

## **SPORT NORTHERN IRELAND**

### **MINUTES**

### **CONFIDENTIAL**

Minutes of Meeting held on Wednesday 12 December 2012 in the House of Sport, Malone Road, Belfast BT9 5LA.

### **PRESENT**

In the Chair: P Turnbull (Acting for New Chair – B Henning)

Members:

- G Campbell
- P Cummings
- J D'Arcy
- B Delaney
- B Henning
- B Macaulay
- R Mallon
- S McCullough
- D O'Connor
- J O'Neill

In Attendance: C Watson (DCAL)

Acting Chief Executive: N Harkness

Staff in Attendance:

- S Ogle
- A Sloan
- P Donnelly
- J Poots
- R McDowell
- E Bailey
- L Beattie

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### **INTRODUCTION OF NEW CHAIRMAN**

Mr P Turnbull, the outgoing Interim Chair, introduced Mr Brian Henning as the newly-appointed Chair of Sport Northern Ireland (SNI) with effect from 1 December 2012. Mr Henning commented on the enthusiasm he had encountered in his recent visits to SNI. He looked forward to working with Members and was hopeful that everyone in SNI would move forward together. In response Mr Turnbull said that Members were looking forward to working with him.

It was agreed, in consultation with Mr Henning, that Mr Turnbull would chair this meeting.

Mr Turnbull then made reference to the positive meeting with the DCAL Permanent Secretary immediately before the Council Meeting. The Minister had not been able to attend the meeting as planned.

## 2 **DECLARATION OF INTERESTS**

The Interim Chair asked everyone individually if they had any interests to declare. Mr G Campbell declared an interest under the PerformanceFocus Programme – involving Wheelchair Basketball and Mr D O'Connor declared an interest in North Belfast Play Forum.

## 3 **APOLOGIES**

Apologies were received from Mr R Carr and Mr M Cowan.

## 4 **MINUTES**

The Minutes of the Meeting held on 13 November 2012, having been previously circulated, were approved and signed by Mr P Turnbull as outgoing Interim Chair in the presence of Mr B Henning, who was appointed Chair of SNI on 1 December 2012.

## 5 **MATTERS ARISING**

- 5.1 An Action Sheet from the previous Meeting had been sent to Members. The Acting Chief Executive reported on Action 3 regarding a request for additional in-year spend and, that SNI had engaged with the three governing bodies (IFA, Ulster Rugby, Ulster Council GAA) of sport who provided a list of priorities. These priorities were provided to the Department of Culture Arts and Leisure (DCAL). SNI understands that any investment will be handled directly by the DCAL Stadia Team.
- 5.2 Reference item 16 - Audit and Risk Management Committee. Mr Turnbull reported that since the last Council Meeting a new Chair had been appointed and he would therefore resume his role as Chair of Audit and Risk Management Committee.

## 6 **CHAIR'S BUSINESS**

### 6.1 **Governance Review**

Members received a progress update following recent meetings of the Working Group (Chair, Vice-Chair and Executive Team).

Mr Turnbull asked Members if they wished to see the working papers of the Governance Review. Members agreed this would be useful.

**Action. Members to receive working papers relating to the Governance Review**

- 6.2 Mr Turnbull referred to the Olympic legacy, a matter also raised with the Permanent Secretary. Members referred to the recent workshop on this subject and felt that was insufficient time for discussion. It was agreed to organise a further workshop to continue discussions.
- Action. A further Legacy Workshop to be arranged.**

Members agreed that the Committee make-up of Council needed to be revisited and would provide opportunities to examine in greater detail matters such as Olympic legacies and governance. Members welcomed the opportunity to comment on previous Committee structures and to offer options for the future.

6.3 St Colman's

The Chair of Audit and Risk Management provided an update on correspondence with Mr P Welsh. A draft response to Mr Welsh had been prepared and would be sent as soon as possible.

**Action. Response to be issued to Mr Welsh as soon as possible.**

7 **EXECUTIVE TEAM REPORT**

Members noted the Executive Team report (Paper SNI/12/145).

- 7.1 Value for Money Review. Members noted that the review is moving through the approvals process. Members felt that this was an important part of the Arms-length Bodies Review. Mr Watson undertook to pass Members' comments back to DCAL. Members agreed it would be helpful to receive an update on this item at future meetings.

**Action. Update on Value for Money Review at future meetings**

- 7.2 50 m Pool. Members heard that officers had received a copy of a DCAL Internal Audit Report on this subject which contained a number of recommendations.

At the last Board Meeting it had been agreed that a full financial assessment of a District Council was not the role of SNI. Mr Watson said that as far as DCAL was concerned North Down Borough Council was the recipient of grant and if there was any risk to financial viability SNI should take appropriate actions to mitigate that risk. Members felt that such action by SNI would be politically difficult and that SNI might be acting outside its remit. Mr Watson said that Councils are not Government bodies but rather bodies in their own right.

Mr Turnbull confirmed that SNI would look at the risk in the light of comments. In the meantime a response would be sent to the letter from NIPSA, who had raised the initial concern on financial viability.

**Action. SNI to write back to NIPSA**

***Mr P Cummings left the meeting.***

8 **PERFORMANCE FOCUS**

Members considered paper SNI/12/146.

The Paper detailed the process used by officers to generate recommended awards to governing bodies for approval by the Board of SNI. Members heard that individual governing body awards were in line with the programme level Performance Focus Business Case approved by the Board (SNI/12/134). The Paper listed the specific award recommended for each governing body.

The Paper sought approval for the process used to arrive at the recommended investment for each governing body. It also sought approval for the recommended investments, subject to signed agreements with each governing body.

The Director of Performance made a short presentation which set out the development process – May 2011 to December 2012; indepth collaboration with

Governing Bodies – between February 2012 to November 2012; and listed specific investments for approval by the Board.

Members noted that the budget excluded Sports Institute Northern Ireland and Athlete Investment Programme and that Commonwealth Games sports were in line to receive investment enabling preparations in the run in to the Commonwealth Games in Glasgow in 2014.

Members sought clarification on how the programme would increase participation, and especially among under-represented groups, Members also queried if a clearer link could be made between this programme and older people and women's participation.

Members noted that the use of the word "performance" (in the Programme title) masked the fact that there is planned investment in club development systems, and coaching, important elements in improving athlete performance.

The point was noted that while all programmes have a primary focus (in this case performance) there will be a range of benefits across the range of Sports Development and Community Development outcomes.

The Director of Performance said that in areas where it is clearly identified that women are underrepresented there is a need to act proactively. It was noted that this programme is also about creating Olympic legacy from the 2012 Games in London.

The Director of Performance noted that Sport Matters is a priority for the Minister and SNI has a pivotal role to play in delivering on the High Performance targets therein.

After debate and comments Members approved:

the process used to arrive at recommended investments for each governing body;

the recommended investments subject to signed agreements with each governing body; and

in the event of a governing body failing to sign an agreement, or an agreement which results in an award falling outside of the board's delegated authority level to officers, such an outcome will be referred back to the board for their consideration.

## **ATHLETE INVESTMENT PROGRAMME**

Members considered Paper SNI/12/147 which provided a summary of the Programme Level Business Case for the Athlete Investment Programme 2013-15; and sought approval of the Programme Level Business Case for investment in Athlete Investment Programme 2013-15. It also sought approval to commit up to £1.8 million from SNI's Exchequer Funds to the Athlete Investment Programme.

Members received a presentation providing an overview of the proposed programme including an overview of the Business Case; the programme level objectives; and the next steps. With Members' approval the Business Case will

be submitted to DCAL for approval.

Members clarified cost aspects of the Business Case and the reason for a drop in applications from 2009. Members heard that there was a difference between the awards made and applications. SNI had been over-subscribed in terms of applications. A quality threshold was set but there was insufficient funds to fund all above the quality threshold .

After discussion Members approved: .

The programme level Business Case for investment in AIP 2013-15;

- A commitment up to £1.8m of SNI's Exchequer Funds to the AIP 2013-14 and
- Noted that the AIP Programme Level Business Case will be submitted to DCAL for approval.

**Action. AIP Business Case to be submitted to DCAL for approval.**

## 10 **MANAGEMENT ACCOUNTS**

Members considered and after a number of detailed queries were answered by the Director of Sports Management Services approved the Management Accounts for the eight months to 30 November 2012 (Paper SNI/12/149).

## 11 **SPORT NORTHERN IRELAND DRAFT BUSINESS PLAN 2013-14**

Members considered Paper SNI/12/150 which sought approval for the draft Business Plan 2013-14 for submission to DCAL.

Members noted that the draft Plan would remain draft following Board approval, until confirmation from DCAL towards the start of the financial year. It was noted that the Business Plan will contribute to wider government objectives and high level targets within the Programme for Government and Sport Matters; and has also been written to articulate SNI's commitment to developing and implementing policies and programmes that can contribute towards addressing four emerging priorities indicated by the Minister, including child poverty, neighbourhood renewal, health and wellbeing and social inclusion or alleviating social exclusion.

Members made a number of comments on specific targets, including physical education, the events programme; Paralympic Games and perception of disability and the legacy from the Olympic Games all of which were noted by the Policy Planning and Research Manager and would be included in the final draft of the Plan.

After discussion and debate Members agreed the Business Plan for submission to DCAL subject to the comments noted by the Policy Planning and Research Manager.

**Action. Officers to update draft Business Plan and submit to DCAL**

***Mr S McCullough left the meeting.***

## 12 **REVIEW UNDER THE SPORT MATTERS COMMUNITY CAPITAL PROGRAMME**

Members considered Paper SNI/12/151 which presented the recommendations of the independent reviewer in respect of appeal from Ballymacnab GFC.

Members noted that further information provided by the applicant had been made available to the independent reviewer. The independent reviewer was content that he had received sufficient information and after consideration of the further information the independent reviewer's report is attached to the Paper. The independent reviewer recommends that SNI reject the appeal and that the applicant be placed back on the waiting list if future funding becomes available.

Members following discussion, upheld the independent reviewer's recommendation.

The Director of Sports Management Services Unit will write to the applicant to advise them of the outcome of the Board meeting.

**Action. Director of Sport Management Services to write to Ballymacnab GFC**

13 **DELEGATED DECISIONS**

Members received Paper SNI/12/152 and noted decisions taken in accordance with SNI's Delegated Decisions Policy.

14 **COMMITTEE REPORT – STAFFING COMMITTEE**

HR Manager

The Interim Vice-Chair reported that a new HR Manager was in place and Will develop a plan to review Human Resource Policies and Procedures over the next twelve months.

**Action. HR Manager to develop a plan to review Human Resource Policies and Procedures**

Chief Executive Recruitment

The Interim Vice-Chair reported that a meeting had taken place with DCAL regarding documentation and process. It was intended to begin the process of advertising very early in the new year.

15 **ANY OTHER BUSINESS**

15.1 The Interim Vice-Chair reported that DCAL's trawl for a permanent Vice-Chair position was unsuccessful and the Minister had asked him if he would stay on pro-tem, which he was happy to do.

15.2 The Acting Chief Executive informed Members that a communication had been received from Bready Cricket Club regarding financial issues. A meeting will take place with them as soon as possible to ascertain what advice or help they require.

**Action. Officers to meet with Bready Cricket Club as soon as possible.**

15.3 Mr B Henning informed Members that he would make himself available as and when needed to deal with issues rather than let them lie.

He offered his congratulations to Mr J D'Arcy in his ongoing role as Interim Vice-Chair. He then paid tribute to both Mr P Turnbull and Mr J D'Arcy for the enormous amount of work they had carried out in the last few months.

Finally, Mr P Turnbull presented flowers to Miss Elizabeth Bailey, secretary to the Council, who was retiring at the end of the month after 21 years with SNI; and introduced Miss Lisa Beattie who would fulfil that role in future.

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**DATE OF NEXT MEETING**

Tuesday 5 February 2013 at 5 pm.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

House of Sport  
Upper Malone Road  
Belfast  
BT9 5LT

## **ACTIONS FROM COUNCIL MEETING HELD ON 12 DECEMBER 2012**

<b>Action Number</b>	<b>Minute No. and Title</b>	<b>Agreed Action</b>	<b>Progress</b>
<b>Action 1</b>	6.1 – Governance Review	Members to receive working papers relating to the Governance Review.	Available on sharepoint and Members notified
<b>Action 2</b>	6.2 – Olympic Legacy	A further Legacy Workshop to be arranged	Dates circulated but not yet agreed
<b>Action 3</b>	6.3 – St Colmans	Response to be issued to Mr Welsh as soon as possible	Completed – response issued 21 December 2012
<b>Action 4</b>	7.1 – Executive Team Report	Update on Value for Money Review at future meetings	Included in Executive Team Report
<b>Action 5</b>	7.2 – Executive Team Report	SNI to write back to NIPSA	Completed response issued 23 January 2013
<b>Action 6</b>	9 – Athlete Investment Programme	AIP Business Case to be submitted to DCAL for approval	Completed and queries answered
<b>Action 7</b>	11- SNI Draft Business Plan 2013-14	Officers to update Draft Business Plan and submit to DCAL	Completed and some feedback being addressed regarding increased visibility of Minister's priorities
<b>Action 8</b>	12 – Review Under the Sport Matters Community Capital Programme	The Director of Sports Management Services to write to Ballymacnab GFC	Completed letter issued 13 December 2012
<b>Action 9</b>	14 – Committee Report – Staffing Committee	HR Manager to develop a plan to review Human Resource Policies and Procedures	Initiated and for completion by December 13
<b>Action 10</b>	15 – Any Other Business	Officers to meet with Bready Cricket Club as soon as possible	Met 18 December support structures established as a result