



## **MINUTES**

### **NIABT Board of Trustees Meeting**

**Friday 23<sup>rd</sup> October 2020**

**1.30pm**

**Remotely via MS Teams**

#### **Present:**

Caoimhe Archibald MLA	Chairperson
Stephen Kelly	Manufacturing NI, Vice Chairperson
Noel Brady	Consult NB1 Ltd
John O'Farrell	ICTU
Norah-Anne Barron	PI Communications
Roy Beggs MLA	
Sinead McLaughlin MLA	
John Blair MLA	

#### **In Attendance:**

Simon Burrowes	Secretary
Louise Close	Deputy Secretary

#### **1. Apologies:**

Nicola Bothwell	NB Chartered Communications
Chris Brown	Brown O'Connor Communications

## **2. Declaration of Interests**

None.

## **3. Adoption of Previous Minutes**

- The Board agreed that the contents of the minutes of the previous meeting in April 2020 were a true and accurate record of proceedings.
- The Chairperson welcomed Sinead McLaughlin MLA, representing the SDLP, John Blair MLA representing Alliance and welcomed back Trevor Lunn MLA as the representative of the small parties and independents.

## **4. Correspondence**

- The Chairperson advised members that a letter of thanks had been issued to those who retired from the Board in May, including a letter of thanks to Conor Murphy MLA for his time as Chair of the NIABT.

## **5. Director Liability Insurance**

- The Chairperson advised the members of the renewal quote from Marsh for the Director Liability Insurance.
- She highlighted that the cost of the Directors Liability Insurance has increased significantly from £616 in 2019 to £1,062+VAT for this year, advising that Marsh have stated that Liberty are applying significant premium increases across their whole book currently.
- The members discussed the increase with Louise suggesting that the increase may be due to the Trust being about to be dissolved and the associated increased risk. Stephen stated that he was content that Marsh would have found the best provider of the insurance.
- Members agreed that they were content with the insurance.

## **6. Disbursement of Funds: NIABT Research Specification**

- Louise updated members on the research brief, which was developed earlier this year in consultation with business board members, Committee Clerks and Research Officers from the Assembly.
- The Chairperson asked if Board Members had any comments on the brief.
- Stephen advised that the consultation with Clerks had been extremely useful engagement and that he felt that there was a good potential output from conducting the research. He stated that the specification should be kept broad, rather than go into specifics and that timing needed to be carefully considered.
- The members discussed when the survey should be issued, stating that it should coincide with Assembly business and the work that Keith McBride is doing in Clerking and Member Support Office.
- The members felt that Easter recess should be the target date and this deadline was agreed.

### **Action**

- Louise to discuss the tender process for the research with Noel and the Northern Ireland Assembly procurement office.
- That the tender should be issued in November 2020, and the provider selected before Christmas.

## **7. Virtual Offering**

- The Chairperson advised members that the Outreach team are now delivering virtual events to support the public engaging better with the Assembly.

- She stated that there has been little activity via the NIABT in a number of years but, given the pressure that businesses are under, as a Board that they should not come across as being tone deaf to their needs. She then asked members if there was anything that they could do as a Board that would help businesses engage with the Assembly at this time.
- Stephen stated that the Board should be doing something and that businesses have a role to play in the work of the Assembly and during the current crisis.
- Roy agreed that it would be a good idea to do business events but that they must be tailored to specific needs.
- Norah-Anne offered technical assistance from PI Communications.

### **Action**

- An events programme should be developed.

### **8. Financial Update**

- As of 21<sup>st</sup> October, the balance in the Trust bank account was £23,431.06.

### **9. Any Other Business**

- No other business.

### **10. Date of Next Meeting**

- The next meeting will be in mid-December via MS Teams.