

SPORT NORTHERN IRELAND

MINUTES

THIRD MEETING

Minutes of the Board Meeting held on Tuesday 21 April 2015 in the House of Sport,
Upper Malone Road, Belfast, BT9 5LA

PRESENT:

IN THE CHAIR: I McAvoy

MEMBERS: G Wilson
A Bingham
B Delaney
D O'Connor
E Lynch
S McCullough
P Cummings
R Mallon
R Bullick
G Campbell
J O'Neill

INTERIM ACCOUNTING OFFICER: A Sloan

STAFF IN ATTENDANCE: N Harkness, Director of Participation and Places (Items 7.1 to close of meeting)
S Ogle, Director of Performance (Items 7.1, 7.2, 7.3)
C McGinley

AGENDA

1 **APOLOGIES**

Apologies were received from B Henning, J D'Arcy.

2 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

3 **MINUTES**

The Minutes of the meeting held on 19 February 2015, having been previously circulated were approved and signed.

4 **MATTERS ARISING**

There we no matters arising.

5 **CHAIRMAN'S BUSINESS**

5.1 Board Effectiveness Review

Members agreed that the session they had with David Nicholl was excellent and that it was important to continue with this work as soon as possible.

5.2 Board Secretary

It was agreed that the Director of Sports Management Services would be designated Board Secretary.

5.3 Conflicts of Interest – Guidance issues by NIAO

The Chairman advised that the Northern Ireland Audit Office had produced an updated guide. This document has been circulated by email.

6 **ORGANISATIONAL PERFORMANCE**

6.1 Executive Strategic Update

Members received paper SNI/15/13 the purpose of which is to provide members with an update on key activities and actions that have been undertaken by the Management Team since the last meeting and that are not otherwise referred to in the agenda.

The Interim Accounting Officer informed members that since the last Board meeting, Sport NI have had a positive meeting with DSNI.

The Interim Accounting Officer advised members that a meeting with himself, the Chair, the Vice-Chair and the Minister had taken place yesterday to advise her of the Board's plans for the new Capital Programme this had been a very positive meeting.

Under point 11, Coaching Connects: New High Performance & Talent Coach

Development System for Sport Northern Ireland, Members enquired as to how sports were selected and also how these would be funded.

Action - AS advised Members he would seek further information regarding selection and funding and circulate this to members.

Members noted the paper.

6.2 Management Accounts for 12 months to 31 March 2015

Members received paper SNI/15/14 the purpose of which is to provide members with Management Accounts in respect of Exchequer and Lottery Accounts for twelve months to 31 March 2015.

After a full discussion on variances Members approved the Management Accounts for the 12 months to 31 March 2015.

6.3 Budgets for 2015/16

Members received paper SNI/15/15 the purpose of which is to provide members with an outline of the overall organisational budget for the year 2015-16 (Exchequer and Lottery.)

The Interim Accounting Officer stated that the paper is beneficial in allowing the Board to see how the budget is divided up. Members asked for more information regarding Tollymore National Outdoor Centres revenue and were directed to the TNOC dashboard attached to the Executive Team Update paper.

Members enquired as to whether the model used in the paper showing the breakdown of the budget was used by similar public bodies. Members stated it would be beneficial if the salaries section in the budget chart was broken down to show the different job roles and levels.

Action – AS to show split in diagram and circulate to members

Members approved the paper.

6.4 Update on Management of the National Lottery Distribution Fund (NLDF) Account

Members received an updated version of paper SNI/15/16 the purpose of which is to provide members with an outline on the National Lottery Distribution Fund (NLDF) account cash flow forecasts for the period 1 April 2015 to 31 March 2020.

The interim Accounting Officer outlined that this paper presented a projection based on estimated Lottery income levels provided by the Department of Culture, Media and Sport (DCMS). He further outlined that the paper included those expenditure programmes which had been agreed by the Board.

Members approved the paper and asked for regular updates in the future.

6.5 Final Corporate Plan 2015-2020 and Final Business Plan 2015-16

Members received paper SNI/15/17 the purpose of which is to provide members with the final draft Corporate Plan 2015-2020 and the Business Plan 2015-16 following the consultation exercises that had been undertaken.

It was agreed that the public consultations were useful as it allowed the Sport NI Board to be visible throughout. It was also suggested that it would have been helpful to get a sense of numbers before attending as some events were poorly attended and these consultations could have possibly been combined with one which had a higher attendance.

Members stated it would be beneficial if they were able to see all the feedback which was gathered at the consultations and not just the feedback of their individual events as this would present a more consistent message.

Members sought assurance that the feedback received at the consultations was incorporated within the wording in the revised Corporate Plan, for example the use of the term 'High Performance' and 'Volunteer' had been referenced in the consultation meetings but did not appear to be incorporated into the new draft.

Action – AS to circulate a summary of all the feedback received to members and also inform members of how many people attended the sessions. It was also suggested that this feedback be sent to the people who attended the sessions.

AS informed members the Business Plan had went to the Department and had come back with some minor changes. Members asked that a summary of these changes be emailed to them with an explanation.

Members approved the documents subject to greater visibility of the inclusion of the comments received. Members were content for this business to be conducted via email.

7 **POLICY AND STRATEGY**

7.1 The Four Principles Governing Allocation of High Performance Services to Sports: Meeting Demand and Managing Supply

Members received paper SNI/15/24 the purpose of which is to provide members with details of the four principles governing the high performance services allocation to sports.

SO informed members that the next stage would be for an action plan to be produced which would be firmly grounded in consultation with sports.

Members queried the four principles and stated that principle 3 reads more like a process of how this will be carried out as opposed to a criteria like principles 1, 2 and 4.

Action – SO to remove principle 3.

With the above amendment, members approved the paper.

7.05pm – Shane McCullough left the meeting

7.2 Learning from Glasgow 2014 in Preparing for the Gold Coast 2018

Members received paper SNI/15/25 the purpose of which is to outline to members the lessons learnt from the Glasgow 2014 Commonwealth Games and make recommendations for preparing for the Games in Australia's Gold Coast in 2018.

Members approved the paper.

7.3 Athlete Investment Programme Addendum 2015-2016

Members received paper SNI/15/26 the purpose of this paper is to provide members with an overview of the investment in the Athlete Investment Programme 2013-15 and seek members approval to an addendum to the Business Case for the Athlete Investment Programme 2015-16.

Members asked that a progress report be done for the next Board meeting on the Ambassadors scheme.

Action – SO to get more information on the Ambassadors scheme for members.

Members approved the paper.

SO left the meeting

7.4 Proposed Future SNI Participation Investment Priorities 2016-2020

Members received paper SNI/15/27 the purpose of which is to provide members with an outline of Sport NI's participation investment priorities 2012-2020 including proposed interventions and budget allocation.

Members asked if it was possible to get a breakdown of how many male and female coaches there were.

Action – NH to email members a copy of the Active Communities dashboard.

Members approved the paper

8.15pm – Gerry Campbell left the meeting

7.5 Investment in Outdoor Recreation Northern Ireland 2015-2020

Members received paper SNI/15/28 the purpose of which is to provide members with the business case for investment in Outdoor Recreation Northern Ireland 2015-2020 and budget allocation.

NH explained that the Business Case would now go to DCAL for approval as it is over the Board Delegated Authority of £500k.

Members approved the paper

7.6 The Ongoing promotion and development of Adventuremark as a voluntary Adventure Activities Accreditation Scheme in lieu of statutory licensing in Northern Ireland

Members received paper SNI/15/29 the purpose of which is to provide members with an update on the on-going development and delivery of Adventuremark as a suitable voluntary adventure activity accreditation scheme for Northern Ireland in lieu of statutory licensing. The Board approved the recommendation to DCAL on the way forward for accreditation of adventure activities in Northern Ireland via a statutory scheme.

Members approved the paper.

7.7 Capital Investment Programme for Sports Facilities 2015-2020 updated Business Case

Members received paper SNI/15/30 the purpose of which is to provide members with an update and revised approach to the Lottery Capital Investment Programme 2015-2020.

The Director of Participation and Places gave a presentation on the Lottery Capital Investment Programme 2015-2020.

Members suggested that the programme should be articulated in three distinct strands.

Members asked the Director of Participation and Facilities to consult further on the match funding contributors proposed in the paper.

Members approved the paper.

8 ***Governance and Risk***

8.1 Bi Annual Assurance Statement October 2014-2015

Members received paper SNI/15/18 the purpose of which was to ask members to consider and approve the Bi-Annual Assurance Statement for six months to 31 March 2015. This statement sets out the Interim Accounting Officer's assurance that the public funds for which they are responsible have been safeguarded and have been managed with propriety.

Members approved the paper.

8.2 Annual Assurance Statement and Self Effectiveness Review

Members received paper SNI/15/19 the purpose of which was to ask members to consider and approve the Board Chair's Annual Assurance Statement and Board Assessment Review.

Members approved the paper.

8.3 Risk Register

Members received paper SNI/15/20 the purpose of which was to consider and approve the organisation risk register and the proposed actions and to mitigate the risks.

The Interim Accounting Officer informed members that the risk register currently did not include the risk arising due to the absence of the CEO.

Action - Members asked for this risk to be included in the Register and they were content that appropriate actions were being taken to mitigate against this risk.

Members approved the paper.

8.4 Audit and Risk Management Committee Terms of Reference

Members received paper SNI/15/21 the purpose of which was to consider and approve the Terms of Reference for the Audit and Risk Management Committee.

Members approved the paper.

8.5 Remuneration Committee Terms of Reference

Members received paper SNI/15/ the purpose of which was to consider and approve the Terms of Reference for the Remuneration Committee.

Members approved the paper.

8.6 Business Continuity Plan

Members received paper SNI/15/23 the purpose of which was for members to consider and approve the organisational Business Continuity Plan which outlines the approach to managing business contingencies.

Members asked for an update on the test of the plan for the next Board meeting in June 2013.

Members approved the paper.

9 **DATE OF NEXT MEETING**

Tuesday 16 June 2015

8 **ANY OTHER NOTIFIED BUSINESS**

There was no other business.

Signed _____

Ion McAuley

Dated _____

16 JUNE 2015

Sport Northern Ireland
House of Sport
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[Signature]