

SPORT NORTHERN IRELAND

MINUTES

CONFIDENTIAL

Second Meeting 2009

Held on Tuesday 21 April in the Wellington Park Hotel, 21 Malone Road, Belfast BT9 6RU.

PRESENT

| | |
|----------------------|---|
| In the Chair: | D Walsh |
| Members: | M Cowan U Duncan A Money Penny B McCargo D O'Connor J Rodgers A Strong P Turnbull |
| In Attendance | P Curran, Arthur Cox Solicitors L Mallon, Arthur Cox Solicitors |
| Chief Executive: | E McCartan |
| Staff in Attendance: | N Harkness A Sloan J Poots E Bailey L Brown T Smyth W Devlin P Donnelly R McCormick |

1 **CORPORATE GOVERNANCE TRAINING**

The Chairman welcomed everyone to the meeting and introduced Mr Leigh Brown, Internal Auditor, who gave a presentation to Members on Corporate Governance, following which Members asked a series of questions on the subject.

***Mrs U Duncan and A Strong joined the meeting.
Cllr J Rodgers joined the meeting.***

2 **APOLOGIES**

Apologies were received from Dr O Brown, Mr J D'Arcy, Mr B Macaulay, Ms M Muldoon and Mr H McCaughey.

3 **CHAIRMAN'S BUSINESS**

- 3.1 The Chairman referred to the recent death of Dr Shaun Ogle's father whose funeral took place on Monday 20 April. Members expressed their deepest condolences to Dr Ogle and his family.
- 3.2 Members heard that Mr Hugh McCaughey had recently been appointed Chief Executive of the south Eastern Health Trust and extended their congratulations to him.
- 3.3 The Chairman informed Members of the conferment by the University of Ulster of an Honorary Doctorate on the Chief Executive, Mr Eamonn McCartan. The ceremony would take place in July and Members offered their congratulations to him. The Chief Executive replied, giving fulsome credit and recognition to those he worked with at Sport Northern Ireland and Community Relations Council.
- 3.4 The Chairman reported on his recent accountability meeting with the Minister. He had been extremely well prepared by the Executive Team but felt somewhat disadvantaged that he was asked to attend the accountability meeting on his own whilst there were up to four or five Department of Culture Arts and Leisure (DCAL) representatives in attendance.

Members expressed the view that it was not good practice by DCAL that the Chairman be asked to attend on his own. It is not in Members' interests and it is normal custom and practice in any accountability meeting for a Chairman to be accompanied by his Chief Executive, who is in fact the Accounting Officer. Members agreed that this should be clarified as the Civil Service should have a policy in this area.

Members sought an update on the stadium and the role of SNI. The Chairman reported that there had been mixed signals on this matter and the Chief Executive was asked to clarify and report back to the next Council meeting. It was also agreed that the Chairman would write to the Department requesting minutes of the meeting he had with the Minister.

The Chairman thanked the Chief Executive and his officers for their briefing.

4 **MINUTES**

The Minutes of the First Meeting held on 3 February, having been previously circulated, were approved and signed.

The Minutes of the Special Meeting held on 20 February will be taken at a later stage in the meeting.

5 **MATTERS ARISING**

- 5.1 Reference Minutes of 3 February 2009. Members sought clarification on the Council's role regarding approving recommendations of the Appeals Panel. The Director of Participation Unit explained the background and it was agreed that he will clarify the situation again with Sport Northern Ireland's legal advisors.

6 **CORRESPONDENCE**

6.1 Athletics Northern Ireland

Members noted letter dated 17 February 2009 from the Honorary Secretary to the Chair and Chief Executive thanking Sport Northern Ireland (SNI) for the very generous grant aid to enable the Irish Indoor Athletic Championships to be held in the Odyssey Arena.

6.2 Chairman, Mourne Mountain Rescue Team

Members noted letter dated 17 February 2009 from Mr Ed Kilgore acknowledging the recognition and support given by SNI to the local rescue teams on the ground.

6.3 Mr N Hart

Members noted letter dated 9 March 2009 from the husband of Georgie Hart, Member of Sports Council for Northern Ireland from 1993-1996 expressing the family's thanks for the condolences extended.

6.4 Ms W Hougenhavel

Members noted e-mail dated 1 April 2009 which expressed Wendy's thanks for the letter of congratulations sent to her following her performance at the World Track Championships in Poland.

6.5 Irish Cricket

Members noted e-mail from Warren Deutrom, Chief Executive dated 16 April 2009 thanking SNI for its support of Irish Cricket. Members noted that a congratulatory letter would be sent to Mr Deutrom following the team's success.

7 **DECLARATIONS OF INTEREST**

The Chairman asked everyone individually if they had any interests to declare.

The following Members declared interests.

| | |
|-----------------|--------------------|
| Cllr J Rodgers | - Elite Facilities |
| Mr D O'Connor | - SNI |
| Mr A Moneypenny | - Elite Facilities |
| Mr A Strong | - Elite Facilities |
| Mrs J Poots | - Elite Facilities |

8

PARTICIPATION

8.1 Elite Facilities Programme Stage Two Assessments (Agenda Item 8.8)

It was agreed that this item be taken first under Participation.

Cllr J Rodgers, Mr P Turnbull and Mr D O'Connor left the room

Officers advised that the discussion was likely to be general and not specific to any projects. It was on that basis that Mr A Strong and Mr A Money Penny did not leave the room.

Members noted Paper SNI/09/55 which sought approval of the Places Committee recommendations, pertaining to the assessment of stage two applications to the Elite Facilities Programme.

Members heard that it had been hoped to proceed to recommendations to Council having discussed the merits of each case in the Places Committee. However, on 9 April a letter had been received from Hewitt Gilpin solicitors representing McClure Watters giving notice of application to apply for leave for judicial review of the decisions taken in the SNI meeting on 20 February.

P Curran of Arthur Cox informed Members that should McClure Watters obtain a judicial review the full hearing would not be likely to take place for some months. The recommendation from the legal team is that a decision to proceed to consider the moving from stage 2 to stage 3 should be postponed at least until further information is available regarding potential appeal.

8.2

MINUTES

Members noted that the Draft Minutes of the Special Meeting held on 20 February 2009 would be tabled for consideration and adoption. The minutes would be collected after discussion by the Director of Corporate Services Unit.

The following Members left the room before the Minutes were tabled: Mr A Strong, Mr D O'Connor, Cllr J Rodgers and Mr P Turnbull.

Mr A Money Penny explained why he had left the room at Item 5 in the Draft Minutes as he had been an independent member of Audit and Risk Committee at North Down Borough Council.

It was confirmed that the meeting was quorate and Members read the Draft Minutes individually after which the Chairman sought comments. Members reviewed the Draft Minutes in detail up to the end of item 5; and raised a number of comments and amendments. Officers were tasked to include these in the Draft Minutes and bring them to the next meeting for final approval.

At this point Mr A Strong, Mr D O'Connor, and Mr P Turnbull returned to the room. Cllr J Rodgers had left to attend a meeting and would return in due course.

At this point Mr A Sloan left the room to get copies of the minutes from item 6 onwards leaving off the items up to number 6. During this time the meeting

discussed the rest of the agenda.

8.3 Update of Work Undertaken (Agenda Item 8.1)

Members received an overview of work undertaken by the Participation Unit (Paper SNI/09/49)

8.4 Delegated Decisions – Participation (Agenda item 8.2)

Members noted decisions taken in accordance with SNI Policy (Paper SNI/09/50).

8.5 Safety of Sports Grounds Order (Agenda item 8.3)

Members noted the role of SNI in the Implementation of the Safety of Sports Grounds Order (Paper SNI/09/51) and noted that the Places Committee had found this information very helpful.

Mr P Scott left the meeting.

8.6 Capital Programmes (Agenda item 8.4)

Members received an update and noted the progress achieved on Building Sport, Places for Sport Surfaces, Stadia Safety and Soccer Strategy (Paper SNI/09/52).

Members noted that a request had been received from DCAL to announce a list of schemes and to complete a number of business cases by Friday 24 April. Members noted that staff would do their best to progress this work as quickly as possible but also noted that DCAL had to approve business cases and then funding decisions needed to be subsequently considered by Council.

Members noted that this was a capacity issue rather than a capability issue and congratulated that staff on their skills and competencies but noted that the quantum of workload would soon be reaching breaking point. Members directed staff to continue their good work in a structured and planned manner.

8.7 Delegated Decisions - Places (Agenda item 8.5)

Members noted decisions taken in accordance with SNI policy (Paper SNI/09/53).

8.8 SNI Policy on Security of Tenure Requirements for Capital Awards (Agenda item 8.6)

Members considered Paper SNI/09/71 which reviewed and updated SNI's current policy on security of tenure requirements from applicant organisations applying for a capital award.

Members noted the background and the current standard terms and conditions of award of SNI capital award for a 21-year period (being the standard economic life of capital buildings). The paper highlighted the difference between the economic life of 21 years for a changing pavilion and that of a playing surface which was 10 years.

Both SNI and DCAL have concluded that the generic application of a 21 years claw-back condition to all capital awards was no longer appropriate and that the terms of conditions should be set on a case-by-case basis in relation to the outcomes from a project as opposed to the expected economic life of the asset.

Members approved the recommendations in the Policy attached as Appendix 1 to the Paper and noted the findings of the Section 75 Screening attached at Appendix II.

8.9 Stadia Safety Phase IV (Agenda item 8.7)

Members considered Paper SNI/09/54 which outlined the proposed rollout of Phase IV of the Stadia Safety programme and highlighted any significant changes from previous phases. It sought approval to implement the changes and launch Phase IV of the programme.

Members agreed that this was a well prepared paper and acknowledged the professional competence of staff in this regard.

8.10 **MINUTES** (See item 8.2 above)

The Draft Minutes, which had been re-photocopied to facilitate their division into two sections to exclude items up to and including item 5, were made available to those Members who had returned to the room.

The Chief Executive informed Members that the Minutes of the meeting of 20 February had been divided into two – the first part included Elite Performance and the second part began at Performance Sport.

Members reviewed the Draft Minutes in detail from item 6; and raised a number of comments and amendments. Officers were tasked to include these in the Draft Minutes and bring them to the next meeting for final approval. All of the Draft Minutes were collected from all present by the Director of Corporate Services Unit.

The Solicitors left the meeting.

9 **PERFORMANCE UNIT**

9.1 Delegated Decisions - Performance

Members noted decisions taken in accordance with SNI policy (Paper SNI/09/56).

9.2 Athlete Support Living Costs Programme

Members considered Paper SNI/09/57. Members noted the background to the Audit Committee recommendations which advocated a consistent approach when vouching claims for payment received in respect of ASP sports costs awards.

The Paper proposed that SNI does not collect evidence of proposed expenditure in respect of the following eligible Athlete Support Programme Living Costs; casual clothing, social, holiday and fuel/public transport costs; and that it limits

its contribution toward such costs. This would enable athletes to concentrate on delivering performance rather than collecting documentary evidence to support claims for living costs funding.

After discussion Members approved the recommendations.

9.3 Appointment of Performer Development Centre in Mid-Ulster

Members considered Paper SNI/09/78 which sought approval for the appointment of Cookstown District Council as a preferred partner to host a pilot Performer Development Centre in the North West area of the Province.

After discussion Members approved the recommendation.

9.4 Update on Coaching Development in Northern Ireland

Members received an update in relation to current development in coaching in Northern Ireland reflecting North, South, East, West relationships with Coaching Ireland and Sports Coach UK (Paper SNI/09/69). The Paper detailed plans for future coaching development within Northern Ireland.

Members noted that the UK system was more advanced than the system in Ireland and agreed that it was important for Northern Ireland to benefit from the best of both systems in the future.

9.5 Funding Performance Sport - Tennis

Members considered Paper SNI/09/70. The Paper sought approval for a preferred funding option 2009-113 contained in the Project Assessment Report in respect of the application to the Investing in Performance Sport Programme (IPS) submitted by the Ulster Branch of Tennis Ireland.

Members approved the Performance Committee recommended preferred funding option outline in the Project Assessment Report.

Cllr J Rodgers re-joined the meeting at 1.10 pm

10 **CORPORATE SERVICES UNIT**

10.1 Management Accounts

Members considered the Management Accounts for the twelve-month period to 31 March 2009 (Paper SNI/09/58) and approved their submission to the Department of Culture Arts and Leisure (DCAL).

Members noted that there was a duplication in the printing one of the pages and it was agreed that a corrected copy would be e-mailed to Members after the meeting.

10.2 Sports Council for Northern Ireland Lottery Distribution Account 2007/08

Members received and noted a Report on Lottery Distribution Activities and Lottery Distribution Account (Paper SNI/09/59).

An editorial change was required in Page 5 changing “Mr” U Duncan to “Mrs” U Duncan.

10.3 Budgets 2009-2010

Members considered Paper SNI/09/60. Members were asked to approve the Exchequer and Lottery budgets for 2009/10 and the revised NLDF Policy figures which are linked to the Corporate Plan 2008-2011 and Business Plan 2009/10. Members asked how the admin costs compared to Sportscotland and Sports Council for Wales and noted that in other National Lottery distributors SNI is in the middle. Sportscotland would have a lower percentage because they are dealing with higher value grants but in other Lottery distributors some of them are up on 20%. Members agreed that SNI is an efficient and effective delivery agency.

Members approved the recommendation.

10.4 Data Protection Policy

Members considered and approved the Data Protection Policy (Paper SNI/09/31).

10.5 Delegated Decisions – Corporate Services Unit

Members noted decisions taken in accordance with SNI policy (Paper SNI/09/61).

10.6 Whistle Blowing Policy

Members considered and approved Sport Northern Ireland’s policy on Whistleblowing (Paper SNI/09/63).

10.7 Marketing

10.7.1 Press and Media Report

Members received an update on recent activities in the Marketing and Communications Department (Paper SNI/09/64).

Members referred to sports coverage in radio stations, particularly U105 and it was agreed that the Marketing Manager would look into this and report back.

Members noted that the figures for the Marathon on 4 May were considerably higher at this stage. They also noted the outstanding success of the recent World Fencing Championships.

10.8 Corporate Plan/Business Plan

Members considered Paper SNI/09/65 and commented on the draft Corporate Plan 2008-11 and Business Plan for the period 2009/10.

Members were requested to pass any comments they had on this paper to Mr P Donnelly by Friday 1 May.

Members approved the two documents.

10.9 Research Update

Members received an update on the progress made in relation to Sport Northern Ireland's adult "Sport and Physical Activity Survey" (Paper SNI/09/66).

10.10 Business Continuity Plan

Members considered Paper SNI/09/67 which provided a brief outline of the contents of the new Sport Northern Ireland Business Continuity Plan and approved the testing, reviewing and implementing of the Plan.

10.11 Use of Exchequer Funding for SINI as an Interim Contingency Measure

Mr P Turnbull and Mr D O'Connor declared an interest and left the room.

Members considered Paper SNI/09/62 which sought approval to use exchequer funding of up to a maximum of £215k over the period 1 April-30 June 2009 as an interim contingency measure for the Sports Institute Northern Ireland.

Members heard that Section 27 approval is required for the new revenue award and was still awaited from the Department for Culture Media and Sport. Therefore no funding contract could be issued to SINI for core funding over the period 2009-14.

After discussion Members approved the use of exchequer funding for the Sports Institute Northern Ireland as an interim contingency measure for up to a maximum of £215k over the period 1 April – 30 June 2009.

11 **COMMITTEE REPORTS – FOR ADOPTION**

11.1 Places Committee

Members adopted the Minutes of the Meeting of the Places Committee held on 29 September 2008.

11.2 Participation Committee

Members adopted the Minutes of the Meeting of the Participation Committee held on 22 January 2009.

11.3 Audit Committee

Members adopted the Minutes of the Fifty-Fourth Meeting of the Audit Committee held on 3 February 2009.

12 **COMMITTEE REPORTS – FOR INFORMATION**

There were no reports.

13 **PUBLICATIONS**

13.1 Royal National Institute for the Blind Northern Ireland Research Report Executive Summary.

14 **DATE OF NEXT MEETING**

Tuesday 2 June. A Special Meeting of Council may be called on 7 May 2009 and Members were asked to hold this date provisionally subject to confirmation.

15 **ANY OTHER BUSINESS**

There was no other business.

The Chairman then thanked Members for their attendance and the meeting closed at 1.45 pm.

Signed: _____

Dated: _____

House of Sport
Upper Malone Road
Belfast
BT9 5LT