



## **MINUTES**

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

**Thursday 25<sup>th</sup> March 2021**

**2.30pm**

**Remotely via MS Teams**

#### **Present:**

Caoimhe Archibald MLA	Chairperson
Stephen Kelly	Manufacturing NI, Vice Chairperson
Noel Brady	Consult NB1 Ltd
John O'Farrell	ICTU
Nicola Bothwell	NB Chartered Communications
Chris Brown	Brown O'Connor Communications
Jonathan Buckley MLA	
John Blair MLA	

#### **In Attendance:**

Simon Burrowes	Secretary
Louise Close	Deputy Secretary
Scott King	Pinnacle Group
Thalia Bejar	Pinnacle Group
David Knox	Pinnacle Group

## **1. Apologies:**

Norah-Anne Barron

Barry Turley

## **2. Declaration of Interests**

Noel Brady stated that Pinnacle Group works with one of the companies that he chairs.

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

- The Board agreed that the contents of the minutes of the previous meeting in October 2020 were a true and accurate record of proceedings.

## **4. Correspondence**

- The Chairperson advised members that no correspondence has been received.

## **5. Presentation by Pinnacle Group**

- Pinnacle gave members an overview of the response to the survey to date.
- They advised that they have had 72 responses from 17 of the 18 constituencies with only businesses in West Belfast having failed to reply.
- Louise advised that the Engagement Office will issue survey emails to all the constituency MLAs advising them of the statistics and asking them to send it out to local businesses.

## **6. Assembly Connects: Committee support, virtual training offering and website**

- The chair advised members that the decision to wind up the NIABT was agreed in the context that the Northern Ireland Assembly is committed to developing a new programme of work to engage business. The new programme of work will be based on the results of the research currently being conducted by Pinnacle Growth, however in the interim, Assembly staff have begun promoting opportunities for participation.
- Louise then discussed the options for virtual events and opportunities for businesses to participate in committee stakeholder events.
- Noel stated that involvement in such consultations is not what the Trust want to achieve.
- Louise advised that businesses will be able to register their areas of interest on the database and therefore would only be contacted about events that they are interested in.
- John asked that the Board be kept informed of the engagement plans going forward.

### **Action**

- Louise to arrange a meeting with Committee Clerks to make a plan.

## **7. Fraud Prevention and Anti Bribery Policy, and Response Plan**

- The Chair advised members that there is a commitment that the policy will be reviewed biennially to ensure that it remains up to date with legislative developments and that it remains fit for purpose.

- In conjunction with this review the policy and response plan is circulated to all staff who are required to complete an on-line training course, ensuring they are familiar with the policy and any changes that may have been made.
- A review of the policy was undertaken in 2020, which did not identify any changes.
- The policy and response plan has been re-issued to NIABT Board Members for your information, noting that it remains unchanged at this time.

#### **8. Financial Update**

- As of 22<sup>nd</sup> March, the balance in the Trust bank account was £16,538.02.

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

- No other business.

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

- TBC.