

Venue: Tollymore National Outdoor Centre,
Newcastle, Co. Down **Date** 9 June 2016

Time: 14.00 – 17.00 **Status** Business

PRESENT:

In the Chair: B Delaney

Vice Chair:

Members: R Bullick
W Erskine
K Ferguson

Co-opted Members D Malcolm
K Godfrey

Interim Chief Executive Officer M Smith

Staff in Attendance L Brown, Acting Director of Sports Management
Services
J News, Acting Director of Participation and Facilities
S Ogle, Director of Performance
C Kerr, Interim Director of Human Resources
P Donnelly, Policy Planning and Research Manager
L Beattie, Minute Secretary
W Devlin, Programme Manager (for Item 4)
J Poots, Governance Performance Manager (for Item 6)

BUSINESS

1 **WELCOME**

The Interim Chair welcomed Members to Tollymore National Outdoor Centre, (TNOC)

1.1 • **Apologies**

K Harding, A Bingham, C O'Mullan, C McStravick

1.2 • **Declarations of Interest**

There were no conflicts of Interest declared.

1.3 • **Minutes of Board Meeting on 19 May 2016**

The Minutes of the meeting held on 19 May 2016 which had been previously circulated were approved.

1.4 • **Matters Arising – Action List from Meeting held on 16 March 2016**

Members reviewed the Action List on an exception basis and noted the following:

- Business Plan 2015-16 Quarter 4 Review – Members noted that a new template had been drafted to enable a more transparent way to report against indicators and this will be used in the Quarter 1 Review.

ACTION 1. New template to be used for next Quarter 1 Review to show more transparent way of reporting.

- Internal Audit Report – The Acting Director of Sports Management Services advised that the best time for KPMG to attend the Board meeting would be in September / October 202016.

ACTION 2. Invite Internal Auditor to report at the September or October meeting.

- Chairman's Business – It was noted that a response had been received from the Centre for Excellence in relation to training for the Board with further details being circulated in due course.

ACTION 3. Circulate further details of training in due course.

All other actions have been completed.

FOR APPROVAL

2 **BI-ANNUAL ASSURANCE STATEMENT**

Members received Paper SNI/16/46 which was the Bi-Annual Assurance Statement for the period 1 October 2015 to 31 March 2016.

Members considered and approved the Bi-Annual Assurance Statement and agreed that the Interim Chair should sign it and that this should be forward to the Department on 10 June 2016.

ACTION 4. Acting Director of Sports Management Services to forward Bi-Annual Assurance Statement to the Department on 10 June 2016.

3 **CORPORATE RISK / OPPORTUNITY REGISTER**

Members received Paper SNI/16/47 asking them to consider and approve the Corporate Risk / Opportunity Register and to satisfy themselves that risks and opportunities are being managed within the risk appetite and tolerances defined by the Board.

Members noted a new risk has been added to the register in relation to information governance this risk is amber. It was noted that the Transformation Programme Information Management Workstream would address the risk. Members requested a paper setting out a plan to address the issues.

Members considered the Weakened Leadership risk and agreed it should remain red at least until there is a full Board recruited.

ACTION 5. Paper on the Information Management and Data Security Workstream to be scheduled on the rolling programme of Board business.

Members approved the Corporate Risk and Opportunities Register

4 **NORTHERN IRELAND SPORTS FACILITIES STRATEGY**

W Devlin, Programme Manager joined the meeting

Members received Paper SNI/16/48 which requires approval of the draft Sports Facilities Strategy for Northern Ireland prior to submission and recommendation to the Department.

The Programme Manager advised Members that they had sight of the document two months ago before the Section 75 consultation had concluded. Members noted that the consultation would concluded on 10 June 2016 and there had only been a slight amendment to the document in the changing of GAA to Gaelic Games.

Following in-depth discussion, Members agreed that the document is more a framework than a Strategy and it was agreed that title and terminology within the document should be changed accordingly and that it should then be sent to the Department as advice from Sport Northern Ireland.

ACTION 6. Terminology to be amended in the document changing it from a Strategy to a Framework prior to it being sent to the Department as advice from Sport Northern Ireland.

Members confirmed their approval of the document at the meeting on the basis that changes

are made to the terminology and subject to the conclusion of the Section 75 process with an understanding that any subsequent comments / observations received by 10 June will be addressed and brought to the attention of the Board by close of play on 10 June 2016. It was also agreed that the Board would be emailed to confirm that no comments had been received.

ACTION 7. Advise Members of any subsequent comments / observations received by 10 June also email Members and advise if no comment have been received.

W Devlin, Programme Manager left the meeting

5 **EVERYBODY ACTIVE 2020 – OUTDOOR RECREATION**

Members received Paper SNI/16/49 which required approval for investment of £2.365m of National Lottery funding over 2016-2021 to deliver the preferred option as per the Everybody Active 2020 Outdoor Spaces Business Case – Strand 3.

As this paper had not been approved by the Accounting Officer, it was not discussed. Members agreed that all papers must be approved by the Accounting Officer before being submitted to the Board.

ACTION 8. Business Case to be submitted to the Accounting Officer for approval

ACTION 9. Once approved by Accounting Officer, Business Case to be brought back to the Board for consideration.

ACTION 10. Covering proforma for Board papers to be updated to include confirmation of Accounting Officer approval.

6 **PROMOTING FAIR PLAY IN SPORT – ADDITIONAL GUIDANCE FOR SPORTING ORGANISATIONS**

J Poots, Governance Performance Manager joined the meeting

Members received Paper SNI/16/50 asking for approval of the revised draft Guidance document and the presentation of same to the Department.

The Governance Performance Manager advised that the Guidance had been amended as requested since the last meeting.

Following discussion of the document, Members agreed that all information with exception of the guidance on pathways and a review of the current situation should be removed.

Members agreed that the document after it has been amended should be sent to the Department for review as a Guidance document.

It was also agreed that the Guidance would be brought back to the Board for approval once amended taking account of any comments from the Department.

ACTION 11. Amend the Guidance document as appropriate keeping only the pathway information and information regarding the current situation.

ACTION 12. Forward the Guidance to the Department for review and once approved bring back to the Board.

J Poots, Performance Governance Manager left the meeting

7 **BOXING DEVELOPMENT REPORT**

Members received Paper SNI/16/51 for Members to consider and approve progress to date against recommendations made in the Independent Working Group report and the Sport Northern Ireland Governance and Management Audit of the IABA.

The Director of Performance advised Members that progress is being made with the IABA working to two actions plans and the deadlines being met.

Members considered and approved progress to date against recommendations made in the Independent Working Group report and the Sport Northern Ireland Governance and Management Audit.

8 **BOARD'S SPORT NORTHERN IRELAND TRANSFORMATION PROGRAMME – HR PROJECT**

- **Policy on Dignity at Work, Grievances and Uniform Appeals**

Members received Paper SNI/16/52 asking them to note and approve the revised Employee Relations Policies and Protocols and the introduction of a Uniform Appeals Policy.

The interim HR Director advised Members that the Transformation team had reviewed the above policies which are the same as within the Civil Service. Members noted that if these are approved HR will enter into consultation process with staff and the Union and will also be arranging training to ensure that policies are embedded moving forward.

Members noted that the Uniform Appeals Policy is a new policy but noted that it is a standard policy.

ACTION 13. Add a flow chart to the end of each Policy to show the process.

Members approved the revised Employee Relation Policies and Protocols and the introduction of a Uniform Appeals Policy.

ACTION 14. Enter into consultation with union

FOR INFORMATION

9 **BOARD SPORT NORTHERN IRELAND TRANSFORMATION PROGRAMME**

Members received Paper SNI/16/53 asking them to note the report from the Transformation Programme SRO.

Members noted that A Bingham had agreed to join the Transformation Programme Board.

The Interim Chair also advised that the 1st meeting of the Programme Board had taken place on the 2 June 2016. Members noted that a site has been established on Sharepoint enabling other Board Members access to the Agenda, Minutes and papers of the programme and the project boards. Members noted that the Board Leadership project would be led by C McStravick.

The Chair indicated that he had met the Permanent Secretary of the ~~Department~~Department for Communities.

Members noted the report.

10 **ALL HOURS WORK ALLOWANCE (AHWA) UPDATE**

Members noted that this item would be discussed under Chair's Business.

11 **AGENDA FOR FUTURE BOARD MEETINGS**

Members received Paper SNI/16/55 asking them to note the rolling plan of Board work at Annex A and standing items at Annex C with the exceptions log at Annex D. Agree that the Board secretariat keeps these up-to-date for each Board meeting. Whilst noting the schedule of ARAC and Board meetings at Annex E with provisional agenda for the August meeting at Annex F.

Members noted that this work would come under the Board Leadership project and would build on work from the Board Effectiveness review.

The Interim Chief Executive advised that the Rolling programme will be used for planning purposes and for ensuring papers are ready on time / signed off in time and uploaded on time ensuring that Members receive papers a week prior to the meeting.

Members noted it is also useful to provide Members with a vision of what issues will be coming up as a draft Agenda will be ready with only adhoc papers to be added each month. Members again highlighted the need to indicate on the front cover of papers that the documents had been taken through the appropriate processes and also to clarify the purpose of the paper.

The Interim Chair advised that it may be useful to alternate the Unit update and the Business Area in Focus paper to make this into a more substantial paper with the Business Area in Focus being tied in with Business Plan priorities.

ACTION 15. Update Annex C to so that the Unit Update and the Business Area in Focus papers appear on alternate agenda.

ACTION 16. Ensure that the content of the Business Area in Focus paper is tied to Business Plan objectives.

12 **HUMAN RESOURCE MANAGEMENT UPDATE**

Members received Paper SNI/16/56 updating on key areas of HR work, highlighting issues of particular relevance.

The HR Director indicated that she was reassessing future staffing options for the HR Team. Members agreed that she should provide a paper for consideration at the August Board meeting.

ACTION 17. Paper to be brought to the August Board meeting on the staffing of the HR Team.

The HR Director advised Members that tranche 2 of the Voluntary Exit Scheme would be launched week commencing 13 June 2016.

Members noted the contents of the HR Management update.

13 **INTERIM AUDIT RECOMMENDATIONS – UPDATE**

Members received Paper SNI/16/57 asking them to note the progress in the implementation of audit recommendations.

It was noted that the recommendations have been reviewed by the Audit and Risk Assurance Committee. It was noted that the recommendation in regard to TNOc is due to be implemented on 31 March 2016 and that the Business Continuity Planning recommendation may happen late.

Members approved the report and actions taken by Management to address the recommendations.

14 **CHAIRMAN'S BUSINESS**

The Interim Chair advised Members that there was to be a Sport Matters Implementation Seminar next Thursday at Windsor Park, Belfast and that this would be followed by the SMIG meetings.

The Interim Chair advised Members that Sport Northern Ireland had to respond to the Programme for Government and it was agreed that the Policy Planning and Research Manager would draft a response on behalf of the Board and circulate for Board approval prior to issue.

ACTION 18. Policy Planning and Research Manager to prepare a response to Programme for Government on behalf of the Board and circulate to Members prior to issue.

ACTION 19. Interim Chair to write and pass on condolences of Board and Sport Northern Ireland staff to Interim Vice Chair

Members noted that the co-opted Members have been reconsidering their position with regard to remaining as co-optees to the Board and it was noted that D Malcolm planned to remain on

the Sport Northern Ireland until a Chair and Vice Chair had been appointed but that K Godfrey would be stepping away from the Board but would remain as a Member of the Risk and Assurance Committee.

The Interim Chair thanked D Malcolm and K Godfrey for all their assistance to date.

15 **ANY OTHER BUSINESS**

There was no other business.

L Brown, Acting Director of Sports Management Services, J News, Acting Director of Participation and Facilities, S Ogle, Director of Performance, C Kerr, Interim Director of Human Resources, P Donnelly, Policy Planning and Research Manager, L Beattie, Minute Secretary left the meeting.

15.1 **All Hours Worked Allowance**

13 **DATES OF NEXT MEETINGS**

<u>Date</u>	<u>Venue</u>	<u>Time</u>
Wednesday 17 August 2016	House of Sport	15:00 for Finance training 17.00 for Board meeting
Wednesday 14 September 2016	House of Sport	15:00 for Finance training 17.00 for Board meeting
Wednesday 12 October 2016	House of Sport	17.00
Wednesday 16 November 2016	Irish Sport HQ (possible 'joint meeting with Sport Ireland Board)	10.30 for joint meeting 13.30 for Board meeting
Wednesday 14 December 2016	House of Sport	17.00

Signed _____

Dated _____

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