

SPORT NORTHERN IRELAND

MINUTES

CONFIDENTIAL

First Meeting 2012

Held on Tuesday 7 February in the House of Sport, Malone Road,
Belfast BT9 5LA.

PRESENT

In the Chair:	D Walsh
Members:	O Brown R Carr M Cowan P Cummings J D'Arcy U Duncan B Macaulay B Cargo A Money Penny D O'Connor J Rodgers A Strong P Turnbull
Chief Executive:	E McCartan
Staff in Attendance:	N Harkness S Ogle A Sloan R McCormick C McGurk T Gorman P Donnelly E Bailey

1 **APOLOGIES**

An apology was received from Mrs H McGrady.

2 **DECLARATION OF INTERESTS**

The Chairman asked Members individually if they had any interests to declare.
No-one declared an interest.

3 **CHAIRMAN'S BUSINESS**

- 3.1 The Chairman informed Members of the death of Mr Turlough Gorman's mother before Christmas and Members expressed their sympathies to Turlough and his family.

4 **MINUTES**

The Minutes of the Sixth Meeting of 2011 held on 6 December 2011 were approved and signed subject to an amendment at item 9.1. Mr P Donnelly referred to item 9.1 where the Department of Culture Arts and Leisure (DCAL) had identified funding pressures. This had in fact been an assumption on the part of SNI.

5 **MATTERS ARISING**

5.1 **Item 11.14 – Frequency of Sport Northern Ireland (SNI) Board and Committee Meetings**

It was agreed that a working party consisting of the Chair of Council, Vice-Chair and the Chairs of Participation, Places, Performance and Audit and Risk Management Committees would consider the frequency of Council and Committee meetings. They would report back to the next Council meeting.

5.2 **Relationship Day between DCAL and SNI**

The Chairman advised that a relationship day had taken place between DCAL officials and SNI officials on 11 January 2012. The Human Resources Manager provided an outline of the process undertaken during the course of the day.

The Chairman thanked the Human Resources Manager for his update and indicated the benefits of strong, positive working relationships.

6 **CORRESPONDENCE**

6.1 **Badminton**

Members noted a letter dated 18 December 2011 from Mr Ken Nixon, Chair of Ulster Badminton, thanking SNI staff for the help and assistance given to the recent Irish International Badminton Championships. Members noted that Mr Nixon had retired from his post as Chair of the Northern Ireland Sports Forum (NISF) and agreed that the Chairman write to him congratulating him on the tremendous work he had done with the organisation. It was also noted that Mr Ian Bamford had recently retired from the NISF and Members agreed that a letter should also go to him.

6.2 **Ulster Sports Museum**

Members noted a letter dated 20 January 2012 from Mr Brian Morrison thanking SNI for facilitating a recent meeting and the opportunity to promote the work they were carrying out in this area.

6.3 **Irish Table Tennis Association Ulster Branch**

Members noted a letter dated 30 January 2012 from Mrs Pat Hunter, Chair of the Irish Table Tennis Association Ulster Branch expressing thanks to SNI for the guidance and help given to them in their recent Pre-Olympic Games Training Event.

50 METRE POOL PROJECT

Members considered Paper SNI/12/21. The Chairman advised Council that an issue had arisen in relation to the 50 Metre Pool Project. Council were further advised that this matter had been discussed at the Audit and Risk Management Committee meeting earlier that day.

The Director of Corporate Services took Members through the pack of documentation provided including:

- DCAL's letter of 20 January 2012
- The Director of Corporate Service's Report
- SNI's letter of 23 January 2012
- DCAL's letter of 23 January 2012
- SNI's letter of 25 January 2012
- DCAL's letter of 27 January 2012

Members considered each of these documents in detail and sought explanations and clarification from SNI officers.

Members concluded that:

- Appropriate governance arrangements are in place between North Down Borough Council and SNI and within SNI in relation to the 50 Metre Pool Project.
- The under accrual that occurred in the December 2011 Resource Consumption Report arose as the result of a human error in relation to, firstly, the misinterpretation of an annual accrual figure as a monthly figure and, secondly, at the verification stage due to the confusion created by the damage to the structural beams.
- SNI advised DCAL of the damage to the structural beams immediately they became aware of it and that an estimate of the impact of this was provided to DCAL on 20 December 2011 based on information provided by North Down Borough Council. It was also noted that SNI advised DCAL that a detailed report of the impact of the damage to the structural beams would not be available until January 2012.
- The de-commitment of £2.25m in 2011/12 created a pressure in 2012/13 and that where possible SNI should allocate capital underspends in 2011/12 to the 50 Metre Pool Project.
- The DCAL policy of retrospectively applying negative spend to prior months in the Resource Consumption Report was unusual and there should be provision within the Resource Consumption Report to input a negative figure.

Members welcomed the independent review that DCAL was carrying out.

PARTICIPATION UNIT

8.1 Tollymore National Outdoor Centre (TNOC) Statement of Purpose

Members received a Statement of Purpose and Quarter 3 Update which re-affirmed TNOC's key strategic purpose and priority. It also updated on TNOC's business performance in the period 1 April - 31 December 2011.

The Director of Participation and Places referred to the opportunities for TNOC to become more commercial but that some of the private sector operators see even the current operation as having a negative impact on their business in the current difficult economic climate.

Members noted the background to the redevelopment of TNOC and the recommendations of the strategic stock take and approved the proposed Statement of Purpose.

8.2 Active Communities Business Performance Quarter 3 Update

Members considered Paper SNI/12/15 which provided an update on the business performance of the Active Communities Programme in the period 1 April – 31 December 2011 and sought agreement for a revised quarterly reporting format for the programme.

Mr McCargo reported that he had been earlier at the Active Communities event which included Coleraine, Ballymoney, Moyola and Limavady areas. He heard most positive comments about the work that SNI and its staff was doing in this field and emphasised that SNI is above target.

Members were assured that the appropriate validation of the figures produced by the consortia was carried out on a sample basis.

Members noted the quality of the graphic presentation and endorsed the dashboard reporting approach.

8.3 Delegated Decisions – Participation

Members considered Paper SNI/12/16 and noted decisions taken in accordance with Council's Delegated Authority Policy.

8.4 Progress on Stadia Programme

Members considered an update (Paper SNI/12/17). Members approved the reports regarding progress made on the delivery of the Stadia Projects.

8.5 Stadia Programme – Security on Awards

Members considered Paper SNI/12/18. This considered the application of security to awards made in respect of the Stadium Programme and the outline principles which may be applied to securing large-scale awards. Members noted that the Paper had been considered by the Stadium Programme Board on 25 January 2012 and its recommendations had been endorsed by that Board.

8.6 Stadia programme – Development Cost Letter of Offer - GAA

Members considered Paper SNI/12/30.

Members approved the recommendations regarding the issue of the letter of offer for Ulster Council GAA (Appendix 1).

Members also approved the continued delegating of approval of the release of development cost letter of offer to IFA, should the timing of the need for this

approval not intersect with scheduled Council Meetings, to the SNI Chairman, Vice-Chairman and Chief Executive in his capacity as Programme Senior Responsible Owner (SRO).

8.7 Delegated Decisions – Places

Members considered Paper SNI/12/19 and noted decisions taken in accordance with Council's Delegated Authority Policy.

8.8 Safety of Sports Grounds

Members considered Paper SNI/12/20 which advised of a meeting of the Safe Sports Grounds Overseeing Function Monitoring Group and provided a copy of the Report on the work undertaken by SNI from May to December 2011.

Members congratulated staff on the work done in this area.

9 **PERFORMANCE UNIT**

9.1 High Performance Coaching: Review and Future Delivery

Members considered Paper SNI/12/26. The Paper provided an interim review of the impact of the Practitioner Development Programme 201-2013; and recommended a direction for the future development of high performance coaching by SNI and SINI.

Members approved the recommendations.

9.2 2012/13 Athlete Investment Programme

Members considered Paper SNI/12/27 and noted the application and assessment process used in allocating investment to 37 organisations in respect of 143 athletes and eight squads within the sports costs element of the 2012/13 Athlete Investment Programme.

Members noted the decisions taken in accordance with Council's Delegated Authority Policy.

9.3 Delegated Decisions – Performance

Members considered Paper SNI/12/28 and noted decisions taken in accordance with Council's Delegated Authority Policy.

9.4 Performance Team Progress Against Business Plan

Members considered Paper SNI/12/29 which detailed the progress during the past two months in implementing actions in line with SNI priority areas as detailed in SNI's Corporate and Business Plans.

Members considered, challenged, noted and endorsed progress.

10 CORPORATE SERVICES UNIT

10.1 Management Accounts

Members considered Paper SNI/12/11 and noted that it was discussed in detail at the Audit and Risk Management Committee earlier in the day. The Director of Corporate Services took Members through the Paper in detail and provided explanations for any variances arising.

Members approved the Management Accounts for the nine months to 31 December 2011.

10.2 Delegated Decisions – Corporate Services

Members considered Paper SNI/12/12 and noted the decisions taken in accordance with the Council's Delegated Authority Policy.

10.3 Risk Register

Member considered Paper SNI/12/10. The Chair of the Audit and Risk Management Committee reported that the Audit and Risk Management Committee recommended approval of the Risk Register.

After discussion Members approved the Risk Register and were content that the appropriate mitigating actions were being taken.

10.4 Advocacy and Communications

Members considered Paper SNI/12/13 and noted recent and upcoming activities in the Advocacy and Communications Department.

Members referred to the benefits of the circulation of CAL Committee questions where they relate to SNI.

The Chairman thanked the Advocacy and Communications Manager and staff for their support during a very busy time recently with a variety of events taking place.

Members approved the ongoing and continued work and investment in this area.

10.5 2011-2012 Business Plan Quarter 3 Review

Members considered Paper SNI/12/22 which highlighted SNI's progress against 57 key performance indicators (KPIs) for the third quarter (October-December) of 2011/12.

Members noted that currently there are no KPIs showing red and expressed concern regarding the current workload of SNI and in particular the level of staff vacancies and illness.

After discussion Members approved the performance of SNI against its KPI targets for the third quarter of the 2011/12 Business Plan.

10.6 2012-2013 Draft Business Plan

Members considered Paper SNI/12/23 and noted that the Draft Business Plan is to be submitted to DCAL on Friday 10 February 2012. The Policy Planning Research Manager took Members through the Plan in detail and it was agreed that if Members had any further comments they would feed these back to him by Thursday 9 February 2012.

Members approved the broad thrust of the Business Plan and the need for officers to work closely with DCAL to finalise the Business Plan.

Members agreed to forward any further comment to the **Error! Not a valid link.** Unit by Thursday 9 February 2012.

10.7 UK Sport/Sport England Merger

Members considered Paper SNI/12/24 which set out SNI's current position with regards to the proposed establishment of a new public body for sport in the UK.

Members noted the development on the proposed merger of UK Sport and Sport England as set out in the Paper.

After discussion Members approved the recommendation of the Paper.

10.8 Sport Matters Implementation

Members considered Paper SNI/12/25 which provided a progress update relating to the implementation of Sport Matters: The Northern Ireland Strategy for Sport and Physical Recreation 2009-19.

Members considered the milestones and timelines involved in implementing Sport Matters and the progress made against each of the targets.

Members agreed that in the transition phase between the old Council and the new Council it would be appropriate to invite the existing Chairs to the next SMIGS meetings to ensure an effective handover to the new Chairs.

11 **COMMITTEE REPORTS**

11.1 Places Committee

Members received the Minutes of the Meeting held on 20 September 2011.

11.2 Performance Committee

Members received the Minutes of the Meeting held on 22 September 2011.

11.3 Participation Committee

Members received the Minutes of the Meeting held on 14 November 2011.

11.4 Audit Committee

Members received the Minutes of the 69th Meeting held on 6 December 2011.

12 **PUBLICATIONS**

There were no publications.

13 **DATE OF NEXT MEETING**

The next scheduled Council Meeting is on Tuesday 1 May 2012.

It was agreed to hold a meeting before the current Council's term ends on 29 February and this was arranged for Tuesday 21 February 2012 at 6 pm to focus on the Stadia Programme and it was hoped that the Stadia Interim Programme Director would be in attendance.

14 **ANY OTHER BUSINESS**

14.1 The Director of Corporate Services advised Members that DCAL had written to SNI in relation to the Quarterly Assurance Statement submitted by the Chief Executive for the quarter to 31 December 2011. The letter from DCAL's Director of Sports, Museums and Recreation Division covered:

- Risk Management
 - Youth Sport Omagh
 - 50 Metre Pool Project
 - The Cliff Project
- Business Planning
- Financial Planning and Monitoring
- Economic Appraisal, Post Project Evaluation and Consultancy
- Internal and External Audit Reports
- Coleraine Riding for the Disabled Project Post Implementation Review
- SCS Pay Remits and Appraisals
- Stadium Development Programme – Project Budget Profiles

A copy of the letter was provided to Members together with the original Quarterly Assurance Statement.

Officers advised that the Chief Executive is required on a quarterly basis to submit an Assurance Statement to the Permanent Secretary. The Assurance Statement is prepared and submitted at a point in time and is based on assurances received by the Chief Executive from the three Directors.

The Chair of the Audit and Risk Management Committee advised that this matter had been discussed at the Audit and Risk Management Committee meeting which had taken place earlier that day.

Members then considered each of the points raised in DCAL's letter of 1 February 2012.

Youth Sport Omagh

Mr A Money Penny declared an interest and left the room.

DCAL expressed concern at the delay in achieving resolution in relation to issues concerning Youth Sport Omagh and urged that the matter should be expedited with diligence.

Officers advised that, on legal advice, SNI undertook to determine the financial wellbeing of Youth Sport Omagh. In January the applicant provided SNI with sufficient evidence to support the fact that the Group's financial position had improved.

Members were informed that SNI had been legally advised not to seek recovery of grant but through engagement with the group to build capacity in the organisation to achieve objectives.

Members agreed this course of action.

Mr A Money Penny returned to the room.

50 Metre Pool Project

DCAL noted concerns regarding the profile of resource consumption in association with the action to ease £2.25m. DCAL also had concern about the accuracy of the language relating to the easement of £2.25m.

Members noted that this matter had been discussed fully earlier in the meeting.

Members were advised that the Quarterly Assurance Statement would be updated to reflect the earlier discussion.

Members were content with the update received in relation to the 50 Metre Pool Project and noted that this would create a capital pressure in 2012/13.

The Cliff Project

DCAL noted that the Director of Participation and Places had noted an inaccuracy with regards to the reference to "all parties" having agreed SNI's governance review around the legal ownership of the site.

Officers advised that the narrative in relation to The Cliff Project will be changed to:

"There are some emerging relationship issues between the partner organisations in The Cliff Project. In an effort to progress matters and safeguard the sports development outcomes into the future, SNI has proposed a governance review which all parties are currently considering. All sports development KPIs are currently being exceeded."

Members were content with the revised update in relation to The Cliff Project.

Business Planning – Section 2

DCAL stated that despite a number of "Amber" references in relation to targets,

SNI had ticked "Yes" to declaration 4 stating that many targets are on schedule to be achieved. DCAL also thought that Quarter 3 position in relation to KPIs could have been used to complete the Quarterly Assurance Statement for Quarter 3.

Officers advised that SNI's interpretation of this declaration was that it pertained to 'key' KPIs rather than the full set of KPIs. It was stated at this time SNI's key KPIs as defined within the Business Plan were on track and the Chief Executive's declaration was completed in line with this interpretation.

Members were advised that, given the direction provided in DCAL's letter of 1 February 2012, the Quarterly Assurance Statement would be revised accordingly and "No" would be ticked in relation to declaration 4.

Officers advised that in relation to the information used for the Quarter 3 Quarterly Assurance Statement, the Quarter 3 information had not been available when the Assurance Statement had to be submitted. Officers further advised that the reporting framework would be updated to accommodate more current reference to KPIs within the Quarterly Assurance Statements.

Members were content with the explanation provided and the change to the Quarterly Assurance Statement.

Financial Planning and Monitoring

DCAL noted that the emerging issues on the 50 Metre Pool Project were not reflected in this section.

Members noted that the issues in relation to the 50 Metre Pool Project did not emerge until 20 January 2012 and that the Quarterly Assurance Statement was signed and submitted on 13 January 2012.

Officers advised that as a revised Quarterly Assurance for Quarter 3 was being submitted then this section would be updated for the 50 Metre Pool Project issues.

Members were content with this approach.

Economic Appraisal, Post Project Evaluation (PPE) and Consultancy

DCAL noted that SNI had ticked "Yes" to declaration 3 when the post project evaluation in relation to the Soccer Strategy is currently outstanding.

Officers advised that SNI is currently engaged with DCAL regarding a PPE for the Soccer Strategy. A draft was submitted to DCAL in October 2011. SNI is currently consulting with FPM Chartered Accountants and the Irish Football Association to provide clarity on the information requested by the Department.

Members were content with this update on the PPE for the Soccer Strategy.

Internal and External Audit Reports

DCAL requested SNI's comments in relation to policy on the transfer of projects between Lottery and Exchequer funding streams. In addition DCAL advised that as the issue in relation to advance payments to Lottery projects had been

resolved with input from DCMS then this should no longer appear as an outstanding matter on the Quarterly Assurance Statement.

Officers advised that comments in relation to the policy on the transfer of projects between Lottery and Exchequer funding streams had been prepared and would be forwarded to DCAL.

In relation to the advance payment to Lottery projects officers advised that formal notification had not been received from the Northern Ireland Audit Office (NIAO) that the matter was closed. Until this was received from the NIAO it was officers' recommendation to keep the matter on the Quarterly Assurance Statement.

Members were content with the explanations provided.

Coleraine Riding for the Disabled Project Post Implement Review

DCAL noted concern that this issue had not been included within the Quarterly Assurance Statement.

Officers advised that SNI is currently responding to queries from DCAL regarding the actual costs of the project against those detailed in the business case.

Officers further advised that a note of this issue would be included in the revised Quarterly Assurance Statement.

Members were content with this approach.

SCS Pay Remits and Appraisals

Members were advised that the Grade 5's appraisal has been completed and will be sent to DCAL for comment prior to seeking final approval from the Staffing Committee. After this process is complete the Pay Remit will be issued to DCAL for approval.

Officers advised that a note of this issue would be included in the revised Quarterly Assurance Statement.

Members were content with this approach.

Stadium Development Programme- Project Budget Profiles

Members were advised that this remains a very demanding programme to achieve full expenditure within the current CSR period and SNI is currently reviewing this programme and project risk. Officers further advised that in relation to the Gateway Zero Review all recommendations have been implemented with the exception of the appointment of the Programme Director and that a further Gateway Review will be undertaken to assess progress against the recommendations.

Officers advised that a note of this issue would be included in the revised Quarterly Assurance Statement.

Members were content with this approach.

14.3 The Chairman formally thanked all the Members who were coming to the end of their second term and those from the first term who were not going forward to the new Council. The work and diligence that they all had put into their membership of Sport Northern Ireland was immense and deeply appreciated. There was no doubt that sport would not be where it is today if it were not for the volunteers and the work they have put in.

There being no further business the meeting closed.

Signed: _____

Dated: _____

House of Sport
Upper Malone Road
Belfast
BT9 5LT