

**MINUTES OF THE NORTHERN IRELAND COMMITTEE BUSINESS MEETING HELD ON
FRIDAY 25th MARCH 2011, 9:30am
AT BIG LOTTERY FUND'S OFFICE, CROMAC QUAY, BELFAST**

PRESENT:

Frank Hewitt	<i>Northern Ireland Chair</i>
Paul Cavanagh	<i>Northern Ireland Committee member</i>
Julie Harrison	<i>Northern Ireland Committee member</i>
Claire Keatinge	<i>Northern Ireland Committee member</i>
Peter Osborne	<i>Northern Ireland Committee member</i>
Geraldine Campbell	<i>Northern Ireland Committee member</i>

IN ATTENDANCE:

Joanne McDowell	<i>Director Northern Ireland</i>
Alison Fraser	<i>Deputy Director, Head of Programmes</i>
Amanda Doherty	<i>Head of Communications & Press</i>
Deirdre Barker	<i>Head of Planning & Support Services</i>
Jacqui Maxwell	<i>Committee Manager (Minutes)</i>
Claire Meighan	<i>Receptionist/Administrator (Observer)</i>
Norrie Breslin	<i>Senior Policy & Development Officer (item 4)</i>
Ceri Doyle	<i>Head of Strategic Performance & Learning (item 11 by VC)</i>

CENI PRESENTATION: (agenda item 4)

Brendan McDonnell
Maurice Healey
Gladys Swanson

1. OPENING REMARKS

1.1 The Chair welcomed all attendees to the meeting.

1.2 The Chair updated members on the UK Funding Committee and Resources Committee meetings that he had attended on 15th and 17th March respectively.

(i) UK Funding Committee

The meeting had included the drafting of the Committee's Terms of Reference and a presentation from Chris Butcher (Head of UK Policy) on the UK Inspiring Ideas programme. The Chair stated that he thought this was a very interesting single front door programme which should encourage applicants to be innovative and creative.

Joanne McDowell reported that Kathy Ayers (Senior Policy & Development Officer) was the Northern Ireland policy lead for this programme. There may be a risk that no Northern Ireland projects access the programme, as there is no specific NI budget allocation. Members commented that discussions were required in relation to engagement and the management and promotion of the programme as some organisations based in Britain do not operate in Northern Ireland. The Chair replied that he was aware of this fact and that the UK-wide nature of the programme must be applicable to all four countries.

The Chair stated that the UK Funding Committee planned to look at for example, two ideas each time it met and that certain priorities must be met, these included; that the idea is consistent with BIG's mission and vision and is relevant to addressing need in more than one country of the UK, preferably all four. The programme also offers an opportunity for BIG to invest where other funders may not be so well placed.

The Chair confirmed that the committee membership included a representative from each country and although he had agreed to be the member for Northern Ireland, this could be rotated to other NIC members over the next four years.

Chris Butcher's paper to be circulated to members for further information.

ACTION: J. Maxwell

(ii) **Resources Committee**

BPR

Committee had received a presentation from SAP in relation to BPR and milestones were agreed.

Joanne McDowell reported that there will be a significant amount of user testing and as the current and new systems are so different, they will not run in parallel during the switch over period. All users will be fully trained so that the system is in use from day one.

Amanda Doherty reported that the Customer Service Group would be presenting a paper to the BPR Board. There will be a staff launch in October with a go live deadline in March 2012.

Staff Survey

The Chair reported that Dianne Hughes (Deputy Director, HR) had given a presentation to the Resources Committee on the UK staff survey results. Some of the positive results were as follows:

- 94% of staff were proud to be part of BIG
- 89% thought that BIG was a good place to work

Joanne McDowell stated that the NI figures were slightly higher than the UK-wide results. The overall response rate had been 81% and 100% of those who responded enjoyed working for BIG. There were some other key NI statistics and Deirdre Barker was currently working on these to feed into a NI Action Plan. These statistics will be forwarded to members.

ACTION: D. Barker

Members stated that the results indicated that the organisation was at ease with itself and that staff enjoyed working at BIG and were very committed.

(iii) **New UK Chair**

The Chair reported that the recruitment exercise was ongoing and that the appointment should be agreed and the new UK Chair in post by the summer.

2. APOLOGIES FOR ABSENCE

2.1 There were none.

3. DECLARATIONS OF INTEREST

3.1 There were none

4. COMMUNITY EVALUATION NORTHERN IRELAND PRESENTATION (Live & Learn and Safe & Well Research Contract)

4.1 The Chair welcomed to the meeting, Brendan McDonnell, Maurice Healey and Gladys Swanson from CENI and Norrie Breslin, Senior Policy & Development Officer, who manages the contract.

- 4.2 Brendan McDonnell said that he had welcomed the opportunity to engage in the contract and link funding to outcomes for both the Live & Learn and Safe & Well programmes. There was a huge diversity of outcomes throughout the two programmes and an overarching framework had been developed as a tool to baseline individual projects.

Brendan McDonnell delivered a PowerPoint presentation covering the following points:

- Linking Project Funding to Programme Outcomes
- Programme Outcomes Framework
- Measuring Change via Nominal Group Technique
- Results Analysis
- Learning from Pilots
- Next Steps

- 4.2 In discussion the main points raised included:

- a) That the six projects that participated in the pilot were chosen because they were willing to be involved and they also reflected a good Northern Ireland geographical spread.
- b) That this was a sophisticated evaluation for projects and although some of the organisations have their own evaluation systems it was good to see smaller, less experienced projects becoming involved.
- c) Once the projects had got over some of the initial barriers and discussed as part of a wider group, they grasped the concept and thought it both interesting and stimulating.
- d) The pilot exercise had obvious benefits on how the groups deliver their projects to achieve change. The outcomes become more focussed and projects can develop more strategically.
- e) The framework will now be rolled out to the 36 projects included in the two programmes and they will be encouraged to use it, although it is not a grant requirement.

- 4.3 The Chair thanked CENI for a very informative presentation, which had given members a lot to think about in the context of intelligent funding.

5. APPROVAL FOR ACCURACY OF THE MINUTES OF NORTHERN IRELAND COMMITTEE BUSINESS MEETINGS HELD ON FRIDAY 21st JANUARY 2011

- 5.1 The minutes were agreed as an accurate record of the meeting and were subsequently signed by the Chair.

- 5.2 Committee noted the actions list in connection to the above meeting.

6. MATTERS ARISING FROM 21st JANUARY MEETING

6.1 **Building Change Trust** (*paper 09*)

Committee noted the paper on the progress of the BCT evaluation which was being undertaken by FGS McClure Watters.

- 6.1.1 The Chair asked Peter Osborne to verbally report back to members his experiences during his 2 years as a Director of BCT. The main points Peter raised were as follows:

- (a) That the Trust was now starting to make good progress, which was reasonably positive.
- (b) At the beginning of the process, the complexity of the business plan combined with the relationship with bid partners and a completely new Board of Directors, whose members sat on a voluntary basis had made for a complicated start.
- (c) In relation to the funding allocations, it was important not to use the word 'grant'. The challenge so far was that the voluntary and community sector may still think of the money available as grants and that the Trust needs to be thought of as innovative, bringing about a systematic change and doing things in a different way.

- (d) £10 million is not a large amount of money over 10 years and should be tightly focussed on three key areas that BCT want to change.
 - (e) The complexity of the process had led to a greater number of Board meetings than anticipated being required.
 - (f) The downside of this was that not all Board members were able to attend all the meetings which may have resulted in a loss of cohesiveness.
 - (g) The Protector was a vital role and gave a degree of comfort for the BCT Board and BIG's Northern Ireland Committee.
- 6.1.2 Joanne McDowell reported that in relation to the Protector, BIG's legal department had been briefed on the role of the BCT Protector and his level of input, which was different from a previous role in a UK Trust model.
- 6.1.3 In relation to a member's query about a possible conflict of interest with regards to having a Northern Ireland Committee member on the BCT Board, it was noted that the BIG nominated Director of BCT will act as an independent Director but will be aware of the aims, objectives and principles of BIG and there were no reporting or monitoring requirements connected to this role. Joanne McDowell agreed to check that it is a requirement of the Trust Deed that there be a Northern Ireland Committee member on the BCT Board of Directors and to share this information with members. **ACTION: J. McDowell**
- 6.2 **Dormant Accounts**
 Joanne McDowell briefed members on the current situation from a UK and Northern Ireland perspective and confirmed that a paper would be going to the UK Board next week. Committee will be kept updated on developments.
7. **CORPORATE & NI OBJECTIVES & PRIORITY ACTIVITIES (paper 05)**
- 7.1 Members noted the paper and associated appendices. Deirdre Barker confirmed the five corporate objectives for 2011/12 and how the Northern Ireland objectives link into the UK work through the Northern Ireland business plan. With regard to the NI timeline of activities (appendix 1), Deirdre asked members to note that the activities relating to Northern Ireland were still in draft form and may be subject to change.
- 7.2 Joanne McDowell agreed that although the activities timeline was internally focussed, that there was work ongoing in relation to BIG's external environment (NI Assembly, stakeholders and the public) through a Northern Ireland Action Plan overseen by Amanda Doherty. She also stated that the Northern Ireland publicly proofed portfolio of programmes had been developed for the next five years and the agenda was set for the continuation of this work.
- 7.3 The Chair reminded members that the UK Board would continue to emphasise the requirement to reduce BIG's administration costs to 5% as early as possible.
- 7.4 **NIC Forward Work Plan (appendix 2)**
 Members noted the work plan for NI Committee business up to April 2012.
8. **PAPERS BY CORRESPONDENCE**
- 8.1 NI Committee had received various papers by correspondence, which had been appended to the agenda. These included:
- Ceri Doyle's report for Country Committees
 - NI Business Plan Q3 & Summary (paper 03)
 - PI QTR 3 report (paper 04)
 - EEV awards
 - ROEYP Programme Progress report
 - Community Planning & Community Place contract report
 - March Board main agenda items

- 8.2 Members commented on the PI Qtr 3 report and the excellent Northern Ireland performance in relation to all performance indicators registering green. Members asked that their congratulations be passed to the relevant staff. **ACTION: J. McDowell**

Paul Cavanagh left the meeting @ 12:00.

9. REACHING OUT PROGRAMMES REVIEWS (papers 06 & 07)

- 9.1 Committee noted the papers in relation to the Empowering Young People and Connecting Older People programmes.
- 9.2 Joanne McDowell confirmed that there will be continued engagement with the lead policy and committee members so that recommendations can be made by May 2011.
- 9.3 Committee agreed to endorse the proposed reviews.

10. DECISION MAKING

10.1 **Reaching Out Empowering Young People**

Geraldine Campbell, Chair of the decision making committee, reported that the committee had met for its first decision meeting the day before and two projects had been awarded funding. The new committee members had contributed well during the meeting and members commented that the new members had experienced a well thought out induction process and that Geraldine and staff should be commended on this. The new members were able to give their individual views as well as from other young people's experience on some of the issues and will continue to take new learning on board through the decision meetings. Members all agreed that this was a unique experience for the new members and a great opportunity to participate and contribute in decision making and awarding grants.

10.2 **Energy Efficient Venues**

Peter Osborne, the Chair of the decision making committee, reported that the committee had met for its first decision meeting earlier that morning and one project had been awarded funding. The next decision meeting was on 20 May and committee has requested that they be briefed about the recent media campaign to encourage more applications. Amanda Doherty confirmed that the media campaign had concentrated its message on saving money and improving buildings, as some groups had not grasped the energy efficient aspect of the programme. A briefing would be given to NIC at the May business meeting in relation to feedback from the organised events that took place as part of the campaign.

ACTION: A Doherty

10.3 **Space & Place and Impact of Alcohol Meeting Dates**

Jacqui Maxwell circulated proposed dates for induction and decision meetings and requested that members confirm their availability to her by email as soon as possible.

ACTION: NIC Members/J. Maxwell

11. BREIFING ON STRATEGIC, PERFORMANCE & LEARNING DIRECTORATE

- 11.1 The Chair welcomed Ceri Doyle to the meeting (by video conference). Ceri apologised for not being able to be at the meeting in person and hoped that she would be able to attend a NIC meeting at a later date.

- 11.2 Ceri briefed members on the SPL Directorate covering the following areas:

- The Directorate's role
- Directorate's divisions
- UK Funding Portfolio
- UK Programme and Committee

- Emerging Priorities (UK Portfolio and SPL Directorate)

11.3 In discussion the main points raised were as follows:

- a) That Ceri's Research & Learning New Direction Board paper was very encouraging and it will be interesting to see the practicalities of going forward in relation to portfolio development in the countries.
- b) Ceri stated that work was on-going in relation to how R&L will work in the future and it was important to recognise both the work that had gone before and to consider the best way to go forward.
- c) It was noted that consideration was taking place in relation to evaluation work for the Building Change Trust being devolved to the NI Directorate.
- d) Need to reflect carefully going forward and consider how we can get added value from the internal R&L resource, learn from focussed work and think about value for money in the future.
- e) Ceri confirmed that the current governance review findings would be presented at the pre Board meeting next week. BIG to consider how the governance structures work and what the opportunities are for sharing information, creating connectivity and getting the structures right. A full debate is required to get the thoughts of all the countries.
- f) The Chair stated that the governance review is very timely in relation to the appointment of the new UK Chair.

11.4 The Chair thanked Ceri for taking the time to brief the NI committee.

12. BPR BENEFITS MANAGEMENT (paper 08)

12.1 It was agreed that as today's meeting had run over time, this paper would be re-circulated and discussed at the business meeting in May. **ACTION: J. Maxwell**

13. PROGRAMME UPDATES (verbal)

Alison Fraser, Deputy Director, Head of Programmes gave verbal updates as follows:

13.1 **Reaching Out Connecting Older People**

- Positive feedback received from stakeholder event held at NICVA in February.
- NICVA had secured the development and support contract for the programme.

13.2 **Reaching Out Empowering Younger People**

- 5 applications expected to go to the June decision making committee.
- National Children's Bureau had secured the development and support contract.

13.3 **Impact of Alcohol**

- Portfolio meeting with the five Health Trust representatives to be held on 13th April.
- NI wide; to date 15 requests received for application forms.

13.4 **Space & Place**

- 14 Award Partner expressions of interest received by the 21st March deadline.

13.5 **Awards for All**

- Members noted the table of awards made.
- Programme budget of £3.5m allocated by year end plus an additional £150K.
- 61% success rate.
- Recent peak in applications will mean high demand against budget at beginning of new financial year

13.6 **Healthy Minds**

- Programme closing on 31st March 2011.

- Healthy Minds awards to be circulated to NIC.

ACTION: A. Doherty

13.7 **People's Millions**

- Shortlisting committee meeting taking place on Thursday 31st March.
- 36 applications have been shortlisted for the meeting and committee will decide on the 6 projects to go forward as their final shortlist for the public vote in June.

13.8 **Advice Contract**

- Much more positive findings were now starting to come through formal reporting to BIG.
- Hyperlink in relation to the report from DETI on Research to Examine Future Debt Provision in Northern Ireland to be emailed to members.

ACTION: J. McDowell

14. ANY OTHER BUSINESS

14.1 Committee noted the various meetings taking place in May. The next NIC business meeting will take place on Friday 20th May @ 9:30am.

14.2 **Committee Away Day**

It was agreed that a draft outline for the 10th June away day will be drafted and discussed at the May meeting. To also consider if the day should take place in an external venue or to use the Belfast office

ACTION: Chair/J. McDowell

There being no further business the meeting closed at 1:10pm.

Signed: _____
Northern Ireland Chair

Date: _____