

## **SPORT NORTHERN IRELAND**

### **MINUTES**

#### **FIRST MEETING 2014**

Minutes of Board Meeting held on Tuesday 28 January 2014 in the House of Sport, Upper Malone Road, Belfast, BT9 5LA

#### **PRESENT:**

**In the Chair:** Brian Henning

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

**Chief Executive:** Antoinette McKeown

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

#### **1 APOLOGIES**

None

#### **2 DECLARATIONS OF INTEREST**

R Mallon advised that she felt she may have a conflict regarding the Commonwealth Games regarding equality issues.

#### **3 MINUTES**

The Minutes of the meeting held on 29 October 2013, having been previously circulated were approved and signed.

#### **4 MATTERS ARISING**

Members noted that all decisions arising from 29<sup>th</sup> October 2013 meeting had been completed or were ongoing.

The Chair advised Members that the Minister had advised she will be considering appointments to the SNI Board this week.

DCAL projects – Members noted that following risks discussed at the last Board meeting and discussions with the Permanent Secretary a different approach is being taken for approval of Business Cases and approval of allocation of funding to projects coming from DCAL. The Chief Executive advised that a new template letter has been devised to reflect the change and is being applied to all relevant projects.

Members noted that queries regarding the MSFM had been discussed with DCAL and that DCAL is content to reconsider the reference to the Chair's relationship with DCAL and also in terms of responsibility for QAS.

## 5 **CHAIRMAN'S BUSINESS**

### 5.1 DCAL Proposed Work on Public Appointments

The Chair made Members aware of a letter from DCAL regarding work on public appointments and that the Permanent Secretary Group had been reviewing the process for some time.

Members noted that there would be no changes made to the appraisal of Board Members but there was slight change to appraisal process for the Chair. Members agreed that more clarity on role and process was needed in relation to the DCAL proposal to provide training and development opportunities for people on public Boards before Sport NI could endorse the proposal.

### 5.2

#### Ministerial Meeting

The Chair advised Members of a meeting that had taken place between himself, the Chief Executive of Sport NI the Minister and some DCAL representatives on 27 January 2014.

The Chair advised Members that the Minister had met them to advise of her decision to retain the sub-regional (IFA) programme within the Department and noted that the Minister also advised that this would be delivered in partnership between DCAL with Sport NI.

Members raised a number of queries and concerns regarding DCAL leading on project and not Sport NI and also on how the decision would be received by public and by staff. It was noted that the programme will be delivered on a transitional basis.

Members noted that the Chair and Chief Executive had asked for additional exchequer capital funding and the Minister is considering this request.

The Chief Executive advised that the Minister had offered to meet with Board Members and had reiterated her commitment to staff in Sport NI.

Members agreed with reservations that Sport NI should move forward with the programme in partnership with DCAL, and that the Chair and Chief Executive who are due to meet the Minister on 10 February 2014 should feedback the views and concerns of the Board.

It was agreed that the Chair and Chief Executive would set out clearly issues for Minister reflecting Board concerns and seeking commitment on those issues discussed at meeting on Monday evening 27 January.

### 5.3 Training / Stocktake

The Chair advised that he had met with all Board Members to get their views on a range of issues such as Board functions and how Board workshops have worked to date.

Members welcomed a stocktake and agreed that it would have been useful for new Members to join in but felt that process should proceed with or without new Members as they would be involved in an induction process when appointed.

It was agreed that a facilitator should be sought and a date for the review and stocktake to take place possibly a day in March.

### ALB's taking Associated Members on Board from Youth Forum

#### 5.4

The Chair advised Members that there was a proposal for ALB Boards such as Sport NI to be asked to take Associated Members onto the Board from Youth Group such as Youth Forum.

Members had a wide range of views regarding having Associated Members from Youth Groups and advised that as a Board they would like to have more clarity on issues such as confidentiality and role before agreeing to having observers from Youth Groups attend Board meetings.

## 6 **ORGANISATIONAL PERFORMANCE**

### 6.1 CEO Strategic Update

The Chief Executive updated Members on issues and events that had taken place since the last Board Meeting.

Members agreed with the Chief Executive that the Belfast Telegraph Awards had been very successful and it was noted that both Sport NI and Sports Institute had received very positive feedback.

The Chief Executive advised that she along with the Chair had attended the BBC Sports Personality of Year in Leeds.

Members noted the Chief Executive had attended UK Chief Officers meeting which she had found very useful, and enlightening with other bodies.

It was also noted that the Chief Executive is meeting with J Treacy, Chief Executive of the Irish Sports Council in February.

Members noted that the Chief Executive had attended an informal meeting with CAL Committee regarding the ALB review. It was noted that the response will be shared with CAL once agreed by the Board.

The Chief Executive advised that she is also attending CAL Committee on 6 February to provide evidence on St Colman's. Members noted that PAC had passed this to CAL Committee.

Members noted that the Chief Executive had been asked to undertake media interviews on taking up her post but had declined the opportunity at that time but advised that she had accepted to undertake a media interview with the Belfast Telegraph within the next month.

## 6.2 Management Accounts for the 9 Months to 31 December 2013

Members received Paper SNI/14/2 which asked Members to consider and approve Exchequer and Lottery accounts as at 31 December 2013.

The Director of Sports Management Services advised Members that the Exchequer revenue budget has an underspend of £7,000 which is being managed by the Executive Team.

Members also noted that the Capital Exchequer budget will be underspent by £83,000 which was Invest to Save funding and cannot be used for any other purpose.

The Lottery budget also has an underspend of £0.9 million resulting from a number of areas such as reduced spending on Boxing programme, reduced salary costs due to vacancies and other areas. Members were advised that this budget is not year end sensitive.

Exchequer and Lottery accounts were approved as at 31 December 2013.

## 6.3 ALB Review Stage II Response

Members received Paper SNI/14/3 the purpose of which was to ask Members to consider and comment on draft ALB Review Stage II report and also to approve the draft response.

Members welcomed the recommendation that Sport NI remains as an ALB.

Members agreed that there should be some markers put down in relation to our role and functions and our fit within the wider sporting landscape as strategic coherence makes the best use public monies.

The Chief Executive advised Members that we are still waiting clarification from the Department with regard to Zero Based Budgeting and that this will be discussed with the Minister at meeting on 10 February 2014.

Members approved response of the review to DCAL but with inclusion of SNI role in future capital programmes – aspiration that Sport NI would be handling capital programmes.

## 6.4 Quarter 3 Business Plan Review

Members received Paper SNI/14/4 which asks Members to consider and approve Sport NI's Business Plan Quarter 3 Review which highlights Sport NI's progress against 66 key performance indicators.

Progress against KPI's

60 are on track for achievement (Green)

2 are likely to be achieved, but with some uncertainty (Amber)

4 are unlikely to be achieved (Red)

Members noted the red targets relate to the launch of a high performance sports facilities capital investment programme which has not happened as yet.

Regional sports facilities strategy will not be completed within the current financial year as it is just about to go out to tender.

Consumption by SNI on Lottery budget as there is an underspend of £0.9.

Members noted the amber targets relate to Awards for Sport programme opening in Q4 following consideration by SNI Board.

The number of funded clubs and sporting organisations undergoing safeguarding in sport health checks as the programme has not yet launched although it is anticipated a number of health checks will be completed by end of March 2014.

The percentage response to Freedom of Information requests within the required time period with 65% being returned on time against a target of 75%.

Members approved the Quarter 3 Business Plan Review.

## 7 **GOVERNANCE & RISK**

### 7.1 St Colman's Project

Members received Paper SNI/14/5 which provided Members with an update in relation to the implementation of lessons learnt from a governance, risk management and control perspective.

The Director of Sports Management Services advised Members that the main findings from within the report are summarised in 4.3 of the paper, with the lessons learnt and SNI actions being summarised in 5.1.

Members noted that the report had been discussed with Managers who have been encouraged to discuss with their teams as learning exercise for organisation.

Members discussed the pros and cons of undertaking business cases internally and externally. The Director of Participation advised that over a certain value they also have to go to the Department.

The Chief Executive advised Members that Sport NI will procure an external company to provide their internal auditor function. Members noted that this had been discussed and agreed at the ARMC meeting.

Members noted the lessons learnt and actions taken.

### 7.2 Commonwealth Games

R Mallon left the meeting

Members received Paper SNI/14/6 the purpose of which was to update them regarding eligibility to compete at Glasgow 2014 Commonwealth Games and discuss and consider position with regard to eligibility.

Members noted that there are two groups working with NICGC on Glasgow 2014; the Technical Group and The Task and Finish Group and it was noted that Chair of Sport NI, is also Chair of this latter group which has discussed issue on eligibility.

The Chair advised that eligibility criteria was discussed at a meeting on 20 January 2014 and Sport NI has been in touch with both the Commonwealth Games Federation and NI Commonwealth Games Council to ascertain its position in relation to eligibility criteria for athletes to compete for NI in the Glasgow 2014 games and has received no response.

Following a lengthy discussion on the issues and sensitivities surrounding the issues Members agreed the following:

- Confirmed eligibility criteria are solely matters for CWG and NI CGC
- Confirmed that the NICGC is now in breach of its conditions of funding (as set out in the partnership agreement signed by CWG members in July 2013)
- Confirmed that SNI needs to follow legal advice and reflect our statutory duties and commitment to equality and inclusion.
- As such, Sport NI may not be able to fund CWG NI if its position on the eligibility criterion requiring NI athletes to possess a British passport to compete for NI remains.
- CEO to advise relevant stakeholders of decision at appropriate time
- SNI to consider implications and ensure this decision is reflected in all aspects of our work going forward

R Mallon returned to room

### 7.3 Risk Register

Members received Paper SNI/14/7 previously scrutinised by the Audit and Risk Management Committee, on key risks affecting the achievement of the organisations' objectives and actions, and planned mitigation.

The Director of Sport Management Services advised Members that the Risk Register had been updated in January with no new risks identified, Members noted that updated actions relating to St Colman's are on pages two and three.

Members queried following earlier discussion if it may be necessary to add Commonwealth Games issue to the Risk register. It was agreed that this would be kept under review.

The Risk Register and the arrangements put in place for managing risk were approved.

### 7.4 Quarterly Assurance Statement (QAS)

Members received Paper SNI/14/8 the purpose of which is for Members to review and approve the QAS giving the Chief Executive's assurance on governance structures within Sport NI.

The Chief Executive advised Members that following the last meeting she had spoken with DCAL officials regarding the QAS as it was at risk of becoming a duplication of the business plan and the risk register. The document has now been streamlined in agreement with DCAL.

Members reviewed and approved the QAS.

#### 7.5 Audit & Risk Management Committee – update

The Chair of the Audit Committee updated Members on the ARMC meeting which had taken place on 21 January 2014 and confirmed that Fraud is a standard item on the agenda and that none were brought before the Committee.

Members noted that it is planned to present accounts to the Assembly before the summer recess.

Update noted.

### 8 **POLICY AND STRATEGY**

#### 8.1 Draft Business Plan and Sport United Proposal

Members received Paper SNI/14/9 the purpose of which is to ask Members to consider, comment on and approve the draft Business Plan 2014/15.

The Chief Executive advised Members that the plan was “work in progress” and some further work was required but the key elements were present for approval.

The Chief Executive advised Members that the main SNI programmes were pages 11 – 14 with very clear tangible actions.

Following a lengthy discussion Members approved the draft Business Plan 2014/15 being submitted to the Department on 31 January 2014 subject to the following considerations to be visible in final draft plan:

- Greater clarity on impacts / success measures
- Better balance between sport and social outcomes
- Addressing Strategy for Sport targets currently on amber.

#### 8.2 Boxing Investment Programme update

Members received Paper SNI/14/10 the purpose of which was to:

- update Members on Boxing Investment Programme
- request approval on updated award amounts and security of tenure requirements
- request approval for an addendum to the business case

The Director of Performance advised Members that the clubs within the programme are in areas of high social need and that a considerable amount of capacity building work has taken place within the programme.

Members noted that there is a risk attached to relaxing security of tenure requirements and agreed that where possible Sport NI should ensure that the clubs have good governance and accountability.

The Director of Performance advised Members that as the programme develops there are likely to be more changes given the nature and status of the clubs.

Members gave approval for the following:

- Addendum to programme level business case over period 2012-15 (including investment decisions)
- Approved investment recommendations as per Appendix I
- Proposed financial assessment processes
- Relaxation of Sport NI security of tenure in line with decision in August 2013, the minimum award for which security of tenure will be required will be grants above £75,000.

### 8.3 Independent Report on Boxing

Members received Paper SNI/14/11 which provides Members with copy of the report of Independent Working Group on Boxing and to provide an update on work of Sport NI to support the IABA and UBC.

The Director of Performance advised Members that Sport NI IABA and UBC officials have agreed to work together to produce an action plan focused on implementing relevant recommendations from the report such as good governance, capacity building, representation, code of conduct for events and community relations training.

Chair asked that CEO and Director of Performance ensure that relevant parties to this report clearly understand Sport NI's role in implementing the findings and responsibilities of other relevant parties.

Members noted the report.

### 8.4 Awards for Sport Business Case

Members received Paper SNI/14/12 the purpose of which is to seek approval of a three year business case for investment in the Awards for Sport programme.

The Director of Participation advised Members that this is to be small grants programme to open soon. Members noted that it is being offered for the first time on a rolling programme so we can give smaller organisations more time to get applications in.

Members noted that the maximum grant will be £10,000 per award and that demand will certainly outstrip supply but that there will be a call-off list if extra resources became available.

Members approved the following:

- Option 2 as preferred option and profiled commitment of £1m 2014/15 £0.5m 2015/16
- Authorisation given to officers to prepare and submit bids for additional resources

### 8.5 Active Communities update and Roadmap for new Programme Development

Members received Paper SNI/14/13 the purpose of which update Members on findings of the Post Implementation Review of the Active Communities programme 2009-15 and its achievements and to seek approval of proposed timetable for developing and bring forward proposals for Active Communities Phase 2.



The Director of Participation advised Members that the report highlighted the outcomes and impacts from the programme.

Members noted findings of the report and approved the proposed timeline to consult with stakeholders and bring proposals back to the Board by June 2014.

#### 8.6 New Capital Programme

Members received Paper SNI/14/14 the purpose of which is to seek Members approval and adoption of draft strategy for a new Lottery funded capital investment programme.

The Director of Participation advised that the programme had been the subject of a Board workshop in October 2013.

Members noted that the programme will be funded by a Lottery budget of £17.5m over 5 years and will consist of two funding strands:

Strand 1 - High Performance  
Strand 2 - Community / Club

The Director of Participation advised Members that the proposed approach would forge more strategic partnerships with local councils and would bring coherence into sports facilities across NI both at regional and sub-regional levels.

Members agreed the draft Strategy and agreed the programme level business case should come to next Board meeting.

#### 9 **DATE OF NEXT MEETING**

Tuesday 29 April 2014 @ 4.00 pm

#### 10 **ANY OTHER NOTIFIED BUSINESS – None notified in advance**

The Chair advised Members that the Board workshop on 4 February 2014 is not taking place as Sport NI's Equality Adviser J Kremer is not available.

#### 10.1 SINI

Chair of SINI advised that he would appreciate a meeting with Chair and Chief Executive to discuss SINI and the next steps.

Signed:



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Dated:

29<sup>th</sup> April 2014

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