

SPORT NORTHERN IRELAND

MINUTES

FIRST MEETING

Minutes of the Board Meeting held on Tuesday 27 January 2015 in the House of Sport, Upper Malone Road, Belfast, BT9 5LA

PRESENT:

In the Chair: **B Henning**

Members: **I McAvoy**
G Wilson
J D'Arcy
G Campbell
P Cummings
D O'Connor
E Lynch
R Bullick
J O'Neill
S McCullough
R Mallon

Chief Executive: **A McKeown**

Staff in Attendance: **N Harkness**
S Ogle
A Sloan
E Bohill
L Beattie

1 APOLOGIES

A Bingham
B Delaney

2 **DECLARATIONS OF INTEREST**

E Lynch advised that he felt he had a conflict of interest with regard to Paper SNI/15/7.

3 **MINUTES**

The Minutes of the meeting held on 16 December 2014, having been previously circulated were approved and signed.

4 **MATTERS ARISING**

4.1 Budget 2015/16

The Chief Executive advised that work is continuing with DCAL on budgets. It was noted that confirmation had been received that the final cut would be 11.2 %. The Chief Executive also advised that the voluntary severance scheme would open in March but that the criteria had not as yet been established.

4.2 Draft Corporate Plan

The Chief Executive advised Members that preparations are underway for consultation on the draft Corporate Plan and dates for consultation across the province have been shared with the Chair and Vice Chair.

Members noted that senior staff will be at consultation sessions and were advised that it would be useful if Board Members were available also to attend.

It was agreed that A Sloan would circulate the timetable of the sessions to Board Members on Wednesday 28 January and ask for a response by Thursday 29 January from Members advising if they were available to attend one of the consultation sessions.

ACTION: A Sloan to circulate consultation timetable to Board Members on Wednesday 28 January 2015.

5 **CHAIRMAN'S BUSINESS**

5.1 Board Meetings

The Chair advised that to date there has been no schedule of dates arranged for Board meetings but that this will be circulated as soon as possible.

6 **ORGANISATIONAL PERFORMANCE**

6.1 Executive Strategic Updates

Members received Paper SNI/15/1 the purpose of which is to update Members on a range of strategic issues that have arisen or are being

progressed since the last Board Meeting.

The Chief Executive advised Members that Sport Northern Ireland has agreed to become a lead partner in Sportswoman of Year Awards. Members noted that this will involve Sport Northern Ireland working with others on the categories of the awards and providing a staff member to sit on the judging panel. Members noted that the first Sportswoman of the Year Awards will take place in November 2015.

Members noted all the issues.

6.2 Transforming Sport Northern Ireland – Project Pitch Perfect

Members received Paper SNI/15/2 the purpose of which is to outline the workings of the Pitch Perfect strategy.

The Transformation Facilitator advised Members that the paper shows the direction of travel for the forthcoming period and also advises of the tools and other evidence being applied to inform change within the organisation.

Members queried whether there was a critical path for the strategy and noted that this is being completed at present and will be finalised at the end of Feb / March.

Members also queried how change will be communicated and noted that there will be a Communication Plan developed on how to disseminate information internally and also on how the change process will be communicated to stakeholders.

The Transformation Facilitator advised that there is a need for the Board to review the risk appetite of the organisation. Members noted that this was necessary.

The Board agreed it would be useful to have quarterly updates on this strategy where possible.

Members noted work undertaken to date.

ACTION. Quarterly updates to continue to be provided on strategy.

6.3 Management Accounts for 9 months to 31 December 2014

Members received Paper SNI/15/3 the purpose of which is to ask members to consider and approve Sport Northern Ireland's Exchequer and Lottery management accounts as at 31 December 2014.

The Director of Sports Management Services advised Members that the Exchequer budget is on track. Members noted that key variance relates to projects being delivered slower than anticipated but noted that the budget will be balanced at year-end.

The key variance in the Lottery programme is £6m negative. This had been

caused by re-engineering to get a better strategic impact for the investment. It was noted that this budget is not year-end sensitive. Members noted that a further prioritisation paper is on the agenda for approval at this meeting.

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

6.4 Business Plan 2014-15 Quarter 3 Review

Members received Paper SNI/15/4, to consider and approve Sport Northern Ireland's Business Plan-Quarter 3 Review.

The Director of Sports Management Services updated Members on progress against the 13 key performance indicators (KPI's) advising that 11 KPI's are green on the traffic light system and on track to be achieved, with 1 being amber and likely to be achieved but with some uncertainty, while 1 KPI is red and therefore unlikely to be achieved.

Members noted that the red KPI is in relation to the Capital investment programme due to no monies having been invested, while the amber KPI relates to delay in implementing the Boxing investment strategy.

The Chair asked that the Boards thanks be relayed to staff working on the boxing programme as it appeared to be going well.

Members asked the Director of Sports Management Services to review the timeline for the Capital investment programme.

Members approved the Quarter 3 Business Plan Review.

7 GOVERNANCE & RISK

7.1 Risk Register

Members received Paper SNI/15/5, for Members to consider and approve the Risk Register.

The Director of Sports Management Services advised Members that there had been a new risk added to the risk register relating to the development of Casement Park, regarding potential damage to relationships.

Members discussed the risk and agreed it should be removed from the Risk Register.

Members also advised that they felt that Risk 4 on Page 6 of the document relating to Capital investment and again on Page 11 was not reflected in the same terms and needed to be reworded, or removed.

The Chair of the Audit and Risk Management Committee advised that the format of the risk register document should be reviewed and streamlined to show only corporate risks.

ACTION.

- **Reference to Casement Park to be removed from Corporate Risk Register**
- **Reference to Capital Programme to be removed from Risk Register**
- **The Risk Register to be reviewed and streamlined into a revised format to show only corporate risks**

7.2 Verbal Update from the Audit and Risk Management Committee

The Chair of the Audit & Risk Management Committee advised Members that the last meeting of the Audit and Risk Management Committee took place in October 2014.

Members noted that Deloitte have been appointed as internal auditors and internal audit should be completed by the end of March.

The Director of Sports Management Services advised that he would be circulating dates for agreement for the next Audit and Risk Management Meeting shortly.

POLICY AND STRATEGY

8.1 Draft Business Plan 2015-16

Members received Paper SNI/15/11 for Members to review and approve Sport Northern Ireland's draft Business Plan for the period 2015-16 for submission to DCAL.

The Director of Sports Management Services advised Members that the draft Business Plan is aligned with the Corporate Plan and takes account of the SPLISS Model flow. It sets a maximum of 17 actions with associated measures of success, both quantitative and qualitative.

It also highlights Sport Northern Ireland as the lead sports development body for NI, providing guidance, technical advice etc. Members noted that once the plan is approved a budget will be drawn up for each action and presented to Board for approval.

Members reviewed the business plan and advised that on P9 and P10 there were no figures or percentages or indication on how Business Plan would be monitored / evaluated and requested that this information be added.

Members queried which organisations were involved in the NI Major Events Bidding Panel and noted that the Panel is led by NITB as the statutory approved body for events. The members noted that Sport Northern Ireland, Arts Council, Belfast City Council and Derry City Council and Belfast Visitor Centre were members of the bidding panel.

P Cummings left the meeting

Members approved the draft Business Plan subject to it being brought back to the next meeting in February with a budget and more clarity on measures of success.

ACTION: Draft Business Plan to be brought to next Board meeting with budget and clarity on measures of success for approval before submission to DCAL

8.2 Active Clubs Addendum

Members received Paper SNI/15/6 the purpose of which is for Members to consider a Business case addendum reducing investment in the Active Clubs programme 2014-18, approve a preferred option based on the addendum and approve (reduced) budget to enable delivery of the programme in 2014-18.

The Director of Participation advised Members that the original Business case with a budget of £4m had previously been approved by the Board.

Members noted that the Executive Team had approved a reduction of the budget by £1.25m in light of external factors, which had superseded the decision by the Board to invest £4m. Members noted that in making a decision to reduce the budget the number of applicants that would receive funding would be reduced from 13 to 9. The Board agreed that the Executive Team should not have made the decision to reduce the amount of funding, as this was a Board decision.

Members noted that risks had been discussed and were advised that there had been no formal appeal made to the decision, however a letter had been received from RYANI querying the decision and requesting clarification.

The Chief Executive advised that the Board had two options, to either approve Paper SNI/15/6 on the lines of the reduced budgets as agreed by the Executive Team, or to revert back to the original Business Case and the original budget of £4m.

Members agreed that the initial approval of the Business Case should not be changed and confirmed the budget of £4m for the Active Clubs programme for the period of 2014-18.

ACTION. Original budget of £4m for Active Clubs programme 2014-18 approved, with relevant bodies to be advised of funding.

J D'Arcy left the meeting

S McCullough left the meeting

8.3 Application for Recognition – British Roller Sports Federation

E Lynch left meeting

Members received Paper SNI/15/7, to consider recognition of; the British

Roller Sports Federation (BRSF) as the governing body for Roller Sports and associated disciplines of Roller Sports in Northern Ireland.

The Director of Performance advised Member that following assessment of the application it is evident that BRSF meets all of the recognition criteria. Members noted that there is evidence that the organisation has amended documents to reflect it is the governing body for the sport of Roller Sports and associated disciplines in the entire United Kingdom.

Members approved the recognition of British Roller Sports Federation (BRSF).

E Lynch returned to the meeting

8.4 Revised UK Sports Councils Recognition Policy

Members received Paper SNI/15/8, to agree to proposed revisions to the Home Country Sports Councils and UK Sports Policy for the recognition of sporting activities and associated national governing bodies of sport.

The Director of Performance advised Members that the policy has been agreed by the Chief Executives of the four Home Nations Councils and UK Sport Board, and noted it had been through a robust review process.

Members approved the proposed revisions to the UK Sports Councils' Policy as above.

8.5 Update on Year One Operation of Performance Focus 2013-14

Members received Paper SNI/15/9, which provided an overview of progress in developing sporting systems for year one investment in Performance Focus, and which also provided a brief update of athlete performance against targets agreed, with twenty two sports involved in year one. Members noted that staff are meeting with each of the sports to exchange and discuss how things have gone in year one.

The Director of Performance advised Members there are five areas of system investment in Performance Focus and also advised of the outcome of these.

Members noted that the Sport's Institute strategy is being realigned with the key SPLISS factors.

Members noted the picture emerging from year one of the operation of Performance Focus.

8.6 Sports Investment Prioritisation

Members received Paper SNI/15/10, to consider and approve the prioritisation criteria in the application of the SPLISS model providing a pathway from participation to performance, including Sport Northern Ireland's approach to providing high quality sports facilities, the application

of the criteria to the prioritised list for capital investment, and the overview of the delivery mechanism.

The Director of Participation advised Members that this programme is the culmination of current thinking on the integration of high quality community facilities along with the opportunity for high performance athletes to have access to train locally.

Members noted that a strong evidence based approach has been used in conjunction with this new investment with information being made available from governing bodies through the Performance Focus programme. Members agreed that this was a new and innovative approach to Sport Northern Ireland's investments, while also noting that prioritisation was not a guarantee of investment.

Members noted that, as agreed at the October 2014 meeting with the Minister for DCAL and Sport Northern Ireland officials, work continued on a range of funding opportunities.

Members requested that future papers should indicate that where proposals are being brought forward they should align to strategic objectives.

Members approved the prioritisation process, including next steps and risk mitigation as set out.

ACTION. Future Papers to indicate where proposals align to strategic objectives

9 DATE OF NEXT MEETING

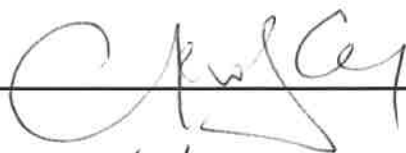
Thursday 19 February 2015 @ 5.00 pm

10 ANY OTHER NOTIFIED BUSINESS

Risk appetite

It was proposed by Chair of Audit & Risk Management Committee and agreed by Members that the Director of Sports Management Services should investigate the potential for Deloitte to facilitate a workshop for Board Members on Risk Appetite, at the next Board meeting.

Signed _____



Dated _____

19/2/15

**Sport Northern Ireland
House of Sport
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