor.
15. It was agreed that the Board should visit the immersive labs at the Digital Catapult office.
16. MTM asked about the Gateway Review for the Tackling Paramilitarism project. BH noted that feedback has been positive regarding SIB's involvement.
17. DMcS asked about the impact of WIS collapse and the current performance levels of the poultry litter technology. BH to follow up with Alan McVicker.
18. MS took the ISNI report as read. GMcG asked whether there is sufficient capital available for the next financial year and MS noted that there is adequate capital for what is planned and in delivery. It was agreed that MS should brief the Board at a later date on his work in the areas of digital and data analytics.
19. In his absence, SW submitted two AMU reports to the Board for information. These covered innovative proposals for funding new NICS offices and re-financing PPPs.
20. DMcS noted that the importance of keeping up to date with the borrowing limits for local government.

Presentation on Community Planning and Draft Programme for Government

21. JG presented on her work with Ulster University on community plans and links to the Programme for Government.
22. An electronic copy of the presentation is to be distributed to the Board.

Presentation on Buy Social

23. MMcK provided an overview of Buy Social, outlined the outcomes achieved to date (including case studies of beneficiaries and comparative analysis with other jurisdictions) and next steps for the Unit. A discussion followed on the potential for Buy Social to grow and develop and the way in which its success is communicated.
24. An electronic copy of the presentation is to be distributed to the Board.
25. GMcG and BH are to speak to Jean Wylie regarding SIB's future Communications Strategy in this area.

Draft 2018 Business Plan and Letter of Expectation

26. There was discussion of the wording of the draft letter of expectation.
27. BH noted that the Draft 2018 Business Plan incorporates input from senior staff and reflects an emphasis on working with local authorities.

Finance Report

28. BH explained that SIB is on target to use its budget for the current financial year.

ACTIONS

1. Amendments to previous minutes as noted (GH)
2. Potential training areas for the Board (GMcG)
3. Briefing note for David Sterling on pay remit issue (GMcG & BH)
4. Date to be agreed for board meeting at the Immersive Technologies laboratory (GMcG)
5. Date to be agreed for MS to update the Board on digital and data analytics projects (GMcG)
6. Discuss Communications Strategy with Jean Wylie in light of discussions on Buy Social (GMcG & BH)
7. Consider words within draft Letter of Expectation and Business Plan (GMcG & BH).