

SPORT NORTHERN IRELAND

MINUTES

CONFIDENTIAL

Minutes of Meeting held on Wednesday 4 July 2012 in the House of Sport, Malone Road, Belfast BT9 5LA.

PRESENT

In the Chair: D Walsh

Members: J D'Arcy
G Campbell
P Cummings
B Delaney
R Mallon
S McCullough
D O'Connor

In Attendance as Observer: R Flanagan, Permanent Secretary, Department of Culture Arts and Leisure (DCAL)

Acting Chief Executive: N Harkness

Staff in Attendance: S Ogle
A Sloan
J Beggs
A Campbell
T Smyth
E Bailey

1 **APOLOGIES**

Apologies were received from Mr A Money Penny, Mr M Cowan, Mr B Macaulay and Mr P Turnbull.

2 **DECLARATION OF INTERESTS**

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

Mr D Walsh and Mr D O'Connor both declared an interest in the World Police and Fire Games.

3 **CHAIRMAN'S BUSINESS**

- 3.1 The Chairman welcomed Ms Rosalie Flanagan, Permanent Secretary of Department of Culture Arts and Leisure (DCAL) who was attending her first SNI Council Meeting.
- 3.2 The Chairman congratulated Mr Nick Harkness on his appointment as Acting Chief Executive.
- 3.3 The Chairman referred to a tabled Paper SNI/12/75 –SMCCP/5574 Ardoyne Youth Providers Forum" which provided a progress report on the Ardoyne Youth Providers Forum application to the Sports Matters Community Capital Programme. The Paper was provided to reassure Members with respect to SNI assistance and associated project management decision. The Paper indicated that the matter is being handled within due process.

Members were informed that this matter was being brought to their attention because Belfast City Council had advised that it is attracting political interest and Members were also advised that DCAL had been informed. They were asked, should they be approached by the press, to refer that approach to the Communications and Advocacy Department.

- 3.4 The Chairman advised, following consultation with Members, that Mr Gerard Campbell, Mr Shane McCullough, and Mr Danny O'Connor were confirmed as SNI-nominated Directors for the Sports Institute Northern Ireland (SINI); and also confirmed Dr Olive Brown, Prof Marie Murphy, and Prof Carol Curran as nominations from the University of Ulster, with Dr Olive Brown appointed as Chair.
- 3.5 The Chairman advised Council Members that, following consultation with Members, a decision had been taken to stand down Committees while Council Meetings are taking place on a monthly basis.
- 3.6 The Chairman informed Members that the Management Accounts would be considered on a bi-monthly basis during the period of monthly Council meetings so that the workload of the Council can be effectively managed. Members were content to receive Management Accounts provided they are considered by the Executive Team on a monthly basis.

4 **MINUTES**

The Minutes of the Meetings held on 1 May 2012 and 14 June 2012, having been previously circulated, were approved and signed subject to a typographical point in Item 6.1.

The Minutes of the meeting held on 18 May were not available for tabling but will be circulated to the next meeting on 15 August.

Action 1: Minutes of Meeting of 18 May 2012 to be provided to August meeting. (Vice-Chairman)

5 **MATTERS ARISING**

5.1 Members asked if there was any update on the Chief Executive and heard an update from the Chair of the Staffing Committee which met earlier in the day.

The action points listed in the Minutes of the meeting on 1 May were confirmed as carried out with the following exceptions.

Reference Action 6 - Tollymore National Outdoor Centre - pricing structure. The Acting Chief Executive reported that a number of bookings had been cancelled because of the new pricing structure. Proposed revisions to the new pricing structure will be brought to the next Council meeting.

Members expressed the view that it is SNI's duty to ensure that Tollymore National Outdoor Centre is run its remit as set out in the Business Case. The economic climate should not influence SNI's decision to do the right thing. Members agreed that SNI should focus on what is its core delivery.

The Acting Chief Executive said that a proposal would be brought to the next meeting on 15 August.

Action 2: TNOC pricing proposal to be revised. (Director of Participation and Places)

Reference Action 7 - Stadium Programme – SRO Report. The Acting Chief Executive reported that the Stadium Director was content with the handover and had confirmed to the Acting Chief Executive that it was one of the most professional handovers he had experienced.

Members asked for regular updates on the Stadium Programme bearing in mind SNI's long involvement with it. The Permanent Secretary agreed that her SRO Report could be circulated to Members.

Action 3: Stadium SRO Reports to be provided to Members. (Director of Participation and Places)

Reference Action 9 - Audit and Risk Management Committee. Members heard that the Lottery Accounts would be unqualified.

Members agreed that the list of Action Points as tabled were useful and should be continued with any update on action points being reported in writing.

6 **CORRESPONDENCE**

6.1 Irish Sports Council

Members noted letter dated 4 May 2012 confirming agreement of the Memorandum of Understanding on coach education between ISC, SNI, Coaching Ireland and Sportscoach UK.

6.2 Youth Sport Trust

Members noted letter dated 18 May 2012 thanking SNI for its support of the Sainsbury's 2012 School Games.

7 **SPORTS MANAGEMENT SERVICES UNIT**

7.1 Department of Culture Arts and Leisure Review of Armslength Bodies

Members considered Paper SNI/12/76 which provided a background to, and proposed a timetable for, the forthcoming governance and value for money review of SNI.

In the absence of the Chair of the Audit and Risk Management Committee (ARMC) Mr P Cummings reported that the ARMC had met on two occasions; that the Armslength Body review of SNI had been postponed for a period of time and that the Chair of ARMC had offered to oversee a governance review of SNI. A useful meeting had taken place with the Permanent Secretary to discuss issues of concern to DCAL and the remit to take the review forward.

The Chair of ARMC had met CIPFA, a non-profitmaking and training organisation which had proposed a methodology for the review which is with the Permanent Secretary.

The Permanent Secretary concurred with Mr Cummings' statement and said that SNI was moving in the right direction.

It was noted that a Terms of Reference for a Value for Money Review had been drafted and that DCAL approval was required although Members asked that the Value for Money Review should have a quality aspect.

Members stated that SNI should ascertain what sports and other stakeholders think of it as an organisation and noted that it is proposed to do a stakeholder satisfaction survey through the Policy Planning and Research Manager.

Members asked that an adjusted Terms of Reference be presented to the next meeting.

Action 4: Director of Sports Management Services to present updated Terms of Reference to Members to the next meeting.

Action 5: Director of Sports Management Services to propose a Terms of Reference for a stakeholder survey at a future meeting.

Members agreed the importance of having objectivity and validation from an

external point of view and noted that should CIPFA be procured it would be done in accordance with procurement policy.

7.2 Olympic Games

Members considered Paper SNI/12/177 which sought approval for attendance at the Olympic and Paralympic Games.

The Chairman, Acting Chief Executive and Director of Performance left the room for forthcoming discussion to take place.

Mr J D'Arcy chaired the discussion.

The Director of Sports Management Services reported on costs involved. An indicative budget was prepared as some costs were uncertain at this stage. The Paper sought approval for up to £16,500 for attendance at the Olympic and Paralympic Games.

In addition to attendance of the Chair and Acting Chief Executive, officers requested and obtained permission for the attendance of the Director of Performance to allow him to observe the benefit of the investment made in athletes taking part in the 2012 London Olympics.

Members agreed that those attending the Olympic Games and the Paralympic Games should provide a written report to Members on their return.

The Chairman, Acting Chief Executive and Director of Performance returned to the room.

Mr J D'Arcy reported that Members approved the budget of up to £16,500 for attendance at the Olympic and Paralympic Games. Members had also requested that officers actively network with Commonwealth Games countries with a view to promoting Northern Ireland as a base for pre-games camps for the Commonwealth Games in Glasgow in 2014.

Members also approved that officers have flexibility in actual dates of attendance.

7.3 Exchequer and Lottery Accounts 2011/12

Members considered Paper SNI/12/78 which sought approval for the Exchequer and Lottery Accounts for the year to 31 March 2012. It also sought delegated authority for SNI officers to make minor amendments to the accounts if required by the Northern Ireland Audit Office (NIAO).

The Director of Sports Management Services reported that it was only possible for Members to consider the Lottery Accounts as the NIAO had not yet issued the Report to those Charged with Governance on the Exchequer Accounts.

The Director of Sports Management Services explained that this had arisen due to the late submission by three weeks of the Exchequer Accounts to the NIAO. Members expressed their disappointment at the late submission of the Exchequer Accounts, whilst recognising the valid reason for it happening. They requested that they be informed immediately of such issues rather than waiting to the next Council meeting.

Members discussed the recommendations made within the Report to those charged with governance and asked that the Priority 1 recommendation would be followed up by the ARMC.

Members asked that a summary of highlights from the Accounts be included in future years.

Members approved the Lottery Accounts and noted the unqualified Audit Report.

Members agreed that when the Report to those Charged with Governance in relation to the Exchequer Accounts 2011/12 is available the ARMC should meet as soon as possible to consider these. It was further agreed that the Chair and Vice-Chair, along with the ARMC, could approve them on behalf of Council.

Action 6: Annual Accounts highlights to be included in future years. (Director of Sports Management Services)

It was also agreed that it would be preferable for the ARMC to meet two weeks ahead of Council Meetings to facilitate Committee Papers being amended for distribution to Council Members.

7.4 Advocacy and Communications

Members received a Pre-Games Training Camps (PGTC) Update (Paper SNI/12/79) and noted recent and upcoming activities in the Advocacy and Communications Department.

Members noted that a drop box has been set up for accessing changing information regarding PGTC and relevant passwords will be circulated by e-mail to Members.

Action 7: Director of Sports Management Services to circulate access instructions to the PGTC drop box to Members.

Members expressed their congratulations to all concerned in exceeding the PGTC target.

7.5 Report Of Delegated Decisions - Contracts

Members considered Paper SNI/12/81 and noted decisions taken in accordance with Council's Delegated Decisions Policy.

7.6 Revenue Support Towards World Police and Fire Games 2013

The Chairman and Mr D O'Connor left the room.

Mr John D'Arcy chaired this discussion. Members considered Paper SNI/12/82 which sought Members' approval of the business case for Revenue Support towards the World Police and Fire Games (WPFG) 2013. The recommendation was for exchequer investment of up to £115k towards the WPFG 2013.

Members noted the rationale for the business case and the necessity owing to the identification of Ministerial priority of investment in Amateur Boxing 2012-15 to terminate a secondment agreement to the WPFG.

Members also noted the preferred options from the business case. Members raised questions regarding the degree of commitment by SNI to second when so many staff are on sickness absence; but noted that SNI had made a decision to second three members of staff and noted that the Games were a Ministerial priority. Members sought reassurance that this would not negatively impact on SNI and that the staff remaining in the House of Sport would still be able to deliver on SNI's core business.

The Acting Chief Executive reported that delivering on the Ministerial priority of the boxing programme would be unlikely if we don't have the seconded Deputy Principal. He reported that SNI is trying to find a route through this to deliver aspirations and demand.

Members agreed that they would wish to support WPFGB but added concern over the quantum of resources. Members proposed an equal share of any additional costs over the current cost of proving the Deputy Principal on secondment.

Members set out their decision as follows:

- Up to £115k approved.
- Aspiration to share any increased cost equally with WPFGB.
- Aspiration not to exceed current SNI costs if that can be achieved.

The acting Chief Executive was given authority to proceed on this basis.

Mr G Campbell left the meeting.

The Chairman and Mr O'Connor returned to the room.

Mr J D'Arcy reported that following discussion Members were very supportive of the WPFGB and the boxing priority. In principle the recommendation was approved but Members wanted a significant challenge. Members were concerned with the increase in resource being sought. The Paper was agreed in principle and the Acting Chief Executive was to have discussions with WPFGB to try to bring down the additional spend. Members were of the view that SNI is being asked to significantly increase its contribution at a time when its resources were tight.

Action 8: Acting Chief Executive to discuss further with WPFGB and report to next Council meeting.

7.7 Cliftonville Football Club

Members considered Paper SNI/12/83 which conducted a risk assessment of a proposal put forward by Cliftonville Football Club (CFC) regarding legal charge.

CFC wished to secure loan financing from Tennents NI; and had made a request that SNI revise the priority of its legal charge down to allow Tennents NI higher preferential status

Mr Shane McCullough declared an interest and left the room.

The Acting Chief Executive reported on the background research that had been carried out. He proposed that reducing the security of the SINI grant could be

considered contentious.

The Paper did not contain a specific recommendation but did contain a risk assessment.

A lengthy discussion took place and Members sought guidelines. The policy stated that SNI has to take a charge that is sufficient to cover the grant given to the organisation – in this case originally £1.1m.

Members discussed at length CFC's current asset valuation. They also queried the risk to SNI in changing or not changing priority on the legal charge and reputational risks to SNI as a result of either decision.

The Chairman asked, if SNI had security of cover for all outstanding grant values, would Members have a comfort. SNI's role was promotion of sport and Members asked the Acting Chief Executive and Director of Sports Management Services to obtain a verification on the CFC valuation through the Land and Property Services Agency and refer back to Council as quickly as possible and obtain a more recent set of Management Accounts.

Members agreed that the Acting Chief Executive should inform the Chairman of CFC of Council's considerations and actions.

Action 9: Acting Chief Executive to contact CFC to advise them of the decision to seek a new valuation and obtain a more recent set of Management Accounts.

7.8 Risk Register

Members considered Paper SNI/12/84 which provided a summary of the key corporate risks, their ratings, agreed mitigation activities and progresses against those activities.

The Director of Sports Management Services took Members through the Risk Register identifying the comments raised by Members of the ARMC. Members discussed the risks and the mitigating actions and were content.

The Director of Sports Management Services advised that following the emerging findings he would be carrying out a review of SNI's Risk Management Framework and would report back to the next Council Meeting.

Action 10: The Director of Sports Management Services to review Risk Management Framework and report to the next Council Meeting.

8 PARTICIPATION UNIT

8.1 Update on 50-metre Pool Project

Members considered Paper SNI/12/80 which provided a progress report on the 50m pool project and which gave reassurance with respect to SNI project management.

The report provided an overview of the current status of the project. Members noted that the mechanisms employed are managed within a pro-active system of project governance including review and mitigation by a Project Steering

Group and Executive Project Board on a regular structured basis.

Member noted the report as an assurance that the project is being managed effectively to ensure successful delivery within agreed time, cost and quality parameters.

8.2 Special Olympics Ulster Budget Variation

Members considered Paper SNI/12/85 which sought approval for a variation to the percentage contribution to eligible cost centres within the Special Olympics Ulster (SOU) award in 2012/13 subject to final Inter Departmental Oversight Group (IDOG) approval.

It sought delegated authority to officers to approve up to a maximum of 10% virement across eligible programme expenditure areas.

It also sought delegated authority to officers to approved a variation to the percentage IDOG contribution to SOU.

The Acting Chief Executive reported that this is partly funded by a range of Departments and SNI is managing it as lead funder.

Members approved the recommendations.

8.3 SNI Funding Allocation to Mountain and Cave Rescue Teams

Members considered Paper SNI/12/86 which sought approval for a mechanism for allocating SNI recurrent (exchequer) funding to designated Mountain & Cave Rescue Teams in Northern Ireland.

Members noted the funding proposal and the issues to which due weight was given in the proposed funding formula.

Members approved the proposed allocation formula; the future allocation of SNI investments in Mountain and Cave Rescue through the application of this formula; and that Letters of Offer be issued to the three designated mountain and cave rescue teams based on the application of the funding formula.

8.4 Youth Sport Omagh

Members received an update on recent actions undertaken by SNI (Paper SNI/12/87).

Members noted the background and context of Youth Sport Omagh (YSO); the current issues surrounding the Funders Group; and recent developments (2012/13).

Members noted that SNI had met regularly with YSO who had recently appointed new Directors and now meet more regularly.

Officers will monitor its financial viability closely and will provide monthly updates to Council and DCAL.

Members wished to see real assurance that by 31 December 2012 SNI could be confident of the future of YSO and asked that this item be kept on Council

Agenda for the coming months. Officers advised Members of the reversion clause within the lease and the Deed of Dedication that would protect the future use of the facility for sport.

Action 11: Youth Sport Omagh to be a standing item at Council Meetings. (Director of Participation and Places)

8.5 Re-Profiling of Adventure Mark Delivery Costs

Members considered Paper SNI/12/88 which sought approval for a re-profiling of the funding requirements to continue to develop and deliver Adventuremark in Northern Ireland.

Members approved the re-profiling of costs associated with the development and delivery of Adventuremark in Northern Ireland as set out in Table 2 of the Paper.

8.6 Provision of Assurance in the 2012/13 Financial Year

Members considered Paper SNI/12/89 which provided an update on the revisions to the Quarterly Assurance Statements (QAS) and Accountability Meetings process being introduced by DCAL.

The background referred to changes to the QAS and Accountability Meetings which had been presented to the DCAL Armslength Body Chairs at the Strategic Partnership Forum Meeting on 12 June 2012. Chairs had expressed strong opposition to the proposals and pointed out that they had a part-time non-executive role and proposed that these new arrangements would draw Chairs into executive functions. The DCAL Permanent Secretary undertook to re-look at the suggestions and engage directly with Chairs.

The Permanent Secretary said that she had taken the comments made on board. The suggestion was that the Chair attends a meeting with her once or twice a year. Previously there seemed to be some concern and confusion but she hoped that the revised suggestions meet with agreement and she would be happy to discuss it further.

Members asked that this be brought to the next meeting of Council.

Action 12: Director of Sports Management Services to consider further revision to QAS at the next Council Meeting.

8.7 Delegated Decisions – Places

Members considered Paper SNI/12/91 and noted decision taken in accordance with Council's Delegated Decisions Policy.

9 PERFORMANCE UNIT

9.1 Delegated Decisions – Performance

Members consider Paper SNI/12 90 and noted decisions taken in accordance with Council's Delegated Decisions Policy.

9.2 Olympic Athletes

Members received an update on the current situation of Northern Ireland athletes selected for Ireland and Great Britain for the 2012 London Olympics and Paralympics (Paper SNI/12/92).

Members asked if information would be provided on how athletes perform and the Director of Performance reported that Twitter and Facebook accounts would be set up so that all such information would go quickly into the social domain.

Action 13: Director of Sports Management Services to set up relevant social media accounts as a means of informing Members.

10 COMMITTEE REPORTS

10.1 Mountain Leader Training Northern Ireland

Members received the Minutes of the One Hundred and Seventh Meeting held on 14 March 2012.

10.2 Audit and Risk Management Committee

Members received the Minutes of the Seventieth Meeting held on 1 May 2012.

11 DATE OF NEXT MEETING

Wednesday 15 August 2012 at 5 pm.

12 ANY OTHER BUSINESS

12.1 Ms R Mallon referred to the Public Attitudes Survey 2008 and suggested it would be useful to know how things had changed since then. The Acting Chief Executive undertook to ascertain the current situation.

Action 14: Acting Chief Executive to check situation and report to the next Council Meeting.

12.2 Mr B Delaney referred to the number of volunteer technical officials going to the Olympic and Paralympic Games and suggested that it might be worthwhile celebrating their involvement. The Director of Performance undertook to give this consideration.

Action 15: Performance Director to follow up with governing bodies of Olympic sports funded by SNI how many officers are attending the Games in a technical capacity.

12.3 Mr S McCullough asked that SNI record its gratitude and thanks to Royal Portrush for the exceptional way in which the Irish Open was delivered.

Action 16: Acting Chief Executive to draft letter for the Chairman's signature.

12.4 Mr D O'Connor referred to the three Committees now stood down and asked how business would be handled.

The Chair replied that a decision would be made when a new Chair and Vice-Chair would be appointed within the coming few months. In the meantime

issues would be dealt with by full Council on a month by month basis and issues previously delegated to Committees would go to full Council meeting.

12.5 The Chairman asked the Permanent Secretary if she had comfort from the meeting and she replied that as she had been present as observer she had decided not to intervene. She said that her presence had given her a greater insight into how the Council operates.

12.6 The Chairman informed Members that there had been a level of uncertainty within the staff, particularly with the governance review and press articles; and he suggested that a staff briefing be organised with Council Members being present and this would give them an opportunity to meet staff.

Action 17: Staff briefing to be organised. (Chairman and Director of Sport Management Services)

12.7 The Chairman informed Members that the term of office of Mr Alan Money Penny, Vice-Chairman, will come to an end on 31 July 2012. He put on record his thanks to Mr Money Penny who had put much effort into his work for SNI over the period of the last four years and seven months. He extended very best wishes to him for the future and it was hoped to have a more formal opportunity to thank the Vice-Chairman in due course.

Action 18: Acting Chief Executive to consider options.

There being no further business the meeting ended at 7.55 pm.

Signed: _____

Dated: _____

House of Sport
Upper Malone Road
Belfast
BT9 5LT

Action Number	Agenda Item No. and Title	Agreed Action	Progress
Action 1	4 - Minutes	Minutes of Meeting of 18 May 2012 to be provided to August meeting. (Vice-Chairman)	Done – will be considered at the Council Meeting on 15 August 2012.
Action 2	5.1 - Matters Arising	TNOC pricing proposal to be revised. (Director of Participation and Places)	Done – Members will consider this at the Council Meeting on 15 August 2012.
Action 3	5.1 - Matters Arising	Stadium SRO Reports to be provided to Members. (Director of Participation and Places)	Done
Action 4	7.1 - DCAL Review of ALBs	Director of Sports Management Services to present updated Terms of Reference to Members to the next meeting.	Done – will be considered at the Council Meeting on 15 August 2012 (SNI/12/97).
Action 5	7.1 - DCAL Review of ALBs	Director of Sports Management Services to propose a Terms of Reference for a stakeholder survey at a future meeting.	Done – SNI/12/102.
Action 6	7.3 - Exchequer and Lottery Accounts	Annual Accounts highlights to be included in future years. (Director of Sports Management Services)	This will be done for the 2012/13 Annual Report and Accounts.
Action 7	7.4 - Advocacy and Communications	Director of Sports Management Services to circulate access instructions to the PGTC drop box to Members.	Done – Members were provided with access codes.
Action 8	7.6 - WPFG	Acting Chief Executive to discuss further with WPFG and report to next Council meeting.	See Chief Executive's Report for update (SNI/12/111).
Action 9	7.7 - Cliftonville Football Club	Acting Chief Executive to contact CFC to advise them of the decision to seek a new	See Chief Executive's Report for update (SNI/12/111).

		valuation and obtain a more recent set of Management Accounts.	
Action 10	7.8 - Risk Register	Director of Sports Management Services to review Risk Management Framework and report to the next Council Meeting.	Done – See Paper SNI/12/100
Action 11	8.4 - Youth Sport Omagh	Youth Sport Omagh to be a standing item at Council Meetings. (Director of Participation and Places)	See Chief Executive’s Report for update (SNI/12/111).
Action 12	8.6 - Provision of Assurance	Director of Sports Management Services to consider further revision to QAS at the next Council Meeting.	See Paper SNI/12/100.
Action 13	9.2 - Olympic Athletes	Director of Sports Management Services to set up relevant social media accounts as a means of informing Members.	Done – Twitter/Facebook set up.
Action 14	12.1 - Any Other Business	Acting Chief Executive to check situation and report to the next Council Meeting.	This will be considered in the new research strategy and it is hoped to carry out this work in 2013/14.
Action 15	12.2 - Any Other Business	Performance Director to follow up with governing bodies of Olympic sports funded by SNI how many officers are attending the Games in a technical capacity.	Director of Performance will provide a verbal update at the Council Meeting.
Action 16	12.3 - Any Other Business	Acting Chief Executive to draft letter for the Chairman’s signature.	Done – letter issued to Royal Portrush Golf Club.

Action 17	12.6 - Any Other Business	Staff briefing to be organised. (Chairman and Director of Sport Management Services)	Not done due to time pressures, the holiday period and the Olympics. It is hoped to do this on 15 August.
Action 18	12.7 - Any Other Business	Acting Chief Executive to consider options.	To be considered in the future.