

SPORT NORTHERN IRELAND

MINUTES

SECOND MEETING

Minutes of Board Meeting held on Tuesday 29 April 2014 in the House of Sport, Upper Malone Road, Belfast, BT9 5LA

PRESENT:

In the Chair: Brian Henning

Members: B Macaulay
I McAvoy
P Cummings
J O'Neill
J D'Arcy
B Delaney
R Mallon
S McCullough
R Bullick
E Lynch
A Bingham

Chief Executive: Antoinette McKeown

Staff in Attendance: Andrew Sloan
Nick Harkness
Shaun Ogle
Clare McGinley

1 **APOLOGIES**

Danny O'Connor
Gerard Campbell
Geoff Wilson.

The Chairman passed his condolences to Gerard Campbell on the recent passing of his brother.

2 **DECLARATIONS OF INTEREST**

There were no declarations of interest

3 **MINUTES**

The Minutes of the meeting held on 28 January 2014, having been previously circulated were approved and signed.

4 **MATTERS ARISING**

There were no matters arising.

5 **CHAIRMAN'S BUSINESS**

5.1 Terms of Reference for Board Review / Stocktake

The Chair informed members that the purpose of the paper was to set out a draft Terms of Reference for an effectiveness review of the Board and explained it was an opportunity to take a strategic overview of the Board's roles and responsibilities and future planning needs going into the new corporate planning cycle. The Chair explained the next stage would be to go out to tender to secure a facilitator who will organise an away day for the Board. The Chair welcomed any comments or questions on the paper.

Members suggested that it may be beneficial if a small group of Board members were involved in preparing the structure of the agenda with the facilitator for the away day.

5.2 ALB Stage 2 Approval

The Chair made members aware of a letter which he had received from the Minister for Sport. The letter acknowledged that the functions of Sport NI had been accepted by the Minister.

5.3 NICGC

The Chair updated members on the NICGC and the eligibility criteria. The Chair explained this matter was now resolved and that NICGC now recognises that Northern Irish athletes wishing to compete in the Glasgow Games are not required to hold a British passport only as a means of demonstrating NI citizenship.

Members queried if the Board would not be supplied with information regarding other sports which are being funded by Sport NI to ensure that they are following the same criteria which is being used by NICGC. The CEO explained that the criterion which is used is clearly set out in the equality scheme and is the only criteria which should be used.

The Chair also informed members that he would be stepping down as Chair of the Task and Finish Group and that John D'Arcy would be stepping into the role.

6 **ORGANISATIONAL PERFORMANCE**

6.1 CEO Strategic Update

S Ogle, N Harkness and A Sloan left the meeting.

The Chief Executive Officer briefed members on paper SNI/14/15 the purpose of which was to provide an update to members on strategic issues arising and / or ongoing since the last Board meeting.

The Chief Executive Officer updated Board Members on managing change issues currently being progressed.

The Chief Executive Officer provided members with a presentation on AHWA explaining that Sport NI were asked by NIAO to review the rationale for using AHWA and whether or not there is a justifiable reason in retaining it. The Chief Executive Officer informed members that AHWA is an additional allowance given to certain staff within Sport NI in recognition of the fact that they are sometimes required to work outside normal working hours. The Chief Executive Officer welcomed any comments or questions from Board members.

Members expressed concern that AHWA was not audited in the past and raised concern over inequality of job roles and people working to different terms and conditions.

Members also discussed the lack of clarity around the 20% addition being reflective of 20% more hours or anti-social hours worked.

The Chief Executive Officer explained that Sport NI were currently awaiting Senior Counsel opinion and when this was received there would be consultation with the Union and staff. The Board were assured that they would be kept updated on any issues which arise.

Members noted the Strategic Update.

6.2 Management Accounts for the end of year 2013/14

Members received paper SNI/14/16 the purpose of which was to ask members to consider and approve Sport Northern Ireland's Exchequer and Lottery management accounts as at 31 March 2014.

The Director of Sport Management Services informed members that the Quarter 4 year-end accounts show an underspend in Exchequer of £170K revenue and £638K capital. The Director of Sport Management Services informed the members that in terms of capital funds, these were ring fenced amounts for specific projects which would not be used elsewhere.

The Director of Sport Management Services informed members that Lottery management accounts showed a surplus of £1.2M compared to a budget deficit of £188K, which is explained in paper SNI/14/16.

Members approved the Exchequer and Lottery accounts as at 31 March 2014.

6.3 Quarter 4 Business Plan Review

Members received paper SNI/14/17 the purpose of which was to ask members to consider and approve Sport NI'S Business Plan Quarter 4 Review.

The Chief Executive Officer informed members the paper set out progress against business plan objectives during the 2013/14 year and that the report shows that 89% of committed actions were delivered with 11% not met. The Chief Executive Officer informed the Board that the Directors would make themselves available if anyone had any questions regarding the Quarter 4 Business Plan Review.

Members approved the Quarter 4 Business Plan Review.

7 **GOVERNANCE & RISK**

7.1 Management Statement and Financial Memorandum

Members received paper SNI/14/19 the purpose of which was to ask members to approve the Management Statement and Financial Memorandum. The Director of Sport Management Services informed members that since the previous meeting where the statement was discussed, the final bullet point in section 3.5.4 which referred to the Chair reporting to the Permanent Secretary had been removed.

The Management Statement and Financial Memorandum were approved.

7.2 Revision of Scheme of Delegation

Members received paper SNI/14/19 the purpose of which was to seek members approval to the revisions proposed within the Scheme of Delegation. The Director of Sport Management Services informed the Board there had been a small redraft to the Scheme of Delegation to take account of the new agreed decision-making process on DCAL ring fenced or priority projects.

The Chair thanked the Director of Sport Management Services and the CEO for their work on the Scheme of Delegation

The Revision of Scheme of Delegation was approved.

7.3 Risk Register

Members received paper SNI/14/21 the purpose of which was for members to consider and approve the Risk Register. The Board were informed that there were no new risks applied for Quarter 4.

The Risk Register was approved.

7.4 Quarterly Assurance Statement

Members received paper SNI/14/22 the purpose of which was for members to review and approve the Quarterly Assurance Statement for the period January – March 2014. Members were advised there were no

new issues arising in the Quarter 3 assurance statement of concern to the Accounting Officer or the Board.

The Quarterly Assurance Statement was approved.

7.5 Annual Board Assurance Statement

Members received paper SNI/14/23 the purpose of which was for members to approve the Chair's Annual Assurance Statement and Board Assessment Review. The Chair acknowledged his gratitude for the range of skills the new members bring to the Board.

The Annual Board Assurance Statement was approved.

7.6 Audit & Risk Management Committee – update

The Vice-Chair of the Audit Committee updated Members on the ARMC and alerted members that he had received a phonecall from NIAO regarding procurement. The Chair of the Audit Committee stated that the NIAO will now be looking at procurement as a general issue in all ALB audits.

Members noted update.

8 **POLICY AND STRATEGY**

8.1 New Capital Programme – Business Case

Members received paper SNI/14/24 the purpose of which was to:

- Request members' approval of the Programme Level Business Case for Capital Investment in Sport Facilities 2014-19; and
- Request members' approval to commit up to £17.5m from Sport NI's Lottery Funds to the Capital Investment Programme for Sporting Facilities 2014-19.

Members raised concerns that the £17.5m funding would not be enough to build fit for purpose sporting facilities.

Some members felt the wording 'to improve poverty....' was misleading and members also raised concerns about the split in funding roughly across the two strands of the programme. Members stated there needed to be clear reasoning as to why the money was being split and how it was being split

With the above comments taken into consideration, the New Capital Programme Business Case was approved.

8.2 SINI Business Case

Members received paper SNI/14/25 the purpose of which was to inform members of the on-going processes in the management of the integration of SINI with Sport NI.

The Director of Performance stated that the SINI staff were welcoming of the change with only a few members of staff raising concerns.

Concerns were discussed in relation to any potential delay in the integration of SINI and the legal implications as a result.

S McCullough informed the Chair that as he was an employee of UUJ that for future meetings when the transition strategy for the integration of SINI into Sport NI is being discussed he will leave the room as he feels it may be considered as a conflict of interest.

8.3 Tollymore National Outdoor Centre – Business Case

Members received Paper SNI/14/26 the purpose of which was to:

- Update members on revised costs in relation to the business case options appraisal process for Tollymore National Outdoor Centre;
- Present the final draft Business Case
- Ask members to approve the Preferred Option, and if content, to approve the release of the final Business Case to DCAL

Members approved the Tollymore National Outdoor Centre Business Case.

9 DATE OF NEXT MEETING

Monday 23 June 2014.

10 ANY OTHER NOTIFIED BUSINESS

The Chair updated members on an event which he and the Chief Executive Officer attended in Brussels in relation to Giro D'Italia. The Chair stated the event was a success and thanked everyone who was involved.

The Chair thanked all members for attending the meeting.

Signed:



Dated:

22nd October, 2014

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