

SPORT NORTHERN IRELAND

MINUTES

THIRD MEETING

Minutes of Board Meeting held on Monday 23 June 2014 in the House of Sport, Upper Malone Road, Belfast, BT9 5LA

PRESENT:

In the Chair: Brian Henning

Members: Ian McAvoy
B Macaulay
P Cummings
J D'Arcy
B Delaney
R Mallon
R Bullick
E Lynch
A Bingham
D O'Connor
G Campbell
G Wilson

Chief Executive: A McKeown

Staff In Attendance: A Sloan
S Ogle
N Harkness
L Beattie
P Scott (for Agenda Item 6.1.2)

1. **APOLOGIES**

S McCullough
J O'Neill

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest

3. **MINUTES**

The Minutes of the meeting held on 29 April 2014, having been previously circulated were approved and signed.

4. **MATTERS ARISING**

Members considered the Decision List from Meeting held on 29 April 2014 which had previously been circulated. Members noted that all decisions had been completed or where ongoing.

5. **CHAIRMAN'S BUSINESS**

The Chair thanked Members for their flexibility regarding change of date for the Meeting.

The Chair also advised Members that the Annual Report and Accounts for the year to 31 March 2014 had been added to the Agenda at a later date than other papers. Members advised they had, had time to review paper and were content with the addition to the Agenda.

Members also noted that the Overview of Options Appraisal Process for Future Revenue Investment in Participation Sport paper had been removed from the Agenda and will be brought to the Board at a later date.

5.1 **Review of Board Effectiveness**

The Chair advised Members on the appointment of David Nicholl, Management and Governance Consultant as a result of recent procurement exercise undertaken by the Chair, Vice Chair and P Cummings. Members noted that a further meeting with David Nicholl had taken place on 16 June 2014 to agree approach to be taken. The Chair advised Members that Frank Hewitt would also be involved in Board workshops.

Members noted that dates had been circulated with no date circulated suiting all Members. It was agreed that the Director of Sports Management Services would circulate a calendar for August and September to enable Board Members to advise of their availability.

5.2 **Special Olympics**

The Chair advised Members that he had attended the opening and several events at the recent Special Olympics.

5.3 New Appointment

Members noted that the Chair has accepted a position as Project Director within SIB. The Chair advised that he had informed the Minister and Permanent Secretary of his intention to take up the post.

The Permanent Secretary has confirmed to the Chair that DCAL was satisfied that there was no conflict of interest between the Chair and Project Director roles.

5.4 Appointment of Medical Advisor for NIMCCRCC

The Chair advised Members that the Medical Advisor for NIMCCRCC was stepping down from his position and that he had given approval for his replacement Dr D Greene who is an experienced Accident and Emergency Consultant.

6. **ORGANISATIONAL PERFORMANCE**

6.1 Executive Strategic Updates

Members received Paper SNI/14/27 the purpose of which was to update Members on issues that have arisen and / or being progressed since the last Board Meeting.

Members queried what the position was with regard to expanding sporting events taking place in Northern Ireland as they were aware that the Northern Ireland Tourist Board has responsibility for events. The Chief Executive advised that there is ongoing discussion with governing bodies to gauge the appetite among sports to have access to international events being hosted in Northern Ireland.

The Chief Executive advised that given the range of issues a paper on sporting events would be brought to the next Board meeting.

6.1.1 Executive management Update – Managing Changes

Members received Paper SNI/14/27A the purpose of which was to update Members on progress and direction of travel with the Managing Change in Sport Northern Ireland process.

Members noted that a staff attitude survey had been undertaken and information had been fed into the working group.

Members asked for an update with regard to SINI. The Chief Executive advised that the SINI Business Case is with the Minister. Members also noted that the Minister had an informal visit to SINI two weeks ago.

The Chief Executive also advised Members that Human Resources had met with staff members individually regarding change, and advised that SINI annual accounts had gone to the last Board meeting.

Members noted that the Chief Executive had met with Eamonn Mullen, University Secretary regarding due diligence.

It was agreed that the Director of Sports Management Services would obtain legal advice with regard to formally winding up the company.

Mr P Scott, Technical Manager joined the meeting

6.1.2 Presentation on Sport Northern Ireland input to the Stadium Programme

Members noted that Technical Manager had joined the meeting to provide them with a presentation and update them on Sport Northern Ireland's input to the three stadia projects.

The Technical Manager advised Members that Sport Northern Ireland continues to give advice on safety aspects on the three Belfast stadia which are at various stages of development. Members noted that Sport Northern Ireland Chair the Safety Technical Group in relation to the stadia.

The Technical Manager updated Members on each stadium advising on the stage of development and capacity of each stadia.

Members noted that there are some challenges on the design aspects of Casement which centred on emergency exiting. Board Members noted that DCAL have been made aware of the issues.

Following in-depth discussion on Casement it was agreed that:

- Members would be kept informed of developments on this issue (to be included in future strategic updates)
- The Board are supportive of Sport Northern Ireland advice in relation to Casement, as presented by staff
- Consideration of Casement issue as a corporate risk, taking into account the specific advice role of Sport Northern Ireland

6.2 Management Accounts for Two Months Ended 31 May 2014

Members received Paper SNI/14/28 the purpose of which was to ask Members to consider and approve Sport Northern Ireland's Exchequer and Lottery management accounts as at 31 May 2014.

The Director of Sports Management Services informed Members that in the Exchequer Management accounts the forecast identifies changes anticipated by year end as a result of anticipated additional funding from DCAL in June monitoring round. Members noted this relates to Departmental projects and Sport Northern Ireland has been issued with approval to proceed at risk.

The Director of Sport Management Services informed Members that the Lottery Management accounts are not expected to vary significantly from budget set at start of the year.

Members approved the Exchequer and Lottery Accounts as at 31 May 2014.

6.2.1 Annual Report and Accounts for the year to 31 March 2014

Members received Paper SNI/14/28A the purpose of which was for Members to consider and approve that Annual Report and Accounts for the year to 31 March 2014.

The Director of Sports Management Services gave a comprehensive overview of both Exchequer and Lottery Annual Report and Accounts for the year to 31 March 2014.

The Director of Sports Management Services confirmed that there was nothing contained in the report to the NIAO to concern those charged with governance or that would prevent the accounts being signed off by the Board.

Members noted that the NIAO had indicated that they would be issuing an unqualified Audit Report for both sets of accounts.

The Vice Chair of Audit and Risk Management confirmed that they were content with the accounts and recommended them to the Board for approval.

The Annual Report and Accounts for the year to 31 March 2014 were approved.

6.3 Value for Money Review

Members received Paper SNI/14/29 which provides Members with a summary of the Value for Money Review of Sport Northern Ireland

undertaken by McClure Watters and outlines Sport Northern Ireland's response to the recommendations.

The Director of Sports Management Services advised the Board that the Review was commissioned in 2012 to give the Board assurances that the organisation was providing value for money. Members noted that it has taken longer to complete the report than desirable as a result of a number of concerns around the accuracy of the content. While some concerns remain it had been decided to accept the report in the interests of expediency.

Following a lengthy discussion Members discussed various points in the report that they agreed and disagreed with. Members approved the report and the associated Sport Northern Ireland response as follows:

- Sport Northern Ireland to clarify context and timing of report and actions already taken to address key issues and recommendations highlighted
- Sport Northern Ireland to clarify issues it does not accept, with supporting evidence
- Sport Northern Ireland to provide DCAL with summary of action taken/ being taken

6.4 New Corporate Plan 2015 – 2019 Process and Timeline

Members received Paper SNI/14/30 the purpose of which was for Members to consider and approve the proposed process and timeline for the completion of the Corporate Plan, to note the indicative budget for the planning period and progress in relation to the implementation of the plan.

Members noted the current Corporate Plans runs out in 2015 with a draft of the new Corporate Plan due to be submitted to the Department at the end of November. The Director of Sports Management Services advised Members that there will be an EQIA on the Corporate Plan.

Members queried if Sport Northern Ireland should be looking at zero based budget for the Corporate Plan.

Members noted progress with implementation of the Corporate Plan, approved the proposed process, timeline and indicative budget for completion of the Corporate Plan.

7. **GOVERNANCE & RISK**

7.1 Risk Register

Members received and reviewed Paper SNI/14/31 the purpose of which was for Members to consider and approve the Risk Register. Members noted that there were no new risks added to the Risk Register.

The Risk Register was approved.

7.2 Quarterly Assurance Statement

Members received Paper SNI/14/32 the purpose of which was for Members to review and approve the Quarterly Assurance Statement for the period April – June 2014.

The Director of Sport Management Services advised the Board that there was one assurance area defined as partly in the report and one assurance area had not been met.

Members discussed their concerns regarding request that the Chair sign the QAS along with the Accounting Officer. It was felt that after clarifying Board and Executive roles this had the potential to cause confusion.

The Chief Executive advised that the Chair is considering an alternative form of words to satisfy DCAL's needs without compromising the role, responsibility of the Board.

Members endorsed the Chair's position on signing the current QAS with an alternative form of words to be given to DCAL for consideration.

The Quarterly Assurance Statement was approved.

7.3 Audit & Risk Management Committee – update

The Vice Chair of Audit & Risk Management provided Members with a short update on the work of the Committee.

7.4 Developing Sport Northern Ireland's Risk Appetite

Members received Paper SNI/14/33 the purpose of which was for Members to consider and approve the proposed approach for implementation by Sport Northern Ireland regarding its Risk Appetite and tolerance levels.

Members agreed that Risk Appetite should be aligned to new Corporate Plan and agreed that it would be useful to discuss further at Board workshops.

The approach for developing the risk appetite of Sport Northern Ireland aligned to the Corporate Plan was approved.

8. **POLICY AND STRATEGY**

8.1 Sport Northern Ireland Support for the Team Attending the 2014 Glasgow Commonwealth Games

Members received Paper SNI/14/34 the purpose of which was to provide an overview of the investment by Sport Northern Ireland in the Northern Ireland Commonwealth Games Council, sports and athletes in preparation for Glasgow 2014.

The Director of Performance Sport advised Members that Sport Northern Ireland is working positively with NI Commonwealth Games on the core business of supporting athletes, having overcome some challenges.

The Chair advised he had attended the NI Commonwealth Games Team weekend reception.

Report was noted.

8.2 Review of Public Administration (RPA) and its Potential Impact on Sport

Members received Paper SNI/14/36 the purpose of the paper was to update Members on the RPA process, identify issues for sport in Northern Ireland and to approve the Executive Team engaging with DoE with a view to Sport Northern Ireland becoming a statutory consultee in relation to community planning across the new 11 district councils.

Members noted progress and the potential impact of RPA on the delivery of sport at a local level and approved the Executive Team engaging with DoE with a view to Sport Northern Ireland becoming a statutory consultee in relation to community planning.

8.3 Hosting of Sainsbury's School Games in 2015

Members received Paper SNI/14/37 the purpose of which was to advise Members of the availability to host the 2015 School Games, identify costs required to host the Games, update Members on feasibility study regarding hosting of the Games. Seek approval from Members on the desire to host the Games and seek funding from DCAL.

Members noted that the Minister on behalf of Sport Northern Ireland has to declare interest in hosting the School Games by August 2014.

Following discussion Members raised concerns with regard to the timescale and also resource implications for Sport Northern Ireland but overall approved the desire to host the Games and approved the proposal on the basis that:

- Funding to be secured from DCAL/NI Executive
- Clear risk of insufficient lead-in time to be fully addressed
- Resources required from Sport Northern Ireland, Youth Sport Trust and other partners confirmed
- A further paper on Sainsbury's School Games to be brought to the next meeting

9. **DATE OF NEXT MEETING**

To be confirmed post first Board Session with David Nicholl

10. **ANY OTHER NOTIFIED BUSINESS**

The Chair wished Members a pleasant summer break.

Members noted that the Chair had meetings arranged regarding the appraisal of Members.

The Chair advised the Board that Sport Northern Ireland had a staff member terminally ill.

Signed:



Dated:

30th September, 2014

Sport Northern Ireland
House of Sport
Upper Malone Road
Belfast
BT9 5LA

