

SPORT NORTHERN IRELAND

MINUTES

FIFTH MEETING 2013

Minutes of Board Meeting held on Tuesday 29 October 2013 in the House of Sport, Malone House, Upper Malone Road, Belfast BT9 5LA

PRESENT:

In the Chair: **Brian Henning**

Members: **Danny O'Connor**
Paul Cummings
Gerry Campbell
Barry MacAuley
Roisin Mallon
Shane McCullough

Chief Executive: **Antoinette McKeown**

Staff in Attendance: **Nick Harkness**
Shaun Ogle
Andrew Sloan
Lisa Beattie

1 **APOLOGIES**

John D'Arcy
Brian Delaney

2 **DECLARATIONS OF INTEREST**

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

R Mallon advised that she was a Committee Member on Mountain Training Northern Ireland (MTNI), sub-committee of Sport NI and that she was also a Member of the sub-group of MTNI looking at Future Options for MTNI. It was agreed that it would be helpful to have insight of a Committee Member whilst discussing the issue but that R Mallon would leave the meeting prior to any decision being made.

3 **MINUTES**

The Minutes of the Meeting held on 6 August 2013, having been previously circulated were approved and signed.

4 **MATTERS ARISING**

4.1 **Action Sheet**

Action Sheet from Meeting held on 6 August 2013 which had previously been circulated. Members noted that all points were either on-going or had been completed.

4.2 **Board Workshops**

The Chief Executive advised Members that a review of the current workshop schedule is currently being undertaken and advised that Members will be contacted with regard to the workshop due to take place on 19 November.

ACTION 1: Workshop on 19 November to be cancelled

ACTION 2: Chair and Chief Executive to review the Workshop schedule and update Members at the next meeting.

4.3 **SINI Business Case**

The Chief Executive provided Members with an update regarding the SINI Business Case advising that working is on-going with regard to reaching an agreement on future funding for SINI by December 2013.

Members noted that DCAL officials had raised a number of specific queries focused on objectives, savings and benefits and were advised that the benefits realisation plan was amended to show the benefits and contribution that SINI – and high performance sport can make to DCAL and government investment.

The Chief Executive advised that the revised Business Case will be sent to DCAL as soon as possible.

Members queried if there had been any feedback from Ulster regarding the Business Case and were advised that Ulster are supportive of the Business Case.

Members agreed that DCAL need to be provided with appropriate information with regard to SINI enhancing the good and positive aspiration for athletes.

Members noted that the CAL Committee have arranged to have a meeting in Ulster and will be undertaking a tour of SINI on the same day and will receive a presentation on SINI.

4.4 **Tollymore National Outdoor Centre - Business Case**

The Chief Executive advised that this is progressing with the Department and comments have been received. A meeting has also taken place with the DCAL economist.

Members noted that the Chief Executive is planning to meet with all providers and Cogent before final submission to DCAL.

5 **CHAIRMAN'S BUSINESS**

5.1.1 **Update regarding recruitment of a Vice Chair and new Board Members**

The Chair advised Members recruitment for Vice Chair and Board Members is on-going and that he had undertaken one and half days of interviews.

Members queried when new Members would take up post and noted that it was with the Minister to make appointments but that it would hopefully be by end of the year. It was noted that the appointments would be for the statutory four year appointment.

ACTION 3: Chair to advise Members of any developments regarding the appointment of new Board Members.

ACTION 4: Training / Orientation session to be considered as part of new Board Members induction.

5.1.2 **Commonwealth Games**

The Chair advised Members that a meeting of the Glasgow 2014 Task and Finish Group took place on 24 October 2013. Members were informed that an issue had arisen in relation to Commonwealth Games potential participant eligibility: The NI Commonwealth Games Council rule, that only British passports would be accepted as proof of citizenship, in order to be included and to be eligible for the Northern Ireland team is being queried. Members noted that the Chair and Director of Performance have discussed this matter with Commonwealth Games Council in an attempt to clarify the situation and to advise that both a legal opinion and advice from Sport NI's equality adviser were consistent on this matter. Members noted that the Commonwealth Games Council have been advised that there is a potential risk of both actual and perceived discrimination, due to their current interpretation of eligibility. Sport NI intends to writ to the Commonwealth Games Council to confirm the need for clarification.

S McCullough joined the meeting

After a lengthy discussion it was agreed to clarify if any historical position was previously taken by Sport NI in the matter of eligibility and if this involved a change in policy that it should be brought back to the Board to ensure the position was properly approved and recorded.

It was noted that the Commonwealth Games had agreed to obtain their own legal opinion and that of the Commonwealth Games Federation.

ACTION 5: Clarification to be provided of Sport NI's historic position (in relation to British passport requirements for NI game participants)

ACTION 6: Any proposed change in position to be subject to Board discussion Board Appraisals

The Chair updated the Members with regard to the Member Appraisal process and advised that these had been completed and forwarded to DCAL.

5.1.3

Members noted that the Appraisal process for the Chair had also been completed.

5.2 **CEO Strategic Updates**

Members received Paper SNI/13/70 the purpose of which is to update Members on some key issues relating to organisational, performance, risk and strategy emerging or progressing since the last Board meeting on 6 August 2013.

5.2.1 **Introductory Meeting with Minister Ni Chulainn**

The Chief Executive advised Members that she had met with the Sports Minister within the first few weeks of being in post and advised that the Minister spoke very highly of Sport NI as an organisation. Members noted that the Chief Executive had asked the Minister to come and visit Sport NI and speak to staff personally and that she would agree an appropriate time for this to take place.

5.2.2 **Permanent Secretary Visit to Tollymore National Outdoor Centre (TNOC)**

The Chief Executive also advised Members that she had visited Tollymore National Outdoor Centre with the Permanent Secretary and they had discussed plans for TNOC high performance and other issues. It was noted that the Chief Executive is also planning to visit SINI with the Permanent Secretary in the near future.

5.2.3 **St Colmans**

The Chief Executive updated Members with regard to the NIAO report on St Colmans advising that DCAL / NIAO and SNI are content with the final report. Members noted that the report will be published and will be submitted to PAC, as normal. The Chief Executive advised that Sport NI is preparing itself for some media attention regarding the report.

ACTION 7: Board Members to be notified prior to publication of the NIAO report

5.2.4 **Belfast City Council Value for Money Report on Belfast Community Sports Development Network (BCSDN)**

The Chief Executive advised Members that BCSDN has been awarded a contract from Belfast City Council to deliver a programme of sports activities, including Sport NI's Active Communities initiative. Members noted that a Value for Money and Compliance Audit has been undertaken and presented to Belfast City Parks and Leisure Committee who have advised of a significant level of inconsistencies.

Members noted that Sport NI has reviewed the report and has concluded that the report does appear to have inconsistencies and have advised of same. The Chief Executive advised Members that although Belfast Community Sports Development Network has been delivering the a Sport NI initiative on behalf of Belfast City Council there is an associated risk to Sport NI.

A meeting has been arranged for early November between Sport NI and Belfast City Council to discuss the issue further.

5.2.5 **Launch of Sport NI's Sporting Ambassador**

The Chief Executive updated Members with regard to the Launch of Sport NI's Sporting Ambassador which involved gold medallist para-Olympian Jason Smyth visiting his former primary school in Eglinton. Members noted that there had been good media attention and support for the initiative.

It was noted that communications and performance staff are working on identifying other Sporting Ambassadors enabling high performance athletes to give something back to their local communities.

5.2.6 **Irish Football Association**

The Chief Executive provided Members with an update on Irish Football Association and recent changes to their Articles of Association which had received media attention in September. Members noted that a condition of Sport NI's grant aid to the IFA is that the Association must inform Sport NI of any changes to its Articles of Association and on this occasion this did not happen.

Members noted that Sport NI has advised the Irish Football Association that an audit undertaken by Sport NI earlier in the year would remain in draft until the issue is resolved satisfactorily.

5.2.7 **Sainsbury's School Games**

The Chief Executive advised Members that Sport NI had recently declared an interest in hosting the 2015 Sainsbury's UK School Games. Members noted that the Games are the biggest high performing youth sport competition in Europe. The Chief Executive advised that she and staff had met with UK Sport staff involved in the Games in 2013 and is exploring further with other organisations and DCAL and Youth Sport Trust.

Members noted that DCAL have appointed a consultant through Strategic Investment Board to explore sporting opportunities to ensure a legacy from the WPF and he is committed to working closely with Sport NI.

5.2.8 **Ministerial Projects**

Members discussed in length Ministerial projects and the level of risk involved in relation to these projects.

Members noted an additional project in relation to Coleraine Borough Council and requested that the Chief Executive seek clarification from DCAL.

Members agreed that the Chief Executive should continue engagement with DCAL to resolve issues surrounding these projects and keep Members up-to-date with progress.

ACTION 8: Accounting Officer to continue engaging with Departmental colleagues to resolve these issues.

6 **ORGANISATIONAL PERFORMANCE**

6.1 Management Accounts for the 6 Months to 30 September 2013

Members received Paper SNI/13/63 which asked Members to consider and approve Exchequer and Lottery accounts for the 6 months to 30 September 2013.

The key issue in the accounts is the re-profiling of the budget to address £150k under-spend at mid-term £80,000 of which has been redirected to AIP with the other £70,000 being redirected to the Active Schools programme.

Members noted that papers relating to approval of each of the above appear in the Agenda at 8.3 and 8.4.

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

6.2 Business Plan Review Quarter 2

Members received Paper SNI/13/64 the purpose of which is to seek approval of Quarter 2 Business Plan Review showing performance against its performance indicators during the second quarter (July – September) of 2013/14.

The report includes 66 output targets of which

- 61 are on track for achievement (green)
- 4 are likely to be achieved but with some uncertainty (amber)
- 1 are unlikely to be achieved (red)

The Chief Executive advised that she had requested that the Awards for Sport small grant programme be delayed slightly to enable coherence of thinking between this and other programmes. Members noted that there is a risk in delaying the programme but that it will allow thinking time to align programmes to achieve better impact and outcomes.

It was noted that the delay in approval of Business Plan has delayed some work, including development of sub-regional sports facilities, working with local councils and; progression of Performance Focus (audit of governing bodies is now complete)

Members noted there is an amber in relation to decreased response rate to requests for information. The level of requests coming in will be raised with the Department as it is not sustainable.

The red status relates to £2.4m under consumption in Lottery funding, the boxing programme development has been delayed due to more developmental work being need than was anticipated.

Members queried the statistics and how these are captured with regard to usage at the Bangor pool.

Members approved the Business Plan 2013-14 Quarter 2 Review.

ACTION 9: Clarification to be provided on statistics in relation to Bangor pool usage.

7 **GOVERNANCE & RISK**

7.1 **Risk Register**

Members received Paper SNI/13/65 previously scrutinised by the Audit and Risk Management Committee, on key risks affecting the achievement of the organisations' objectives and actions, and planned mitigation.

Members noted that no new risks had been added to the Risk Register, but that one had been removed, being non-approval of SNI Business Plan.

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

7.2 **Audit and Risk Management Committee Self Effectiveness Review**

Members received Paper SNI/13/66 the purpose of which is for Members to consider and approve the assessment of SNI's Audit and Risk Management Committee.

Members noted that the document had been reviewed and endorsed by the Audit and Risk Management Committee.

Members discussed the pending NIAO report on St Colman's and agreed to make a reference to the lessons learnt in the Audit and Risk Management Committee Self Effectiveness Review.

Members approved the assessment on the premise that a sentence is added to the document to reference the intervention of the ARMC Chair in St Colman's. It was agreed that amendment would be made to the document and that it would be recirculated to Members.

ACTION 10: Reference to be added to report on lessons learnt on St Colman's

7.3 **Quarterly Assurance Statement for Quarter 2**

Members received Paper SNI/13/67 the purpose of which is for Members to review and approve the Quarterly Assurance Statement which outlines the current governance structures within Sport NI.

The Chief Executive advised Members that the Quarterly Assurance Statement will be reviewed to ensure focus on assurance from the Accounting officer that Sport NI systems, processes etc are fit for purpose and not used to report on external bodies.

The Accounting Officer confirmed that she is content that the Quality Assurance Statement reflects a true and fair account of Sport NI's current position. Members sought clarification on the rationale for DCAL's proposed change requesting the Chair to sign the Quarterly Assurance Statement. Members would like clarity on roles of Accounting Officer and Chair.

ACTION 11: Clarification to be sought from DCAL officials with regard to signature on Quality Assurance Statement

Members also noted that clarification would be sought on the rationale of change before agreeing to it and will also advise the Board of any implications.

Members noted that No 9 Internal and External Audit Reports point 3 should not read as no.

Members reviewed and noted the Quarterly Assurance Statement.

ACTION 12: Review objective and scope of this report

7.4 **Update of Bank Mandate**

Members received Paper SNI/13/68 the purpose of which is to seek approval to an amendment to the bank mandate.

Members noted the authorised cheque signatories within Sport NI with changes to include Antoinette McKeown, Chief Executive and noted that Andrew Palmer has replaced John Beggs as Investment Assurance Manager.

Members approved the updated Bank Mandate.

7.5 **Revised Management Statement and Financial Memorandum**

Members received Paper SNI/13/69 the purpose of which is for Members to consider and review the revised Management Statement and Financial Memorandum.

The Chief Executive advised that this has gone through many iterations and discussions and is now ready for approval.

The Chair raised a query with regard to 3.5.4 which indicated that the Chair reported to the Permanent Secretary rather than the Minister with the Chief Executive reporting to the Permanent Secretary and it was agreed that clarification should be sought on this point.

Members also agreed that the last point at 3.5.4 has the potential to confuse the roles of the Chair and the Accounting Officer, this also requires clarification.

Members considered and approved the Revised Management Statement and Financial Memorandum subject to clarification being sought on 3.5.4 regarding the Chair reporting to the Permanent Secretary and also clarification regarding attendance at Accountability meetings.

ACTION 13: Departmental clarification to be sought on point 3.5.4 (last bullet point)

ACTION 14: Advise DCAL of the Chair and Board's concerns that 3.5.4 (last bullet point) has potential to confuse the roles of Chair and the Accounting Officer.

7.6 **Risk Management Policy – Update on Legal Charges**

Members received Paper SNI/13/75 the purpose of which is to consider and approve the proposed update to the current Legal Charge Policy.

Members noted that in recent months Sport NI has had requests from applicants seeking approval to amend the existing legal charge on their assets relating to historical capital grants.

The Director of Participation and Places advised that the paper sets out the proposed criteria applied to all requests, making them subject to a standard consistent appraisal.

Members noted that proposed options and delegation authorities had been laid out within the paper and noted that it is proposed option 1-3 & 5 would be presented to Senior Management Investment Board for consideration approval as the outcome is clearly defined with option 4 being summarised by SNI staff and recommendation being brought to the Board for decision.

Members considered and approved the proposed update to the current Legal Charge Policy as attached at Appendix 1.

8 **POLICY AND STRATEGY**

8.1 **Zero Based Budget Proposal and Draft Business Plan 2014-15**

Members received Paper SNI/13/71 the purpose of which is to ask Members to review and approve SNI's Zero Based Budget proposal for 2014/15 and also to seek approval for SNI's officers to discuss and agree SNI's Zero Based Budget proposal with DCAL officials which would lead to the finalisation of the draft Business Plan for 2014/15.

The Chief Executive advised that SNI has undertaken considerable work on this and that Members attended a workshop in August on this topic.

The Chief Executive updated Members on the situation being that the Zero Based Budget and Rationale, draft Business Plan and Proposal for an additional contingency initiative "Sport United – Together Better" aimed at breaking down prejudice in sport and opening it up to children and young people who may not naturally get involved have all been submitted to DCAL with a caveat that it does not as yet have Board approval. The Chief Executive advised Members that budgets will shift and other issues will arise and that therefore this should be seen as work in progress.

Members advised that on page 15 they felt that 6.5 should come before 6.4. Members also agreed that four disadvantaged groups should have equal standing within the document. It was also noted that Members felt the document should be about developing sport first and then about benefits from sport.

Members approved the draft Zero Based Budget proposal 2014/15 as work in progress.

ACTION 15: Ensure documents reflect the balance and interdependence between achieving social outcomes and high performance sport, maintaining the integrity and role of high performance sport and SINI.

ACTION 16: Review paragraphs 6.4 and 6.5 to achieve the above and ensure consistency of message

ACTION 17: Final document to be presented to Board in January.

8.2 **Active Clubs Business Case 2014-15**

Members received Paper SNI/13/72 the purpose of which is to seek approval of the Business Case for investment, to approve the preferred Option within the Business Case (Option 2) and also approve the budget of £4m over the four year period of the programme.

The Director of Participation advised Members that this programme had been the subject of a recent workshop and advised that the Business Case had been developed after extensive stakeholder engagement and reflects previous Board discussion including information from the Board workshop.

Members noted the Business case and approved the preferred option (Option 2) within the Business Case approval was also given to the budget of £4.02m for delivery of the programme in the period 2014-2018.

8.3 **Programme Level Investment Uplift - Active Schools**

Members received Paper SNI/13/74 the purpose of which is to seek approval for an increase of up to £100,000 in the programme level investment into the Active Schools (pilot)

Members noted that there had been two hundred and nineteen applications to the programme it is therefore likely that the good applications exceeding the quality threshold for the programme - 50% will outstrip the resource.

The Director of Participation advised as highlighted in 6.1 in relation to the budget an additional resource of £70,000 has been identified in the financial year. It is being proposed that this available resource be deployed to Active Schools programme at this time. Members noted that an addendum to the Business Case has been completed.

Members agreed that should other funding become available up to the value of £100,000 that a further addendum should be added to the Business Case.

Members approved that Addendum to the Active Schools Business Case proposing a budget increase of £70,000 with the possibility of extension to a maximum of £100,000 with pro rata amendments to the Benefits Realisation Plan as summarised in Table 1 given that the applications all surpassed the quality threshold set.

8.4 **Athlete Investment Programme 2013-15 - Addendum to Programme Level Business Case**

Members received Paper SNI/13/77 the purpose of which was to seek Members approval to commit up to £389,948 additional budget to deliver the Athlete Investment Programme Business Case (ie implement the Programme with investment in all athlete categories to include sports and living costs.

The additional budget would be broken down as follows:

- 2013/2014 - £80,000
- 2014/2015 - £309,948

The Director of Performance advised Members that a decision had been taken not to fund living costs to developmental athletes this is being kept under review should additional funding become available.

Members raised concerns with regard to whether this funding would raise expectations with developmental athletes and noted that this is a possibility that needs to be managed. Members also advised that they were uncomfortable with funding athletes retrospectively.

Members approved the addendum to the Programme Level Business Case, additional budget of £389,948 to the Programme for 2013/2014 and 2014/2015 was also approved. Members noted that the Addendum to the Athlete Investment Programme Level Business Case will be submitted to DCAL for approval.

ACTION 18: Ensure there is no retrospective funding

ACTION 19: Manage expectations of athletes post 31 March 14

8.5 **UK High Performance Strategic Advisory Group – Terms Of Reference**

Members received Paper SNI/13/78 the purpose of which is to seek approval of Terms of Reference for the UK High Performance Strategic Advisory Group.

The Chair advised Members that he is familiar with the Terms of Reference through the Board of UK Sport. Members noted that the purpose of the Group is to include the Home Countries in designing, changing and considering how to strengthen Sporting Structures within UK.

Members noted that it is the understanding of SNI that the other Boards have endorsed the Terms of Reference.

Members approved the Terms of Reference for the UK High Performance Strategic Advisory Group.

8.6 **Future Arrangements for Mountain Training Northern Ireland**

Members received Paper SNI/13/76 the purpose of which is to ask Members to consider a request from Mountaineering Ireland (MI) to assume responsibility for Mountain Leader Training in NI and deliberations and recommendations of Mountain Training NI (MTNI) as a sub-committee of SNI.

The Director of Participation and Places advised that Mountain Training Boards are no longer linked to sports councils. They have become bodies under the respective Mountaineering Councils in the UK / Governing Body, this is how other sporting bodies are managed.

Members noted that there has been correspondence in relation to the future of MTNI

and working to a single Board under Mountaineering Ireland by a small number of people who have raised objections and concerns being personal information / data being transferred, also some people are concerned about loss of identity.

Members were advised that officers are planning to undertake a Section 75 Consultation exercise.

R Mallon left the meeting

Following discussion Members agreed the implementation of Option 7 as the preferred option of the MTNI options review on condition that new arrangements will be equivalent to those currently operating and maintain approval of Mountain Training UK and have the support of Mountaineering Ireland.

Members also approved the commissioning of the secretary of MTUK to engage with related parties to propose the following:

- A new structure for the management of Mountain Training in Ireland both North and South under the leadership of Mountaineering Ireland.
- A project plan that would lead to the integration of BOS and MTNI into one Mountain Training Board for the Island of Ireland.

The Board noted that financial support for the new structure may continue for a period.

B MacAuley left the meeting

ACTION 20: Manage sensitivities effectively

9 **FOR NOTING**

9.1 **Audit & Risk Management Committee – update**

Mr G Campbell, Chair of the Audit & Risk Management Committee provided Members with an update from the meeting on 17 October 2013.

9.2 **Remuneration Committee – update**

Nothing to report

10 **DATE OF NEXT MEETING**

Tuesday 28 January 2014 @ 4.00 pm
Tuesday 29 April 2014 @ 4.00 pm


11 **ANY OTHER NOTIFIED BUSINESS**

ACTION 21: Induction programme to be looked at for new members.

Signed

A handwritten signature in black ink, appearing to be 'Lisa H. J.', written over a horizontal line.

Dated

A handwritten date '28th January, 2014' written over a horizontal line.

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