

MUSEUMS AND GALLERIES OF NORTHERN IRELAND
BOARD OF TRUSTEES

Minutes of a meeting of the Board of Trustees held on Friday 27 June 2003 at 1030 hrs Friday 27 June 2003 in the Seminar Rooms, at W5, 2 Queen's Quay, Belfast.

Present:

Mrs M Elliott (Chairman)
Sir K Bloomfield
Mr T Shaw
Mrs W Osborne
Dame G Keegan
Professor E McLaughlin
Lt Col H Bicker
Mr S Neeson
Mr B Montgomery
Mr M Adair
Dr A Walker

In attendance:

Mr T Cooke (Appointed Chief Executive with effect from 1 September 2003)
Mr J Gilmour (Director of Development)
Mr M McKee (Director of Operations)
Mrs K O'Dowd (Director of Finance)
Mrs H Henning (Committee Secretary)

The Chairman welcomed Mr Tim Cooke to the meeting and on behalf of the Board of Trustees wished him every success in his new post of Chief Executive.

1. APOLOGIES FOR ABSENCE

Apologies were received from Mr D Harvey, Ms L Beers and Ms P Flanagan.

2. APPROVAL OF MINUTES OF MEETING HELD ON 30 April 2003

It was agreed that the minutes of the meeting held on 30 April 2003, previously circulated to Board members, were a true reflection of the meeting. Mr Sean Neeson proposed the minutes be adopted by the Board and his proposal was seconded by Mr Bill Montgomery. The minutes were then signed by the Chairman.

3. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 30 April 2003

NIPSA

The Chairman referred to the recent discussions that had taken place with NIPSA regarding the appointment of a Chief Executive to MAGNI and enquired if NIPSA had formally agreed the proposed procedure. The Director of Operations advised the

meeting that he had written to NIPSA regarding the appointment procedure and emphasising that the process must be in accordance with the Government Recruitment Service procedures. Alison Millar had verbally indicated NIPSA's acceptance of the proposed procedure however the Director of Operations agreed to contact NIPSA and asked them to indicate their formal acceptance of the proposals.

Capital of Culture Bid

This item was discussed under "Reserved Business" as it was deemed by the Board to contain commercially sensitive information.

re:source Registration

The Director of Operations reminded the Board that MAGNI had only been given provisional registration by re:source as its Acquisition and Disposals Policy did not conform with the guidelines issued by re:source. MAGNI was required to comply with these guidelines by April 2004 and Mr John Wilson, Head of Collection Services at the Ulster Museum had been tasked with revising these policies. The Director of Operations anticipated that the revised policies would be tabled for Board approval in the autumn prior to their submission to re:source.

On Board Training

The Committee Secretary advised the Chairman that it would not be possible to incorporate additional training, tailored to the needs of the Board, into the normal "On Board" training provided by CIPFA. CIPFA had been asked however to look at the possibility of designing a course to cover the topic areas proposed by the Chairman and the Committee Secretary agreed to forward this information to the Chairman as soon as it became available.

Insurance Premiums

The Director of Operations sought Board authorisation to pay an invoice for public liability and employer's liability insurance (PL & EL) at the Ulster Folk and Transport Museum as the amount was in excess of delegated limits. The Board formally approved the payment of the invoice.

A brief discussion ensued regarding the difficulties that the significant increases to insurance premiums posed both to MAGNI and to many other organisations both in the public and private sector. The Director of Operations advised the Board that Treasury had initiated a review to investigate the spiralling costs of insurance premiums but was unable to indicate when the outcome of that review might be available. Board members noted that in terms of managing this risk within MAGNI, Mr Geoff Davidson had recently been appointed as Health and Safety Manager.

Mr Montgomery stated that he had drawn to the attention of the Northern Ireland Minister Mr Ian Pearson MP, the problems that these increased insurance premiums were posing for organisations whose buildings were accessed by the public. Mr Pearson has asked for relevant correspondence to be forwarded to his office.

4. TRUSTEES SUB-COMMITTEES

4.1 Staffing Committee

4.1.1 Approval of minutes of meeting held on 28 April 2003 (attached)

The Board of Trustees approved the minutes of the Staffing Committee meeting held on 28 April 2003.

4.1.2 Approval of minutes of meeting held on 27 May 2003 (attached)

Professor McLaughlin, Chairman of the Staffing Committee, reported that there were three main areas of discussion at the meeting. The initial discussion centred around the appointment of the Human Resources Director and the Board was advised that Mr Shaw was the Trustees' representative on the selection panel. The restructuring process and the management of this change was discussed in some detail and the Committee noted that negotiations between management and the union were ongoing regarding the Staff Protocol. This document, when agreed, would set out the principles and procedures that would apply to the filling of new posts during the restructuring process. It was agreed that the Staff Protocol would be forwarded to C & J Black (Solicitors) prior to its final agreement with the union. Staffing Committee members also noted NIPSA's opposition to the creation of a trading company and their reservations about the creation of a MAGNI Centre that would reflect the intellectual energies of curatorial staff within the organisation.

Committee members expressed concern that MAGNI may fail to comply with its statutory obligation to provide its third annual progress report to the Equality Commission in respect of its equality duties and responsibilities by 31 July 2003 due to a lack of human and financial resources. The Director of Operations informed the Board that a member of staff had been tasked to deal with the compliance issues return of the third annual progress report to the Equality Commission. He said that the Equality Commission was aware of MAGNI's difficulties and that its response would indicate where MAGNI had been unable to meet its target dates and was hopeful that MAGNI could be given some accommodation. The minutes of the Staffing Committee meeting held on 27 May 2003 were formally approved by the Board of Trustees.

4.2 Marketing Development and Fund-raising Committee

4.2.1 Approval of minutes of meeting held on 13 May 2003

The Chairman of the Marketing, Development and Fund-raising Committee, Mr Bill Montgomery referred to the MAGNI brand and said that a lack of funding had handicapped the development of a recognisable brand for the organisation and sought the views of the Board on the newly developed MAGNI website. The general consensus of those Board members who had accessed the site was that it was attractively designed, user friendly and that the links between individual sites worked well. Following a brief discussion of the number of hits/visits to each of the sites Dr Walker suggested that consideration should be given to carrying the MAGNI brand through to the individual sites to a greater extent. The Director of Development said that the website had been designed with this in mind but felt it was inevitable that the public would access individual sites directly because of the specialist nature of the collections. He felt that the public would become more familiar with MAGNI through increased usage of the website. The Director of

Operations accepted the need to carry the MAGNI brand across the organisation but said he would be less concerned if there were more hits to the individual sites as opposed to the MAGNI home page. The issue was whether the public was moving between the various MAGNI sites.

The Director of Development advised the meeting that the site at the water's edge of the slipways was emerging as the preferred site for MAGNI at Titanic Quarter rather than the site beside the drawing office. He said he was continuing to monitor the situation with regard to Titanic Quarter Limited and the sale of Fred Olsen properties and how these developments may affect MAGNI's intended HLF bid and agreed to update the Board on developments at the next meeting.

Mr Neeson referred to the concerns of the Historic Ships Committee with regard to the Result, a merchant schooner built in 1893 and currently sited at UFTM, as her continued exposure to the elements was now giving cause for concern. Mr Neeson reported that MAGNI staff were also investigating the possibility of relocating the Mary Joseph, a fishing boat built circa nineteenth century, from UFTM to new storage facilities at Harland & Wolff. Dr Walker made reference to the Nomadic, formerly a tender for transporting passengers to the White Star Line's Olympic, currently located in Paris and suggested it as a possible iconic object for MAGNI at Titanic Quarter. Dr Walker said there was considerable public interest in the vessel. Mr Neeson was unsure of the condition of the vessel or the costs of transporting it back to Belfast and it was agreed that the Director of Development would investigate the matter

Trustees noted that MAGNI had submitted an application for funding from PEACE II and the Director of Development and Head of Appeals were reasonably confident that it would be successful.

The Director of Development advised Trustees that the next meeting of Marketing Development and Fund-raising Committee was scheduled for 4 July 2003 at 1030 hrs. All Board members were welcome to attend.

The Board of Trustees formally approved the minutes of the Marketing, Development and Fund-raising Committee meeting held on 13 May 2003.

4.3 General Purposes and Finance Committee

4.3.1 Approval of minutes of meeting held on 30 May 2003 (attached)

The Board of Trustees formally approved the minutes of the meeting held on 30 May 2003.

4.4 Audit Committee

4.4.1 Verbal report of Audit Committee Meeting held on 27 June 2003

The Chairman invited Sir Kenneth Bloomfield, Chairman of the Audit Committee to give a verbal report of the Audit Committee meeting that had taken place prior to this meeting. Sir Kenneth Bloomfield reported that the Committee had received an update on MAGNI's risk management strategy and that a report on the progress to date would

be given to the Audit Committee at its October meeting. The Committee also received a progress report with regard to the NIAO audit of the 2000/2001 and 2001/2002 accounts and the final audit report from KPMG for 2002/2003. He explained that KPMG's internal audit extended beyond an audit of the financial aspect of the organisation and said that a number of KPMG's recommendations remained outstanding as a result of financial and human resource constraints.

The Committee also addressed the appointment of MAGNI's internal auditors. Sir Kenneth Bloomfield reported that KPMG had been appointed for a 3 year period with a facility for renewal and it was the universal view of the Audit Committee to reappoint KPMG subject to the agreement of terms. The Board endorsed the recommendation of the Audit Committee that KPMG be reappointed as MAGNI's internal auditors for a further 2 year term.

5. Whowhatwherewhenwhy (W5)

5.1 Minutes of Board meeting held on 15 April 2003 (attached)

The Board of Trustees noted the minutes of the W5 Board meeting held on 15 April 2003.

5.2 Minutes of Board meeting held on 20 May 2003 (attached)

The Board of Trustees noted the minutes of the W5 Board meeting held on 20 May 2003.

5.3 Verbal report of the Board meeting held on 5 June 2003

The Chairman advised the Board that the verbal report of the W5 Board meeting would be deferred in the absence of Mr Harvey, Chairman of W5.

6. BUSINESS OF CHAIRMAN

Appointment of Commercial Manager at W5

This item was discussed under "Reserved Business" as the contents of the Chairman's report related to an internal management issue which required clarification to the Board of Trustees.

Capita Review

This item was discussed under "Reserved Business" as the review, commissioned by the Department of Culture, Arts and Leisure, had yet to be finalised.

Mr Bicker left the meeting at 1300 hrs.

7. BUSINESS OF MAGNI EXECUTIVE

7.1 Executive Summary

The Board of Trustees noted the Management Accounts to 31 March 2003 which had previously been approved by the General Purposes and Finance Committee.

The Director of Operations advised the Board that the Health and Safety Manager would present a paper to the Board, within the next 6 - 9 months, outlining the key

health and safety issues facing MAGNI together with a plan of action to address the tasks that needed to be undertaken.

The Director of Development reported that the Environment and Heritage Service (EHS) had agreed to fund two additional posts within the Centre for Environmental Data and Recording (CEDaR).

7.2 Learning & Access Review - Policy and Action Plans

The Director of Operations referred to the Learning and Access Review Policy and Action Plans circulated to Board members and it was agreed that this important item would be deferred to the Board meeting in September as there was insufficient time left at the current meeting to facilitate the in depth discussion required.

7.3 MAGNI Collections and Collecting Priorities

The Director of Operations referred to the paper, which had been circulated with the Board papers, regarding collections and collecting priorities within MAGNI. He also tabled an additional paper detailing the collections and collecting priorities at Armagh County Museum. The Chairman referred to the proposed workshop that would enable the Board to discuss the MAGNI collections and collecting policy with senior curatorial staff and asked the Director of Operations to ensure that any papers circulated to the Board prior to the workshop incorporated the relevant audit issues. The Director of Operations reported that Dr Jim McGreevy, Head of Conservation at the Ulster Museum was also carrying out an audit of existing conservation and storage facilities. Board members noted that they would be advised of the date of the workshop in due course.

7.4 Approval of Loans

The Chair sought the approval of the Board of Trustees for a number of loans to and from the Ulster Museum.

Decision

The Board of Trustees formally approved the various loans to and from the Ulster Museum.

8. ANY OTHER BUSINESS

There was no other business raised at the meeting.

9. DATE, TIME AND VENUE OF NEXT MEETING

The date and time of the next meeting was set for 1000 hrs on 2 September 2003 at the Ulster Folk and Transport Museum.