
Venue	House of Sport, Upper Malone Road, Belfast, BT9 5LA	Date	12 October 2016
Time	17:00-22:00	Status	Business

PRESENT:

Chair: Brian Delaney

Vice Chair: Catherine O'Mullan

Members: Richard Bullick

Kieran Harding

Wilma Erskine

Kyle Ferguson

Andrea Bingham

Celine McStravick

In Attendance: Maggie Smith, Interim Chief Executive Officer

Leigh Brown, Acting Director of Sport Management Services

John News, Acting Director of Participation and Facilities

Shaun Ogle, Director of Performance

Christine Kerr, Interim Director of Human Resources

Rachael McDowell, Finance Manager (for Item 5)

Marc Scott, Governance Consultant (for Item 15)

Susan McStay, Board Secretary

John Poole, KPMG (for Item 3)

Laura Graham, KPMG (for Item 3)

Apologies: None

ITEM	DESCRIPTION
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BUSINESS

1. Welcome

2. Declarations of Interest

There were no new conflicts of interest declared.

2.1 Minutes of Board meeting on 14 September 2016

Celine McStravick to be added as 'in attendance' to the 14th September 2016 minutes. Amended minutes to be recirculated.

Members approved the amended 17 August 2016 minutes as a true and accurate reflection of the meeting.

2.2. Matters Arising from Meeting on 14 September 2016

Members reviewed actions by exception.

3. Internal Audit Update

Brian Delaney welcomed John Poole and Laura Graham from KPMG to the meeting. John Poole reported that two reviews that have been undertaken are satisfactory. John reported that the next review to be undertaken is that of the Recommendations of the IELT. At this time, John had no issues to bring to the attention of the board.

John Poole and Laura Graham left the meeting.

4. Business Planning

SNI/16/107

Maggie Smith presented paper SNI/16/107, which set out the Department's expectations of the 2017-18 Business Plan, including that the work of Sport NI would contribute to a number of Programme for Government outcomes. Members noted the Department's views. It was agreed that Celine McStravick would provide training for the Board Members immediately before the November Board meeting and that the Department would be invited to the November meeting to discuss its expectations of the Sport NI Business Plan.

5. Business Area in Focus: Participation and Places SNI/16/105

John News updated members on Sport NI's involvement in a recent successful bid for EU funding under the Erasmus+ programme – The Benefits of Outdoor Sport to Society (BOSS).

The board gave congratulations and thanks to Mike McClure for his work on the project.

6. Management Accounts SNI/16/95

Rachael McDowell took members through the management accounts for the 6 month period to 30 September 2016 for Sport NI Exchequer and Lottery, highlighting salient points.

Members discussed the need for on-going monitoring of spend profiles and for timely reallocation of funds as appropriate. The Board was given assurance by Leigh Brown that the Finance and Governance Committee reviews budgets monthly. Members approved the accounts.

7. Update of Bank Mandate SNI/16/115

Leigh Brown presented paper SNI/16/115. Members agreed the revision to Sport NI's bank mandate.

8. Bi-Annual Assurance statement SNI/16/96

Paper withdrawn. Leigh Brown to present at the November board meeting.

9. Governance and Accountability Project: Cyber Security and Business Continuity Workstream Closure and Business Case for Onboarding to ITAssist SNI/16/97

Maggie Smith presented paper SNI/16/97. Members noted that Sport NI had worked with ITAssist to develop, cost and timetable proposals for upgrading our ICT system to meet government standards. Maggie Smith highlighted the salient points of the Business Case and brought the board's attention to the project management and communication arrangements for the ITAssist On-boarding project.

It was agreed that given the strategic significance of the project, the ITAssist On-boarding project SRO would provide a brief highlight report to the Board each month. Members agreed the completion and closure of work of the Cyber Security and Business Continuity workstream. It was agreed that Members would confirm Business Case approval by email, subject to some additional detail being provided about the costing of the "Status Quo" option. Members agreed that all future business case documents should be uploaded at least seven days prior to the board meeting.

- 10. Governance and Accountability project** **SNI/16/103**
Review of Procurement Arrangements
Leigh Brown presented paper SNI/16/103. The Chair of the ARAC gave assurance that ARAC had no concerns relating to this paper. Members approved the revised Procurement Policy and Procurement Procedures and commissioned a progress report to be delivered within 6 months.
- Members also agreed that the Procurement Arrangements Workstream has completed its work and should be closed.
- 11. Costed options for Line Manager Development and Qualifications including courses provided by the Institute for Leadership and Management** **SNI/16/109**
John News presented paper SNI/16/109. Members considered the overview of available leadership and management development courses and approved the development of a business case to consider the roll out of ILM accredited training during 2017/18 and 2018/19.
- 12. Transformation Programme – SRO report** **SNI/16/98**
Brian Delaney presented paper SNI/16/98. Members noted progress against the Programme Plan and that the Programme was broadly on track for timely completion.
- Members agreed that the Board Leadership Project should be introduced as a standing agenda item. The importance of embedding Board and staff training was discussed.
- 13. Corporate Risk/Opportunity Register** **SNI/16/99**
Leigh Brown presented paper SNI/16/99, highlighting salient points and bringing members attention to updates to the register since it was presented in September. The Board considered and agreed the register, noted actions since last month and were satisfied that risks are being managed within the appetite and tolerances defined by it. Andrea Bingham, as Chair of the ARAC, confirmed that the ARAC had no issues to bring to the attention of the Board.
- 14. Risk Appetite Statement – A review of risk tolerances** **SNI/16/100**
Leigh Brown presented paper SNI/16/100. Members discussed Sport NI's risk appetite and revised risk tolerances and agreed that tolerances should be reviewed monthly by the Board as part of the Risk Register.
- 15. Boxing – Update on Progress being made by IABA in relation to Governance and Equality**

Recommendations

SNI/16/106

Shaun Ogle presented paper SNI/16/106. Members considered progress to date against the recommendations made in the Sport NI Governance and Management Audit and Independent Working Group report on boxing in Ulster.

Members requested that Officers follow up regarding the Executive Commission of flags, emblems and the past in addition to potentially providing support to the boxing governing body.

Members agreed that the release of 2016/17 funding to the IABA is made subject to the IABA providing satisfactory evidence, prior to the end of 2016/17, that new policies, codes and procedures are operating in practice.

16. Recognition of Parkour and UK Ultimate

SNI/16/116

Marc Scott presented paper SNI/16/116 regarding further information about the operation of Parkour and UK Ultimate in Northern Ireland, as requested at the September meeting.

Members considered the information provided and approved the recognition of both Parkour and UK Ultimate on the condition that the governing bodies articulate their intention to grow the sports in Northern Ireland.

17. Chairman's Business

Brian reported that he had attended the HEPA conference at Queens University and that it had gone very well. He also reported that he attended the 'Women in Sport' launch, the reception for the Football Team and the launch of the National Stadium.

18. Papers to Note

Members noted the following papers.

SNI/16/104 Rio Paralympic Games 2016: Performances of NI Athletes

SNI/16/113 Capital Update

SNI/16/108 Human Resources Management Report

SNI/16/110 Outstanding audit recommendations

SNI/16/111 Rolling Plan of Board Business

SNI/16/113 Dates of future meetings

19. Any other Business

No issues were raised

20. The meeting closed at 22:00

Dates of next meetings

Date	Venue	Time
16 November 2016	House of Sport	16:00 Outcome Based Accountability Training 17:00 Board meeting
14 December 2016	House of Sport	15:00 Governance Training 17:00 Board meeting
18 January 2016	House of Sport	17:00 Board meeting
15 February 2016	House of Sport	17:00 Board meeting

Signed _____ Date: _____

Sport Northern Ireland

House of Sport

Upper Malone Road

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