

Venue	House of Sport, Upper Malone Road, Belfast, BT9 5LA	Date	17 August 2016
Time	17:00-21:30	Status	Business

PRESENT:

Chair: Brian Delaney

Vice Chair: Catherine O'Mullan

Members: Richard Bullick

Kieran Harding

Wilma Erskine

Kyle Ferguson

Andrea Bingham

Co-opted Members: David Malcolm

In Attendance: Maggie Smith, Interim Chief Executive Officer

Leigh Brown, Acting Director of Sport Management Services

John News, Acting Director of Participation and Facilities

Christine Kerr, Interim Director of Human Resources

Mike McClure, Development Officer (for Item 15)

Willie Devlin, Programme Manager (for Item 18)

Susan McStay, Board Secretary

Apologies: Celine McStravick

Shaun Ogle

BUSINESS**2. Welcome**

Brian Delaney welcomed members to the meeting and thanked Leigh Brown for the finance training prior to the Board meeting. Brian also welcomed Susan McStay as Board Secretariat.

2.1 Apologies

Celine McStravick, Shaun Ogle.

2.2. Declarations of Interest

There were no new conflicts of interest declared.

2.3 Minutes of Board meeting on 9 June 2016

The minutes of the meeting on 9 June 2016 were agreed as a true and accurate account of the meeting.

2.4 Matters Arising from Meeting on 9 June 2016

Members noted that all actions have been completed.

2.5 Joint Board meeting with Sport Ireland minutes and actions

Members noted that all actions are in progress.

FOR APPROVAL**3. Management Accounts for the period ending to 31 July 2016 SNI/16/58**

Leigh Brown presented the Management Accounts for the period ending to 31 July 2016, taking Members through the accounts explaining variances via a summary presentation.

Concern was raised regarding underspend and the ability to address this. Assurance was given that it will be closely monitored by the Executive Team and reported to the Board regularly.

Discussion ensued around profiling and the nature/timing of lottery grants and it was agreed that it would be useful in future presentations to include more detailed information about variance.

Members approved the management accounts.

4. Bank Mandate Update SNI/16/59

Leigh Brown presented paper SNI/16/60 regarding the updating of cheque signatories in light of long term absences and interim posts and noted that the mandate will be further updated as necessary.

Members approved the paper.

5. Business Plan 2016-2017 Quarter 1 Review SNI/16/60

Leigh Brown presented the Business Plan 2016-17 Quarter 1 Review explaining points by exception. He explained that KPI 16 is under review and an update will be provided at the next meeting. For the KPIs that do not yet have available figures, the Board noted that they will be updated once the information becomes available.

Members approved the Business Plan Quarter 1 review.

6. Corporate Risk/Opportunity Register SNI/16/61

Leigh Brown presented the Corporate Risk/Opportunity Register, highlighting changes to the register since the last meeting, namely the escalation of Information Governance and the addition of Health and Safety.

The Board were informed that the ARAC had considered the register and that the Committee had no issues to bring to the attention of the Board.

Members approved the Corporate Risk/Opportunity Register.

7. Sport NI Transformation Programme SNI/16/62

Governance and Accountability Project

- ***Whistleblowing Policy and Procedures***

Leigh Brown presented the revised Whistleblowing Policy and Procedures, including the Complaints and Wrongdoing Policies, explaining that the review was part of the Board's Transformation Programme.

Members commended the quality and comprehensiveness of the document.

Members approved the Whistleblowing Policy and Procedures and the implementation plan.

8. Sport NI Transformation Programme

SNI/16/63

HR Project

Review of HR Policies Paper

- ***Inefficiency – performance management***
- ***Sickness Absence management***
- ***Equality, Diversity and Inclusion Policy***

Christine Kerr presented the Review of HR Policies Paper and explained the details of improvements and enhancements that have been made congruent with Labour Relations Agency guidance and NICS policies.

Christine confirmed that the tranche of policies approved at the 9th June 2016 Board meeting have been endorsed by NIPSA.

Members approved the Review of HR Policies paper

9. Recognition of Sports and Governing Bodies

SNI/16/64

Marc Scott presented a paper on the Recognition of Sports and Governing Bodies explaining that two sports and three governing bodies have applied for recognition and gave recommendations on the applications.

Members agreed to reject Kickboxing and the British Kickboxing Council application but to ask Officers to continue to engage with Kickboxing organisations as appropriate.

Members did not approve the application to recognise Parkour, Parkour UK or UK Ultimate, on the grounds that more information is needed. Members agreed to review at the September Board meeting following Marc's contact with the applicants in this regard.

10. Every Body Active Strand 3 (Outdoor Spaces)

SNI/16/65

John News presented paper SNI/16/65 asking the Board to approve investment of £2.4m of National Lottery Funding over the period 2016-2021 to deliver the preferred option as per the Every Body Active 2020 (Strand 3) 'Outdoor Spaces' business case. John News gave assurance

that this funding is already allocated within the NLDF.

Members approved the business case.

11. Personal Responsibility for Sport NI information SNI/16/66

Leigh Brown presented paper SNI/16/66 - personal responsibility for Sport NI information.

Members considered the recommendations and agreed to:

- Use only the devices (laptop, tablet or phone) provided by Sport NI for accessing the Sport NI system and receiving, storing or transmitting Sport NI information
- Use only Sport NI email addresses for receiving and transmitting emails relating to Sport NI business by 14 September 2016
- Not use the Sport NI device or email address (or permit their use) for any purpose other than Sport NI business
- Complete the **Responsible for Information** e-learning, take the test and return the downloadable certificate to Susan McStay by 14 September

12. Board's Sport NI Transformation Programme SNI/16/67

Brian Delaney, as SRO of the Project Board, brought the members through the report. Members were satisfied with progress and noted that the implementation of IELT recommendations would be audited.

Members approved the paper.

13. Legal Advice Options Paper SNI/16/67

Maggie Smith presented paper SNI/16/67 on options for legal advice and detailed how the Transformation Programme is addressing this situation.

Members agreed that Sport NI work with DSO towards a Service Level Agreement under which DSO will provide legal services to Sport NI and works with the Central Procurement Division in relation to existing contract. The board will be updated when the work is complete.

14. Leadership Roles in the HR Directorate SNI/16/69

Leigh Brown and Christine Kerr left the meeting.

Maggie Smith presented paper SNI/16/69 regarding the need for a temporary HR Directorate

The Board:

- Noted the establishment in May of an HR Directorate with an interim HR Director
- Agreed that the interim HR Director post should be extended up to May 2019
- Agreed that the creation of an interim HR Manager post up to May 2019
- Agreed that the HR Directorate's role and staffing is reviewed and a report brought to the Board by September 2018 and;
- Agreed that the permanent HR Manager post should be filled through open competition.

15. Unit Update

Members received a Unit Update from Mike McClure. The Business area in focus was 'Active Outdoors'

Members thanked Mike for the presentation.

FOR INFORMATION

16. Tollymore National Outdoor Centre 2015/16 End of Year Dashboard report

Members were content.

17. Sports Institute Dashboard for Qtr 1 April – June 2016

Members were content.

18. Capital Update

Willie Devlin presented the update to members, explaining reasons for red and amber projects. The board were satisfied with progress and requested a paper on investment in boxing clubs following the Minister's recent announcement.

The Board welcomed the funding but requested further clarity and detail on the difference between the Boxing Investment Programme and Ministerial direction.

19. Human Resource Management

Members were content and noted that sickness absence would be reported differently in future.

20. Interchange Project

Members were content.

21. Outstanding Audit recommendations

Members were content.

22. Sport NI Transformation Programme

Board Leadership and Culture Change Projects

- *Review of Progress on Board Effectiveness*

Members were content.

23. Board Leadership Project

- *Board Secretariat*
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Members wished to formally record their great appreciation of the excellent work of Lisa Beattie in servicing the Board.

24. Audit and Risk Assurance Committee Minutes

Members were content.

25. Board Leadership and Effectiveness

- *Rolling Board Business*

Members were content.

26. Chairman's Business

Board members were reminded that Board attendance is recorded and published in the annual accounts.

The Chair reiterated that a paper on investment in boxing clubs following the Minister's recent announcement would be brought to the Board.

David Malcolm informed members that he would be standing down from the Board but would remain on the ARAC. The Chair thanked David for all his contribution.

The Chair reported that he and Catherine O'Mullan would be meeting the Minister on 30 August 2016.

27. Any other Business

No issues were raised

The meeting closed at 21:30

Dates of next meetings

Date	Venue	Time
14 September 2016	House of Sport	15:00 for Governance training 17:00 for Board meeting
12 October 2016	House of Sport	17:00
16 November 2016	House of Sport	17:00
14 December 2016	House of Sport	17:00

Signed  Date: 12.10.16

Sport Northern Ireland

House of Sport

Upper Malone Road

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