

SPORT NORTHERN IRELAND

MINUTES

Fourth Meeting 2013

Minutes of Board Meeting held on Tuesday 6 August 2013 in the House of Sport, Malone Road, Belfast, BT9 5LA

PRESENT

In the Chair: Brian Henning

Members: Gerard Campbell
Barry McAuley
Paul Cummings
John O'Neill
Brian Delaney
Danny O'Connor
Roisin Mallon

Acting Chief Executive Nick Harkness

Staff in Attendance: Andrew Sloan, Director of Sport Management Services
Shaun Ogle, Director of Performance
John News, Acting Director of Participation and Places
Lisa Beattie, Minute Secretary
Tracy Smyth, Capital Finance Manager
(Paper SNI/13/49)
Andrew Palmer, Investment Insurance Manager
(Paper SNI/13/47)
Willie Devlin, Programme Manager
(Papers SNI/13/54 & 55)
Paul Donnelly, Policy, Planning and Research Manager
(Paper SNI/13/56)

In attendance: Colin Watson, Director of Sport, DCAL

1 **APOLOGIES**

S McCullough
J D'Arcy

2 **DECLARATIONS OF INTEREST**

The Chair asked everyone individually if they had any interest to declare.

D O'Connor advised that he would have an interest with regard to the Midnight Street Soccer.

R Mallon advised that she would have an interest with regard to the Boxing Investment Programme – Consultation and EQIA conclusion.

3 **MINUTES**

The Minutes of the Meeting held on 4 June 2013, having been previously circulated were approved and signed.

4 **MATTERS ARISING**

4.1 **Action Sheet**

Members noted the Action Sheet from the 4 June 2013 which had been previously circulated. The Acting Chief Executive advised that all points were either on-going or had been completed and queried whether Members were content with this or whether any further information was required.

Members confirmed that they were content with progress on the Actions from the meeting on 4 June 2013.

5 **CHAIRMAN'S BUSINESS**

5.1 **Appointment of NIMCCRCC – Chairperson**

The Chair advised Members that the term of the Chair of Northern Ireland Mountain Cave & Cliff Rescue Co-ordinating Committee was due to finish in 13 August 2013. Members noted that SNI convenes and services the Committee on behalf of DCAL.

Members were advised that there is a process on-going with ownership of the Committee possibly being transferred to Department of Justice. The Chair therefore advised that it is planned to extend the term of the Chair until April 2014 or until a decision is taken (if that is sooner) with regard to a permanent home for the Committee. Members noted that the Chair had written to the Chair of NIMCCRCC with this proposal following the agreement of DCAL.

The Chair advised Members that there is a section within the Executive Team Report on NIMCCRCC being Point 3 for further information.

5.2 **Board Appraisals**

The Chair advised Members that he had received a letter from DCAL with regard to Board Members appraisals and given that he had been in post for only seven months a dispensation had been given by the Department for the Chair. Members therefore noted that they were required to fill in the self-assessment section of the form which the Chair would sign off and send back to DCAL.

Members advised that it would be useful to receive the form electronically and would possibly speed up the process. This was agreed and the Chair asked if Members could return the forms within 10 days.

ACTION 1: Appraisal forms to be sent to Board Members electronically with 10 days completion date for return.

6 **EXECUTIVE TEAM REPORT**

Members received Paper SNI/13/46 the purpose of which is to update Members on key activities and actions undertaken by the executive team since the last update.

The Acting Chief Executive asked Members if they required clarification on item within the report.

6.1 **Exchequer Budgets 2013-2014 regarding notification of additional Exchequer budget.**

Members challenged the executive team on what application, assessment and approval process had been applied to these projects. The Acting Chief Executive advised Members that the first section of the table relates to bids made by Sport NI for increases to existing programmes and investments but that the next two sections of the table were Ministerial identified priorities for which additional and ring-fenced budget is being provided by DCAL.

Members noted that Sport NI have received instructions from DCAL to proceed at risk with the Lisburn Racquets project.

Members advised that it would be useful to have a running total of how much money has been allocated to projects as Ministerial priorities that have not gone through a competitive process. Members felt that Sport NI needs to be consistent and only fund projects that have business cases and have been through competitive processes. The Acting Chief Executive confirmed that all investments were supported by appropriate business cases.

The Acting Chief Executive advised that the Department had identified projects along with the additional ring-fenced funding and that this was provided for within the Scheme of Delegation approved by the Board. Members advised that risks of such funding should be highlighted to the Department.

Members agreed it would be useful if the Chair could speak to DCAL regarding the potential risks associated with this type of funding allocation and also to other ALBs to ascertain how it is dealt with within their organisation.

6.2 **Appendix I Issues Log**

Members enquired whether there is any high level issues that they should be aware of more than others. The Director of Sport Management Services advised that all issues are being actioned and are under control with progress on the Cliff being hampered by on-going legal action between the relevant parties.

6.3 **Appendix II Board Workshops**

Members queried when the Board Workshop topic relating to Ministerial priorities had been rescheduled to in the new schedule and noted that this would be covered at workshop on 20 August relating to the Business Plan 2014-15.

6.4 **Events / representation**

The Chair advised in Board representation section a number of items had been missed and asked that they be added to the representation as follows:

Milk Cup Matches
Opening Ceremony Milk Cup
Foyle Cup
Opening Ceremony of WPPFG

6.5 **NIAO Report Priority 1 recommendations**

The Chair raised a query with regard to Ballymena Borough Council and the NIAO criticism of advanced payment. The Acting Chief Executive advised that the mats had been delivered and laid before SNI had issued payment to the contractor and the supplier had then come back and removed them as they had not received payment from the contractor. Members noted that an agreement had been reached with Ballymena Borough Council to recover the disputed amount.

6.6 **Delegated Decisions**

Members queried the payment of £33,000 to Virgin Media and noted that it is for lease for the internet and email services.

A further query raised was in connection with the payment of £43,000 to Hayes Recruitment. The Director of Sport Management Services advised that this covered the use of agency staff over a six month period and worked out cheaper than having staff permanently.

6.7 **All Hours Worked Allowance**

Members asked what was happening regarding the allowance and were advised that Arthur Cox and PWC have undertaken work regarding this. Members noted that work is on-going and the Board will be kept up-to-date in this regard.

7 **SINI BUSINESS CASE**

Members were advised to consider the issue of a potential perception of a conflict of interest arising from the involvement of SINI Board Members in the discussion and decisions in relation to the future funding of the Sports Institute.

Members received Paper SNI/13/47 the purpose of which is to seek approval of the business case for a Sports Institute for investment over the period 2014-19 and to seek approval to commit up to £12.80m from Sport NI's Exchequer funds for the period 2014-19.

The Governance and Investment Manager provided Members with a presentation on the SINI business case incorporating an overview of business case, option and a timeline.

Members noted that the Ulster (formerly UUJ) was a consultee in the business case

and one of the two members of the Company and has requested sight of the business case, as have some of the Directors of the SINI company.

The Governance and Investment Manager advised that there is no further Lottery funding available for a Sports Institute and that current funding ends 31 March 2014 therefore the only other likely funding source is Exchequer.

Members noted that Terms of Reference for business case was submitted to DCAL with a request for approval to appoint independent consultants but no approval was obtained so the business case was undertaken by Sport NI and has been reviewed by UK Sport.

Members noted that the preferred Option from the business case was Option 2 Status Quo which was to continue Sports Institute at Jordanstown and at four PDCs throughout NI at a cost of £12.8m as it was the best value for money.

The Governance and Investment Manager advised that UK Sport was supportive of the preferred option.

ACTION 2: UK Sport comments to be circulated to Board Members

C Watson joined Board meeting

After a lengthy discussion that included reference to the DCAL representative the Members noted that as representatives of Sport NI (one of the Company Members) they all had a potential conflict and that it would be impossible to make a decision without some conflict. It was therefore unanimously agreed that the Members who were also SINI Board Members should remain in the room for the discussion and decision on this matter.

Members queried why the level of support for a Sports Institute was increasing but were advised that the costs had been index linked. Members also stressed the urgency in ensuring that the process happened within the timescale necessary to avoid uncertainty and having to place any staff on protective notice. Following discussion (and subject to DCAL and DFP approval) Members approved the business case for investment in Sports Institute 2014-19 and the commitment of £12.8m from Exchequer funds and approved the implementation of a Savings Delivery Plan in line with re-integration of a Sports Institute within Sport NI.

Members agreed that the business case should be shared with the Ulster with any material changes resulting in the business case being brought back to the Board. It was also noted that the business case would go to DCAL for approval and would be circulated to SINI Board Members for information once it had gone to DCAL for approval.

ACTION 3: SINI Business Case to be sent to Mr E Mullan, University Secretary, Ulster as approved by SNI Board for comment.

ACTION 4: When response received from Ulster send the Business Case to DCAL for approval.

ACTION 5: Final SINI Business Case to be circulated to SINI Board Members.

TOLLYMORE NATIONAL OUTDOOR CENTRE – PREFERRED OPTION

Members received Paper SNI/13/48 the purpose of which was to update Members on Options Appraisal process undertaken in respect of future management arrangements for TNOC and to approve the preferred option.

The Acting Director of Participation and Places advised Members that the report for their consideration is a draft final report with some final tidying to be completed with Cogent on 7 August 2013 with no substantive changes envisaged (mainly typos and formatting).

The Acting Director of Participation and Places provided Members with a presentation on the Tollymore National Outdoor Centre (TNOC) business case and preferred option.

Members noted the timetable of events at TNOC:

- the redevelopment of TNOC and re-opening in April 2010
- a PPE was conducted in 2011 by DCAL
- in April 2012 private sector raised concerns
- in September 2012 DCAL sent a letter regarding concerns from private sector and requested a business case for any further revenue investment.
- December 2012, Cogent Management Consulting started work on business case and options appraisal
- January – April 2013, stakeholder engagement with SNI Board, ELB and the private sector
- draft report produced in July 2013.

The Acting Director of Participation and Places advised Members that the preferred option is set out within the business case and would mean that TNOC would focus on skills and leadership with some targeted multi-activity course (MAC) provision (aligned to Ministerial Priorities).

Members noted that the level of subvention would go up marginally by £70k with the preferred Option 5 due to a reduced income from MAC and the costs associated with skills and leadership courses

In discussion it was noted that the broad mix of what Tollymore is doing has not changed from what had been documented in original business case.

Members discussed how TNOC would meet ministerial priorities and noted that they would target schools in areas of high social need and community organisations, skills development for special needs groups and women.

Following discussion Members noted the business case appraisal and the final draft report, approved the preferred option but advised that they felt there should be a review undertaken 12 months post implementation (April 2015)

Members noted that the Acting Director of Participation and Places and the Capital Finance Manager were meeting with Cogent on 7 August 2013 with a view to tidying up the draft final report. Members approved officers completing a final tidy up of the report and subsequent release to DCAL.

Members agreed that a Task and Finish Group of three Board members the

executive team and managers should be set up with a view to overseeing and monitoring detailed marketing plan and business plans. Members nominated to sit on the Committee were R Mallon, J O'Neill and B McAuley.

ACTION 6: Ensure within preferred Option and business case there is a clear alignment to Ministerial priorities.

ACTION 7: Set up Task and Finish Group incorporating three Board Members as nominated.

9 **REVIEW OF HISTORIC CAPITAL INVESTMENT IN THE THREE KEY STADIA GROUNDS**

Members received Paper SNI/13/49 the purpose of which is to ask Members to consider officers' review of a number of existing capital awards to the three major stadia for GAA, Football and Rugby in NI in light of the application of the recently approved Capital Risk Management Policy (June 2013).

Members are also asked to approve the write off of some historic capital awards to facilitate the delivery of the three stadium projects at Casement Park, Windsor Park and Ravenhill.

Members queried whether there were any other fixtures or fittings that could be transferred to other grounds in the same way as was proposed with floodlights from Casement and noted that this was not the case.

Members approved the transfer of existing floodlights from Casement Park to a County Antrim venue yet to be identified and also approved the write-off of £447,527 amortised grant remaining at the three stadia. Members noted that DCAL will have to approve this.

10 **BUSINESS PLAN REVIEW QUARTER 1**

Members received Paper SNI/13/50 the purpose of which is to seek approval of Quarter 1 Business Plan Review showing performance against its performance indicators which will be considered at Monitoring Meeting with DCAL on 22 August 2013.

The report shows that:

60 (91%) are on track

6 (9%) have some uncertainty about being achieved

Members noted that the SNI Business Plan has still not been approved by DCAL but that a number of specific programmes have received approval. Members queried whether non approval of Business Case had been added to the Risk Register as this had been discussed at the previous Board meeting. The Director of Sport Management Services confirmed that it had.

The Acting Chief Executive advised that approval had been given for three programmes being Events Programme and Active Schools on 14 June 2013 and the Disability programme approval was given on 6 August 2013.

Members noted that SNI have communicated with the Department regarding this but approval is still outstanding. It was also noted that DCAL's own Business Plan has not been approved and that approval for this has to happen before ALB Business Plans will be approved.

The Chair advised Members that he has also raised the non-approval of the Business Plan at his first meeting with the Permanent Secretary.

C Watson advised Members that he would feed back the concern of the SNI Board regarding the non-approval of Business Plan.

ACTION 8: Business Plan to be updated with regard to areas marked amber noting the impact of the non-approval of the Business plan on programme delivery.

11 **ACTIVE COMMUNITIES – ADDENDUM**

Members received Paper SNI/13/51 the purpose of which was to seek approval for extending timeline of programme from September 2014 to March 2015. Adjustment of original objectives by replacing 2014 with Year 5 accounting for delays in programme initiation. Members are also asked to approve the recommitment of funds £1.80m in line with the original Business Case (2008).

Following discussion Members approved the extension of the timeframe from 30 September 2014 to 31 March 2015, approved the recommitment of £1.80m for the programme and also the adjustment of the original objectives by replacing 2014 with Year 5 accounting for delays in programme initiation.

12 **MIDNIGHT STREET SOCCER**

D O'Connor left the meeting

Members received Paper SNI/13/52 which sought Members approval of an investment of £299,200 into the programme in 2013-14 and 2014-15 in line with Sport NI's Scheme of Delegation.

Members approved the investment into Midnight Street Soccer in line with the preferred option in the Business Case(subject to DCAL approval of SNI Business Plan 2013-14) and the availability of additional funds from DCAL in 2014-15.

D O'Connor returned to meeting

13 **RECOGNITION OF RUGBY LEAGUE IRELAND AS GOVERNING BODY**

Members received Paper SNI/13/53 the purpose of which is for Members to consider Rugby League's (RLI) application to be recognised as the Governing Body for the sport in Northern Ireland.

Members noted from assessment of the application that RLI has met all of the current criteria of the UK Sports Council recognition policy.

Approval was given to the application and it was agreed that RLI should be

recognised as the Governing Body for the sport in NI.

14 **BOXING INVESTMENT PROGRAMME – CONSULTATION AND EQIA CONCLUSION**

R Mallon left the meeting

Members received Paper SNI/13/54 the purpose of which is to seek approval of the report on the results of an equality impact assessment (EQIA) on the Boxing Investment Programme and the actions contained therein.

The Chair expressed his surprise that there had only been one response received given interest in programme from various parties.

Members advised that they felt paragraph 5 under 3.2 in the paper, relating to international representation, is taking Sport NI into innovative and challenging work.

Members approved the results of the EQIA for the Boxing Investment Programme and approved the actions contained therein.

R Mallon returned to meeting

15 **BOXING INVESTMENT PROGRAMME – BUSINESS CASE ADDENDUM AND PROGRAMME DEVELOPMENT**

Members received Paper SNI/13/55 the purpose of which is to update Members on progress with the Programme and to seek approval to an addendum to the Investment in Amateur Boxing 2012-15 Business Case. Approval is also sought in relation to the timescale of conditions of award for the programme and approval where appropriate to deviate from normal Sport NI security of tenure requirements in order to meet the specific objectives of the investment.

Members noted and approved the revised Business Case objectives set out in 4.2 of the paper. It was also noted that the projected costs and spend profile would vary slightly and updated project costs and spend profiles where shown at 4.3.

The Boxing Programme Manager advised the problems in relation to the normal security of tenure conditions and highlighted the possible solutions at 6.4 in the paper.

Members noted that a decision not unlike this had been taken before with regard to 2&4 Wheels Motorsport projects where they did not have security of tenure in place. This was for safety works and the Board decided that the strategic priority for safety justified awarding the funding without security of tenure.

The Director of Sport Management Services advised that the Board is at liberty to apply its discretion in matters such as this.

The Boxing Programme Manager advised that Sport NI will be working with the clubs to try and secure leases and only if this is not possible will there be the need to apply the Board's discretion.

After discussion Members approved the addendum to the Business Case over the period 2012-15 and approved the 5 and 10 year length of conditions for Tranche 1 and Tranche 2 and also approved where necessary the deviation from normal Sport NI security of tenure requirements to meet the strategic objectives of the investment.

16 **ZERO BASED BUDGETING SUBMISSION**

Members received Paper SNI/13/56 the purpose of which is to provide an update on correspondence received from DCAL with regard to Zero Based Budgeting in a letter dated 30 May 2013 and Guidance received on 3 July 2013.

The paper also asks Members to review and approve the draft Zero Based Budgeting proposal and give approval for Sport NI officers to discuss and agree Zero Based Budgeting proposal with DCAL to assist in preparation of draft Business Plan for 2014/15 by the end of August.

Members received a presentation from the Policy & Research Manager regarding the proposal that the executive team had drawn up to date and along with the timelines as indicated by DCAL.

Following the presentation the Chair asked Members for their opinion on the process and they advised strongly that they felt the timeline was unrealistic. Members again raised the issue that the Business Plan for this year had not yet received approval but yet they felt they were being rushed into submitting the Business Plan for 14/15.

The Chair also advised that this was work was being requested in a time of change for Sport NI with new Chief Executive taking up post at beginning of September and with other members of the executive team and Board on leave it was felt that a number of key people would have little or no input into the proposal.

Following lengthy discussion Members agreed that the proposal could be submitted to DCAL within the timeframe after further work had been undertaken and that it should go with a caveat advising that it was still work in progress and may be updated at a later date.

ACTION 9: Further work to be undertaken with regard to the proposal and caveat to be issued with the submission to DCAL stating that the proposals are subject to further consideration by the Board.

ACTION 10: Arrange a new date for a workshop to discuss the issue with the workshop starting at 4.00 pm finishing at 8.00 pm.

17 **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS IN SPORT**

Members received Paper SNI/13/57 the purpose of which is for Members to review and approve the new Policy.

The Director of Sport Management Services advised Members that the policy had

been complied in conjunction with the NSPCC and also advised that further guidance had been received from DCAL who had also worked with NSPCC and that the Sport NI policy was in line with guidance received.

Members approved the Safeguarding Children and Vulnerable Adults policy.

18 **MANAGEMENT ACCOUNTS FOR THE THREE MONTHS TO 30 JUNE 2013**

Members received Paper SNI/13/58 which asked Members to consider and approve Exchequer and Lottery accounts as at 30 June 2013.

The Director of Sport Services advised Members that there is currently slippage of £162,000 within the Exchequer account and advised that the Executive Team have identified minor pressures which this can be used for within approved delegated limits.

Members noted that variances are explained in the notes section of the paper.

Exchequer and Lottery Accounts were approved as at 30 June 2013.

19 **SECTION 75 ANNUAL REPORT**

Members received Paper SNI/13/59 which seeks approval of the Sport NI's Section 75 Annual Report for the period 2012-2013 report.

Members agreed that this was a useful report but felt that it would be helpful to have a summary of the report. It was agreed that it would be useful to upload this information along with the key actions of Sport NI to website to promote good work.

It was agreed that there could be a greater focus on the impact and outcomes in the report.

It was also agreed that there could be more emphasis on Encouraging Community support – good relations regarding ethnic minority groups.

ACTION 11: Amendments to be made to the report taking Board Member's comments into account.

20 **RISK REGISTER**

Members received Paper SNI/13/60 previously scrutinised by the Audit and Risk Management Committee, on key risks affecting the achievement of the organisations' objectives and actions, and planned mitigation.

The Director of Sport Management Services advised that two new risks have been identified as follows:

- Potential for non-approval of SINI business case within timeframe required
- Non approval of SNI Business Plan

Members reviewed and approved the Risk Register and the arrangements in place for managing the identified risk.

21 **QUARTERLY ASSURANCE STATEMENT**

Members received Paper SNI/13/61 the purpose of which is to update Members and for Members to review the Quarterly Assurance Statement which outlines the current governance structures within Sport NI.

The Director of Sport Management Services advised Members that the document had previously been reviewed at the Audit and Risk Management Committee.

Members noted that on Page 11 of the document the 'partly' box had been ticked regarding delivery of KPIs (93% on target).

Members noted the standing of the 57 KPIs from the 2012/13 Business Plan:

- 53 (93%) have been achieved
- 4 (7%) were not achieved

Members noted that on Page 18 Safeguarding Children and Vulnerable Adults Policy will now move from partly to yes as a result of the approval of the updated Policy earlier in the meeting.

Members approved the document and agreed once any adjustments have been made same should be signed and released to the Department.

ACTION 12: Make appropriate amendment sign and release the QAS to DCAL

22 **AUDIT & RISK MANAGEMENT COMMITTEE – UPDATE**

Members received Paper SNI/13/62 the purpose of which is to update Members on work of Audit & Risk Management Committee.

The Chair of the Audit & Risk Management Committee advised Members that the Annual Report and Accounts have been laid at the Assembly and that these were unqualified.

Members noted that the Committee plan to track the recommendations from internal and external auditors.

The Director of Sport Management Services advised Members that the Minutes of 23 July 2013 which they had received had been circulated to Members of Audit & Risk Management in draft but these had to date not been signed off.

Members noted the Minutes and work of the Audit & Risk Management Committee.

23 **STAFFING COMMITTEE – VERBAL REPORT FROM FINAL MEETING**

The Director of Sport Management Services updated Members on the final meeting of the Staffing Committee.

Members noted that Investors in People Accreditation had been discussed and it had been agreed to continue with this accreditation but to defer the reaccreditation process until the update of policies and procedures had been completed.

It was noted that it had been agreed that the Acting Chief Executive post be extended until 2 September when the new Chief Executive would take up post.

The Director of Sport Management Services advised that it had been agreed that no bonus payments would be paid to staff in SNI.

Appraisal of the former Chief Executive was discussed and it was agreed to carry forward his box mark from his last appraisal.

24 **REMUNERATION COMMITTEE – VERBAL UPDATE**

The Chair advised that the first meeting of the Remuneration Committee had taken place earlier in the day and that the Terms of Reference for the Committee (previously agreed by the Board within the Governance Review documentation) had been endorsed and that a self-assessment process had been agreed.

It was noted that the start date for the new Chief Executive had been discussed being 2 September 2013.

Members noted that discussion had taken place with regard to reviewing the salary of the Acting Chief Executive and that Members had agreed a process going forward.

The Chair advised that the Committee had received and endorsed Appraisals for the Chief Executive and Directors.

Members noted that the next meeting of the Committee is being planned for February 2014.

25 **DATE OF NEXT MEETING**

Tuesday 29 October 2013 @ 4.00 pm

26 **ANY OTHER NOTIFIED BUSINESS**

26.1 The Chair congratulated D O'Connor, as Member of WPF on the Opening Ceremony of WPF and the success of the sporting event that had taken place.

26.2 The Chair expressed his thanks to N Harkness in his position as Acting Chief

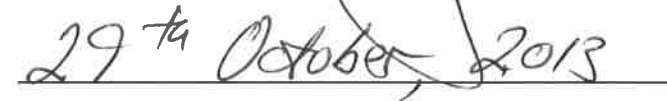
Executive and advised that he felt he had provided an outstanding service and deserved great credit for the work he had undertaken during his 14 months in post.

- 26.3 C Watson, DCAL advised that this would be the last SNI Board meeting he would be attending as he was retiring. The Chair, Board and staff wished him well.
- 26.4 The Acting Chief Executive provided Members with an update on the Events Programme and confirmed that information regarding this had been uploaded to Sharepoint on Monday 5 August 2013 and circulated Members with a hard copy of information.

Signed:

A handwritten signature in black ink, appearing to read "Susan Kelly", written over a horizontal line.

Dated:

A handwritten date "29th October, 2013" written over a horizontal line.

House of Sport
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