

## **SPORT NORTHERN IRELAND**

### **MINUTES**

#### **Third Meeting 2013**

Minutes of Board Meeting held on Tuesday 4 June 2013 in the House of Sport,  
Malone Road, Belfast, BT9 5LA

#### **PRESENT**

**In the Chair:**                                   **B Henning**

**Members:**                                   **D OConnor**  
   **J D’Arcy**  
   **B McAuley**  
   **P Cummings**  
   **S McCullough**  
   **B Delaney**  
   **R Mallon**

**Acting Chief Executive:**               **N Harkness**

**Staff in Attendance:**                   **S Ogle**  
   **A Sloan**  
   **L Beattie**

#### **1       APOLOGIES**

G Campbell  
J O’Neill  
R Carr  
C Watson

#### **2       DECLARATION OF INTERESTS**

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

R Mallon advised that she would have interest with regard to the Equal Opportunities Policy and Disability Action Plans 2012-15

B McAuley advised of an interest with regard to the Disability Sport NI Awards Uplift.

### 3 **MINUTES**

The Minutes of the Meeting held on 9 April 2013, having been previously circulated were approved and signed

### 4 **MATTERS ARISING**

#### 4.1 Action Sheet

The Action Sheet from the previous meeting had been circulated to Members. The Acting Chief Executive advised that all points were being actioned with a number completed and a few being carried forward and queried whether Members required any further information.

Members confirmed that they were content with progress on the Actions from the previous meeting.

### 5 **CHAIRMAN'S BUSINESS**

The Chairman advised Members that Murray Cowan had resigned from the Board due to work commitments in Dublin. He thanked Murray for his contribution to Sport NI over the time he sat on the Board.

The Chairman congratulated and thanked D O'Connor on another successful year and for his continued work with Belfast City Marathon.

#### 5.1 Action Plan to Mainstream Delivery of Statutory and Public Policy Obligations in DCAL

The Acting Chief Executive advised Members that the Department had been in contact with regard to a meeting and noted that a meeting would be arranged within the next week or two.

Members noted that zero based budgeting could have significant impacts on the planned work of Sport NI in 2014-15 and beyond as it could for example preclude against funding agreements over a period of more than one year eg. capital projects and Active Communities

Members felt that the Executive Officers should meet with DCAL to hear of the plans and advise of any relevant risks.

**ACTION 1: Executive to raise matter at meeting with DCAL.**

#### 5.2 Chair's Appointments to Sport NI Committees

The Chair circulated to Members a table of Sport NI Committees and appointments along with proposed meeting dates for Committees for 2013/14. Members noted that a few of the Committees did not have full complement of Members.

The Chair enquired if all Members were content with the allocation of Committees.

P Cummings as Chair of the Places SMIG advised that over the last number of meetings there had not been good attendance from outside Members and that timing of meeting had been changed to no effect. It was suggested that one option was to undertake this work as part of the Performance and Participation SMIGs.

The Acting Chief Executive suggested that if Committee was to be stood down an Agenda item could be placed on the other two SMIG meetings to discuss Places issues.

Following discussion it was agreed that the Chair and Acting Chief Executive would raise the issue with the Minister at the SMMG meeting on 5 June 2013.

**ACTION 2: Chair and Acting Chief Executive to raise issue of Places SMIG attendance at the next Sport Matters Monitoring Group**

### 5.3 Stage I ALB Report

Members had received a copy of the final Stage I report and a letter received from the Department. Members noted that the Stage I ALB Report was not circulated until one year after the review had been completed and the initial findings had been released. Members also noted that the Acting Chief Executive has pointed out concerns he has with regard to the accuracy of the report and has written to DCAL on that subject.

The Acting Chief Executive advised Members that the Department would like to consult with the Board on ALB Stage II review. Following discussion Members agreed to reschedule diaries to attend meeting on 13<sup>th</sup> June 2013.

The Acting Chief Executive advised that early indications suggested that there are only two options in the Stage II review under active discussion:

- Keep Sport NI as it stands; or
- Move it within the Department.

Members also noted that there was a more recent sub-option under consideration which involved the move of the capital team to the Department. Members noted that Lottery funding can't be under Government control.

**ACTION 3: It was agreed that Acting Chief Executive would confirm meeting on 13 June 2013 with P McAllister in DCAL and provide Board Members with date and time of meeting via email (briefing documents to go onto Sharepoint).**

#### 5.4 Governance Review Feedback

Members received a copy of a letter from DCAL positive in nature with a few minor suggested changes. Members noted that this letter only relates to Sport NI as all ALB's are being dealt with separately.

#### 5.5 Meetings Matrix and Workshop Schedule for 2013-14

Members received Paper SNI/13/30 the purpose of which was to consider and approve Matrix of Board and Committee meetings , Board workshops for 2013/14 and a preferred time for holding quarterly Board meetings.

5.5.1 Members approved the Matrix of Board and Committee meetings which included changing the Board meetings from bi-monthly to quarterly.

5.5.2 Members queried whether the postponed workshop of 21 May 2013 on addressing Ministerial Priorities through sport is being rescheduled. The Chair advised that this would be the case and asked that it is reworked into the schedule.

The Chair and Members also agreed that they felt it would be more beneficial to have a workshop more frequently for a period of approximately two hours on one topic rather than try to discuss two topics within one workshop.

The Chair asked Members to try and maintain a high level of attendance at workshops as they are beneficial. It was agreed that the workshop timetable would be reworked into single item workshops on a more frequent basis.

#### **ACTION 4: Reschedule Board workshops to single item workshops**

5.5.3 The Chair and Members discussed timings of Board meetings and it was noted that most Members in attendance felt that 4.00 pm start to Board meetings would be agreeable but that a trawl of options should be sought from all Members on timings of Board meetings

#### **ACTION 5: Email of the proposed 4.00 pm timings of Sport NI Board meetings to be sent to all Members**

### 6 **CORRESPONDENCE**

6.1 Letter from Northern Health & Social Care Trust – Active Communities Programme

The Chair advised Members that a letter had been received from Northern Health & Social Care Trust forwarding on thanks and appreciation to the Board of Sport NI for the Active Communities Programme as it has provided invaluable resource to both the Physical Disability Team and clients. (Letter was circulated to Members at the meeting)

- 6.2 Letter from DCAL – Celebrating 2012 Sporting Achievements – A remarkable year

The Chair advised Members that a letter had been received from the Deputy Secretary in DCAL thanking Sport NI for work undertaken with regard to making the above event a great success.

## 7 **EXECUTIVE TEAM REPORT**

Members received Paper SNI/13/31 the purpose of which is to update Members on key activities and actions undertaken by the executive team since the last update.

The Acting Chief Executive highlighted sections of the report to Members.

- 7.1 The Acting Chief Executive advised Members that the Sport NI Business Plan has not yet been approved and he has been advised that no assumptions should be made on approval being forthcoming. The Board noted that the Business Case for Athlete Investment Programme had been sent to DCAL for approval following approval by the Board and approval is still outstanding leading to strong flow of letters from GB's and athletes inhibited by the lack of approval. Members noted that all letters have been passed to DCAL.

The Acting Chief Executive also advised that Sport NI has been advised to assume no approval for the Active Schools programme or Events programme and put on record his concerns regarding Sport NI's ability to deliver against Business Plan targets and proposed budget spend due to these approval delays.

Members noted that an allocation email had been issued but no approval had been forthcoming for the Business Plan. The Acting Chief Executive and Director of Sport Management Services stated that in an Issues meeting with Sports Branch they had been advised not to assume any approvals regarding the Business Plan.

Following discussion Members agreed that issues such as the delays in approval of documents should be raised at introductory meeting with Permanent Secretary on 13 June 2013.

**ACTION 6: Chair and Acting Chief Executive to raise issues such as non approval of Business Plan at meeting with Permanent Secretary**

### **J D'Arcy left the meeting**

- 7.2 As regards the Athlete Investment Programme, Members noted that initial assessment of bids had been undertaken but that funding cannot currently be released due to delays in the approval of the Business Case.
- 7.3 Issues Log – The Director of Sport Management Services advised Members

of a new issue regarding the risk of legal action. Members noted that this was from Mr Welsh, Newry and was for defamation of character in connection with a report written by Sport NI's Internal Auditor. Members noted that Sport NI have taken legal advice and Sport NI's solicitors have written back to Mr Welsh on the issue.

The Director of Sport Management Services also made Members aware of a communication received from Jim Wells MLA regarding the laying of tarmac carpark for Silverbridge Harps GAC in which it is alleged that they had received £80k funding and only spent £10k on tarmacking. Members noted that Mr Wells had been advised of this anonymously and the Director of Sport Management Services advised that this has been investigated and there is no record of Sport NI having funded Silverbridge Harps GAC for this. Members noted that the Director of Sport Management Services had raised the issue under fraud and anti-corruption policy.

## 8 **GRANT MANAGEMENT REVIEW**

Members received Paper SNI/13/32 and agreed to defer the matter.

## 9 **RISK MANAGEMENT POLICY**

Members received Paper SNI/13/32 the purpose of which is for Members to consider and approve the revised Risk Management Policy with regard to legal charges and note the impact of the revised policy position on the Cliftonville FC issue.

Following in-depth discussions Members approved the revised Risk Management Policy with regard to legal charges and noted the impact of the revised Policy on the Cliftonville FC issue.

## 10 **PERFORMANCE SPORT**

- 10.1 Members received Paper SNI/13/34 the purpose of which is to advise Members of the achievements of the Sports Institute Northern Ireland (SINI) for 2012-13.

Members noted that the report had been considered and discussed at SINI Board meeting on 10 April 2013. It was noted that the Board had recommended adjustments to three KPI's for the Business Plan 2013-14. Members discussed the report and agreed that SINI should also highlight how the Ministerial priorities are addressed within their future Business Plans.

- 10.2 Improving Athlete Performance

The Director of Performance gave a short presentation on how SNI/SINI are improving athlete performance and the impact on sports and results.

Members noted opportunities to promote Clubmark more widely.

11 **DISABILITY SPORT NI AWARDS UPLIFT**

**B McAuley left the meeting**

Members considered Paper SNI/13/35 the purpose of which was to seek approval for an award adjustment to Disability Sport NI (DSNI) funding in 2013/14.

Members noted that the proposed award adjustment falls within Board delegated limits under the revised Scheme of Delegation but as the proposed total investment in DSNI in the period exceeds £500,000 the Business Case addendum for the adjustment requires approval from DCAL.

Members approved the award uplift subject to DCAL approval of the Business case addendum.

**B McAuley returned to meeting**

18 **EQUAL OPPORTUNITIES POLICY AND DISABILITY ACTION PLAN 2012-15**

**R Mallon left the room**

Members considered Paper SNI/13/41, the purpose of which was to seek approval for Sport NI's Equal Opportunity Policy and Disability Action Plan 2012-15.

It was noted that these documents had been circulated to Members electronically prior to the meeting and Members felt that Sport NI have very positive attitude with regard to Disability and Equality Opportunities.

Following discussion Members approved Sport NI's Disability Action Plan 2012-15 and the revised Equality Opportunity Policy.

**R Mallon return to the room**

**P Cummings left the meeting**

12 **MANAGEMENT ACCOUNTS**

Members received Paper SNI/13/36 which provided Members with Management Accounts in respect of Exchequer and Lottery Accounts for one month to 30<sup>th</sup> April 2013. Members took the opportunity to seek clarification on a number of points.

The Director of Sport Management Services advised Members that salary

costs were running behind budget and that other income and expenditure lines were on target.

13 **SPORT NI QUARTER 4 BUSINESS PLAN REVIEW**

Members received Paper SNI/13/37 the purpose of which was to seek approval of the Business Plan Quarter 4 Review which highlights progress against 57 key performance indicators (KPIs) during the fourth quarter.

Members noted that fifty three of output targets are on track for achievement with four being unlikely to be achieved. The four that will not be achieved are in relation to the Overseeing Function and Members noted that there is a recovery plan in place in the current year to correct this.

Members asked what the recovery plan entailed and noted that it consisted of Extra resource to undertake other work to enable the overseeing work to be accelerated.

Members asked for further details in connection with staff attendance (also in red).The Director of Sport Management Services advised that this is due to serious long term illnesses. Members suggested that future targets in relation to this matter should use the wider public sector as a benchmark.

**Action 7: Members suggested that future targets in relation to staff attendance should use the wider public sector as a benchmark.**

Following discussion Members approved the Quarter 4 Business Plan.

14 **RISK REGISTER**

Members received Paper SNI/13/38, previously scrutinised by the Audit and Risk Management Committee, on key risks affecting the achievement of the organisations' objectives and actions, and planned mitigation .

It was noted that there are no new risks identified since the last review of the Risk Register and all risks are in a state of control.

Members queried whether the Risk Register needs to be updated to take account of the fact that the Sport NI Business Plan has not been approved. It was agreed that this should be number one issue and document should be circulated to Department.

Members reviewed and approved the Risk Register.

**ACTION 8: Non approval of the Business plan should be added to the Risk Register as first item.**

15 **ANNUAL BOARD ASSURANCE STATEMENT AND BOARD SELF ASSESSMENT**



Members received Paper SNI/13/39 the purpose of which is to update Members on the Chair's Annual Board Assurance Statement and Board Assessment Review.

The Acting Chief Executive advised that the Chair of Sport NI is required to complete an Annual Assurance Statement, this statement is designed to document Board's compliance with its collective responsibility in managing the strategic objectives in line with the principles of good governance.

Members noted the Chair's Annual Board Assurance Statement and Board Assessment Review.

16 **AUDIT and RISK MANAGEMENT COMMITTEE: CHAIR'S ANNUAL REPORT 2012/13**

Members received Paper SNI/13/42 the purpose of which is to inform the Board on the work of the Audit and Risk Management Committee over the 2012-13 financial year.

The Director of Sport Management Services advised Members that the Chair's Annual Report for 2012-13 was discussed at meeting of Audit and Risk Management Committee.

Members noted the Audit Chair's Annual Report.

17 **REVISIONS TO STANDING ORDERS**

Members received Paper SNI/13/40 the purpose of which is for Members to consider and approve amendments to Boards Standing Orders.

Members noted that amendments had been made to Page 10 – approval by email – Members noted the protocols to be adhered to if there was a situation which necessitated approval by email.

Further amendment was noted on page 13 – collective decisions.

Members raised a query on page 12 – emergency powers. The Board agreed that a definition of an emergency should be added to the document.

Following discussion Members approved the Board Standing Orders.

**ACTION 9: Definition of an emergency to be added to the the Boards Standing Orders**

19 **COMMITTEE UPDATES**

Report from Staffing Committee

The Chair of Staffing Committee advised that there would be a meeting of Staffing Committee to close it down and enable replacement with remuneration committee.

Report from Audit Committee

The Director of Sport Management Services advised that the Audit Committee had met and considered draft Annual Accounts which had been submitted to the Audit office. Members queried how the minutes of Audit Committee are circulated to the Board. It was noted that the Board is moving to quarterly meetings and therefore it was agreed that draft Audit minutes would be circulated with Board papers.

**ACTION 10: Draft Audit Minutes to be circulated to Board Members**

20 **PUBLICATIONS**

- 20.1 The Acting Chief Executive advised Members that final draft of Business Plan 2013-14 incorporating the Board's amendments, had been circulated to them for information.

21 **DATE OF NEXT MEETING**

- 21.1 Date and time of next meeting –

Tuesday 6 August 2013 time to be confirmed –

Apology for meeting was noted for S McCullough

22 **ANY OTHER NOTIFIED BUSINESS**

- 22.1 D O'Connor provided Members with an update with regard to World Police & Fire Games, confirming number of registrations and that Members should be involved

It was agreed that the Acting Chief Executive would contact the Chief Executive of World Police and Fire Games and ascertain if there is any role for the Chair and Board Members of Sport NI with regard to presenting medals etc.

**ACTION 11: Chief Executive to contact World Police and Fire Games and ascertain if there is any role for the Chair and Board Members of Sport NI with regard to presenting medals.**

The Acting Chief Executive advised that correspondence had been received

from World Police & Fire Games seeking the assistance of Sport NI staff for administration on a volunteer day. It was agreed that staff should assist if available to do so.

It was agreed that the Board should have a level of attendance / representation at the Games and it was noted they take place the first ten days of August

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

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

House of Sport  
Upper Malone Road  
Belfast  
BT9 5LA