

Minutes from Board meeting on 18 January 2017



Venue Sport Northern Ireland,
Upper Malone Road, Belfast, BT9
5LA

Date 18 January 2017

Time 17:00 – 19:45

Status Business

PRESENT:

Chair: Brian Delaney

Members: Richard Bullick

Kieran Harding

Andrea Bingham

Wilma Erskine

Kyle Ferguson (for items 3-11)

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

Willie Devlin, Facilities Manager (for item 2)

Susan McStay, Board Secretary

Apologies: Catherine O'Mullan, Vice Chair

Celine McStravick, Member

BUSINESS

1. Declaration of Interest

No new conflicts of interest were declared.

1.1. Minutes of Board Meeting on 14 December 2016

Members agreed the minutes of 14 December 2016 as a true and accurate reflection of the meeting.

1.2. Action Points and Matters Arising

Members reviewed the actions from the meeting on 14 December 2016 by exception.

2. Motorsports Business case

SNI/17/12

John News introduced paper SNI/17/12 and explained that although 'ringfenced' funding, the same processes apply with regards business cases.

Willie Devlin gave members an overview of the business case and explained the preferred option. Willie summarised the benefits of the investment, to include improved safety of spectators and riders as well as increased profile of NI in terms of overseas visitors.

Members queried the likelihood for delivery of the project on time, given the short timeframe. Willie confirmed that it is progressing well as the procurement activities are ongoing in parallel with the business case development.

Willie assured members that funding for equipment has a 6 week lead in time and that there is no cause for concern regarding availability of bales as, following the appropriate procurement activity, a suitable supplier has guaranteed a 6 week delivery period.

Willie notified members that initial publicity would be through the Department for Communities (DfC) and that Sport NI would be undertaking publicity activities following project completion.

Members considered the business case and approved the preferred Option 4.

Willie left the meeting.

Kyle Ferguson joined the meeting.

3. Major Games Clean Sport Policy

SNI/17/2

Shaun Ogle presented paper SNI/17/2. Members discussed the issues of doping and governance in sport. Shaun highlighted that Sport NI has a role in providing specialist knowledge, guidance and education programme delivery in supporting the NICGC implementation of the Clean Games Policy 2017-2020. 'Pure Winner' and '100% Me' were highlighted as Sport NI's work in this area. Shaun confirmed that no additional resources are required and that supporting the policy is another way for Sport NI to ensure improved governance in sporting bodies.

Members agreed to support the policy.

4. Sport NI Draft Scorecard Business Plan 2017-2018

SNI/17/1

Leigh presented paper SNI/17/1 and reported that the plan now reflects Board feedback received at the December meeting, in addition to some additional comments from Sport NI staff. He advised that the plan is both scalable and flexible.

Leigh reported that further engagement with the Sport NI Board, Staff and DfC Officials will be required during January and February 2017 to approve the final structure and contents of the document. Leigh advised that the Department's plan will be strategically aligned to the Programme for Government and given recent political developments within the Northern Ireland Executive, finalisation of the Programme for Government will be delayed.

Members noted that this will impact the Department's approval of Sports NI's Business Plan. Members noted that the envisaged Plan presents a cogent and succinct course of action that is consistent with known Government priorities.

Members enquired as to the impact of VES. Maggie Smith assured members that care has been taken in developing the business plan to ensure scalability and reported that there would be another VES next year.

Use of the word 'outcome' and 'objective' were discussed and it was agreed that of the wording for the plan needs to be finalised.

Members discussed the need to include a definition of sport in the business plan, given its broadening meaning to include wellbeing. Members noted that the Corporate Plan refers to the Council of Europe definition of sport and therefore the definition is already significantly broad.

Members were content to approve the business plan.

5. HR Project - Emotional Support for SNI staff

SNI/17/4

Christine Kerr presented paper SNI/17/4. Christine gave an overview of the paper and drew member's attention to the current Emotional Support Measures within Sport NI. Members considered Labour Relations Agency Mediation as an alternative to training internal mediators and discussed the value for money it offers. Members were content to endorse this approach. Members also noted the engagement of NICS Welfare Services to April 2017.

Christine advised that the Wellbeing Charter attached as an appendix is applicable to England but that the NI accreditation is anticipated to be launched in March 2017. Christine advised that following accreditation, Sport NI would ensure that the charter is specific to Sport NI's needs. Members were content that scoping go ahead and agreed that it would be beneficial to see if any other ALBs are using a charter.

Discussion ensued regarding sickness absence. Christine confirmed that it has significantly reduced following the introduction of the Sickness Absence Policy in September 2016. Rationale behind targets was discussed and agreed to be realistic at this time and that plans are in place to reduce the figures further.

Staff training was discussed. Christine assured members that feedback collected from training is being analysed to inform the next Training and Development plan.

6. Transformation Programme - SRO Report

SNI/17/7

Brian Delaney brought members through the highlight report and advised of developments since the last meeting. Brian reported that Andrew Sloan will be taking over the administration of the programme.

Brian reported that the Gateway Health check is currently being organised and the review will take place over three days at the end of February/ start of March 2017. He reported that there will be bespoke Terms of Reference and that the final report will show the achievements of the programme.

Board appraisal was discussed and it was noted that each member is required to have an annual appraisal and rather than the 360 degree appraisal, was agreed as part of the Transformation Programme.

Discussion ensued regarding induction for Board members. Members were asked to provide feedback on induction to Catherine O'Mullan and noted that a paper summarising the feedback would be brought to the board.

Contact between the Board and the Minister/ Department was discussed. It was agreed that it would be useful for the Minister or Senior Departmental staff to attend meetings on a scheduled basis.

Members agreed that an 'away-day' would be a useful activity to discuss key strategic issues.

7. Corporate Risk / Opportunity Register

SNI/17/8

Leigh presented paper SNI/17/8. Members noted that the full register is the subject of review by the ARAC and is available on SharePoint for Members to review.

Andrea Bingham, as Chair of the ARAC, reported that the ARAC had discussed running a workshop to review the risk register. Leigh gave assurance that the Executive Team are reviewing the risks to ensure their relevance and proportionality.

Leigh brought member's attention to Risk 9 - Budgetary Management, explaining that it is a new risk. Leigh reported that Sport NI is required to manage its budget to 0.5% in relation to underspend and is not permitted to overspend. Leigh reported that this creates challenges in Q4 but that improvement in procurement and the work of the Finance and Governance committee is mitigating this risk. The Board were given assurance that a procurement plan within which procurement is 'frontloaded' will reduce this risk in future years. A move towards releasing grants at the start of the year will also be implemented to reduce this risk.

Members discussed the risk appetite and tolerances and noted that there is progress being made with regards data capture which will inform future reports.

Members noted that a proportionate Business Continuity Planning exercise will take place following onboarding to ITAssist.

Members agreed that child protection should be reflected in the register and that the website needs to be updated with regards safeguarding. Maggie advised that the entire website will be reviewed once linked with NI Direct.

Members queried the risk associated with the impact of VES and were given assurance that as per paper SNI/16/155 presented to the Board in December, there have been strategic measures which address this risk.

Members approved the corporate opportunity/risk register.

8. Chairman's Business

Brian reported that the Chair of each home country council is a member of UK Sport and that the

budget for Tokyo 2020 was decided by UK Sport in December 2016.

Brian reported that he had attended the Minister's reception for the Olympic and Paralympic athletes on Tuesday 17 January 2017 at Parliament Buildings.

Brian reported that the announcement of new Sport NI Board members is imminent.

9. Members noted the following papers:

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| 9.1 | Review of HR Metrics | SNI/17/6 |
| 9.2 | Human Resource Management Update | SNI/17/9 |
| 9.3 | Audit and Risk Assurance Committee minutes | SNI/17/10 |
| 9.4 | Rolling Plan of Board Business and Table of Board attendance | SNI/17/11 |

10. A.O.B.

Health and Wellbeing and the broader nature of the definition of sport were discussed. Members discussed Sport NI's role in terms of influence.

Andrea requested that publicising organ donation be considered in some way by Sport NI.

John reported that wider wellbeing issues are relevant to Sport NI and that his Directorate are collaboratively working within the wider community context regarding wellbeing. John reported that an opportunity has arisen through an MOU with Libraries NI for which appropriate approval will be sought once details have been finalised.

Leigh advised members that Sport NI is leading a Mental Health and Wellbeing Strategy Group with external stakeholders which will be a platform to develop work in this area.

Members discussed recent press coverage of Sport NI.

11. Meeting closed at 7.45pm

Dates of next meetings (all meeting dates for 2017 are listed in rolling plan of board business)

Date	Venue	Time
15 February 2017	House of Sport	17:00 Board meeting
15 March 2017	House of Sport	17:00 Board meeting
12 April 2017	House of Sport	17:00 Board meeting

Chair: George Lucas Date: 15TH FEBRUARY 2017