

Minutes of a Board Meeting of Strategic Investment Board Limited

Held at 2pm on Tuesday 21st January 2020 at
Riddel Hall
Belfast

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

In attendance: Martina Byrne (MB)
Gregor Hamilton (GH)

The meeting was preceded by a number of other meetings as part of the board's strategy day.

Declarations of Interest

1. The previously stated declarations of interest were confirmed. MTM noted a new interest as non-executive director of NI Water.

Minutes of Previous Meeting

2. The minutes of the October 2019 board meeting, and the minutes of the single-item December meeting to formally approve the annual accounts, were approved. DMcS noted that he was listed under "apologies" although he had been told he was not required to attend. BH undertook to make a suitable amendment to the Directors' report for the year.

Chairman's and Directors' Business

3. BH agreed to circulate a list of decisions and actions arising from the board strategy day for discussion at the next Board meeting.

4. GMcG noted that on 23 January he would be attending (with BH) a TEO workshop on partnership agreements. There was a brief discussion around potential autonomy afforded to SIB as a consequence of the new arrangements.

5. The board agreed to a proposal from DMcC that members complete a “training log” which they each give to the Chair in advance of their annual performance review. This would be retained on their personal files.

6. GMcG noted that DMcS and KT’s terms of appointment were to be extended by 12 months. He suggested that the board discuss the appropriate skills set for the new board members at the next meeting.

7. The board discussed potential consequences for SIB of the return of the Executive at Stormont. It was noted that there was likely to be an increase in workload for SIB without concomitant increase in resource, and that it would be important to focus on the most important strategic matters, and review regularly at board meetings.

Finance Report

8. BH noted that expenditure was broadly on track with budget. He would give the board a further update at the next meeting.

Media Pack

9. The media pack was noted, in particular coverage of the NIAO report on infrastructure.

Chief Executive’s Report

10. BH noted in particular:

- Strule: It was hoped that following the return of the NI Executive a ministerial decision could be taken to progress the project.

- Arc 21: Notwithstanding the return of the Executive the outlook remained uncertain.

- Buy Social: BH updated the board on discussions with DoF and CPD.

11. DMcS noted the discussions referred to in the CE report regarding Casement Park.

12. DMcC asked about the position on the Public Sector Shared Network. BH explained that it was still hoped that BT would be able to complete installation of all the required circuits by end of March, but that this is not certain. Contingency plans are being developed to deal with any overrun.

Senior Leadership Proposal: Approval of Implementation

13. MTM led the board through the formal approval of the Senior Leadership Team proposal (“SLT”), after first confirming that Stephen Peover’s recommendations had now been incorporated into the documentation suite. The board approved the proposal generally (as set out in the summary at Page 3 of the Proposal) and specifically approved each of the following items:

- The new group structure creating six separate groups (Strategic Advice, Physical Infrastructure, Digital Infrastructure, Social Infrastructure, Asset Management and Corporate Services) each with its own group leader (excepting Corporate Services). KT questioned why Corporate Services had no group leader. BH referred to the answer given in the Q&A document and explained that the nature of the different functions within that group (HR, Finance, etc.) required unmediated access to the CE. He also pointed out that, unlike the other functional groups, no individual would have credibility across each of the functions. It was agreed that this could be a matter to re-consider when the new structure was reviewed.
- The remuneration proposal at item 38 of the proposal and the associated appointments process.
- The adoption of the Functional Groups structure (“Option 1”) set out at Annex A of the SLP in preference to the other three options.
- The selection of the Part time Group Leaders option (“Option 2”) set out at Annex B of the SLP in preference to the other five options.

14. MTM specifically listed a number of recommendations and observations made in the Peover Report, which the board specifically noted, namely:

- 13, 20 & 33: There is a requirement for periodic review/appraisal (particularly re time commitment levels).
- 22: Setting a non-negotiable level of allowance as basis for remuneration is appropriate.
- 24: Post project evaluation with stakeholders should be carried out.
- 25: Use of video-conferencing to communicate with dispersed staff
- 28: Costs (£70K) are de minimis in context.
- 29: The proposal is not novel or contentious.
- 31: Options are appropriate and business case persuasive.
- 34: It is appropriate to limit the candidate field to SIB staff.

15. BH confirmed that legal advice had been taken on the proposal and that no objections had been raised by SIB's employment law adviser.

16. DMcS queried whether the broad use of "experience" in the job requirements might present a problem. BH said that in the context he thought it reasonable.

17. The board noted the content of the risk register for the SLP, in particular items 1 and 3, and the relevant mitigations. BH drew attention to item 8 (insufficient candidates) and asked if the suggested mitigation would be the appropriate way to proceed. The board agreed that it would be.

18. BH explained that TEO had indicated informally that they were content with the SLP (and in particular had noted that the proposal was not novel or contentious). TEO had proposed that the Chair should write formally to Mark Browne notifying him of the proposal, its rationale and implementation. The text of this letter would be agreed shortly.

19. The board formally recorded their thanks to Stephen Peover for his assistance.

Chairman

ACTIONS

Ref	Action	Person Responsible	Expected Completion Date
1/20/1	Update Directors' report in respect of D McSorley non-attendance at December Board meeting.	Brett Hannam	May 2020
1/20/2	Present note of actions agreed at strategy day to February Board meeting.	Brett Hannam	Feb 2020
1/20/3	Record training by Board Members in personal logs.	Board Members	May 2020
1/20/4	Update Board on projected year-end financial position at February Board meeting.	Louise Johnstone	Feb 2020
1/20/5	Chairman to write to Mark Browne in respect of SLT proposal.	Gerry McGinn/Brett Hannam	Jan 2020