



**MINUTES OF THE MEETING OF THE SPORT NI BOARD HELD ON 15th
NOVEMBER AT 5PM IN THE HOUSE OF SPORT, BELFAST**

<p>Present: Board members:</p> <p>George Lucas Jay Colville Brian Delaney Kieran Harding Jackie Bryson Darryl Petticrew Richard Bullick Wilma Erskine Kyle Ferguson</p>	<p>In attendance: Sport NI Officials</p> <p>Antoinette McKeown, CEO Shaun Ogle, Director of Performance Leigh Brown, Director of Finance and Governance Christine Kerr, Interim HR Director Ali Campbell, Executive Unit Manager</p>
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The Chair welcomed everyone to the meeting.

Agenda Item	Record of main discussion
1. Apologies	Catherine O'Hagan Siobhan Weir Andrea Bingham Celine McStravick
2. Register of Member's Declaration of Interest and Gifts and Hospitality	Nothing to declare.
3. Minutes of meeting on 13th Sept and 25th Oct	Members approved the minutes of the meeting on <ul style="list-style-type: none"> • 13th September 2017 • 25th October 2017
3.2. Action Points -	1. Action points were circulated to members and officers prior to the meeting.

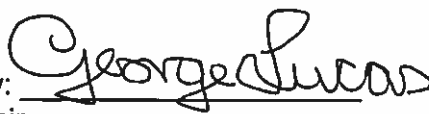
	<p>2. Members noted the outstanding actions – Access NI checks incomplete and Financial Management Survey incomplete. Director of Finance and Governance to check those outstanding and issue reminder.</p> <p>The Chair expressed disappointment that members did not attend the governance workshop and corporate business plan scheduled for today. He stressed the importance of Board members having a clear understanding of governance and strategic matters to enable good and apt decision making.</p>
<p>4. Chair's remarks</p>	<p><u>Board Effectiveness Review</u></p> <p>The preparation and evidence gathering for the 2016/17 Board Effectiveness Review is progressing, however two areas outstanding are Board's return of skills matrix and finalisation of appraisals from 2016/17, which are due to be concluded this month. Two items outstanding on the skills matrix and due to be completed this month.</p> <p>The Department has recently written to Sport NI highlighting the delay in the completion of this report and its issues regarding governance.</p> <p>A paper will be brought to the December Board meeting. For information Members can access last year's Effectiveness Report under the Board Operating Framework on Sharepoint.</p> <p>PAR report – opportunity to discuss under CEO's report</p> <p><u>Annual assurance statement and accounts</u></p> <p>These are being tabled tonight. This is following a meeting held with the NIAO on Monday and our wish to continue to meet current timelines. Members asked to approve the 2016/17 annual accounts which went to the ARAC committee on 13/11/17. Chair of ARAC will give an update on this before the accounts are presented.</p> <p><u>Papers and Board conduct of business</u></p> <p>In effort to become as efficient as possible on this matter; papers will be sent out a week in advance – please take the opportunity to raise issues ahead of the meeting.</p> <p>It was suggested that minutes have a deadline for changes and amendments, so a final set can be issued ahead of the next Board meeting and final minutes are approved at that meeting. All members agreed.</p> <p><u>4 Sports</u></p> <p>Despite considerable effort to progress a completion meeting in relation to the 4 Sports by mid November, this has not been possible. So far Cricket Ireland and GAA have engaged with Sport NI staff on possible projects and support</p>

	<p>and these are now in progress. Ulster Rugby and IFA have not engaged on this.</p> <p>At this stage (and in the interests of launching Sporting Clubs and Sporting Winners, the Chair is writing to the 4 Sports and asking CEO to take this work forward.</p>
<p>5. CEO report</p>	<p>CEO informed the Board that DfC have advised of an expectation that Sport NI would fund the Female Sports Forum beyond 2017/18 and continue the funding made available by DfC in this financial year. Current funding was made by DfC via Sport NI from in year funds. CEO advised DfC that in the absence of an indicative budget and draft business plan for 2018/19 assurances could not be given at this stage that this funding would be made available. CEO informed DfC that Sport NI Board would have to approve this within the context of Sport NI's Business Plan priorities and corporate commitments.</p> <p>DfC advised the CEO that an instruction may be issued from the Department to find this funding and was asked to advise the Sport NI Board of this expectation and that this project remains a Ministerial priority.</p> <p>CEO to confirm with DfC the Boards wish to consider funding for Women and Sport within the context of business planning and following due process.</p> <p>Following discussion Members agreed to continue to follow due process procedures in respect of being offered any funding request stipulated by DfC and additional funding.</p>
<p>5.1 Quarter 2 Business Plan Review</p>	<p>CEO advised that 26 KPI's are green and 1, KPI IP4.2 "To have attained Investors in People (IIP) accreditation". The IIP report was received on 20th June 2017 and an IIP Working Group was established in September 2017. The IIP report was shared with staff in October 2017.</p>
<p>5.2 PAR report</p>	<p>CEO requested Board feedback on PAR Report:</p> <p>Board noted that the PAR Report clearly articulated that staff continued with delivering for sport through the recent period, which was a strong positive from the report. Board also noted that the report is positive. Members queried the number of senior officers interviewed.</p> <p>CEO advised that the PAR had met with staff at all level in Sport NI and that the Report has been shared with staff and noted that what Sport NI does with the recommendations arising is important and must be taken forward. CEO added that strategy is in place, and her focus is on working to develop and implement organisational recommendations.</p> <p>Members asked if there is a timeline for taking forward recommendations (7) and where these are in relation to Sport NI business plan?</p> <p>Chair, vice-Chair and CEO to meet with DfC Permanent Secretary to clarify relationship and roles in response to the PAR Report Recommendation.</p>

<p>5.3 Bi-Annual assurance statement</p> <p>5.4 21st September away day notes</p>	<p>Bi-Annual Assurance Statement has been viewed by Executive Team and agreed at ARAC. CEO noted the need to insert a clause regarding corporate memory issues that have been discussed.</p> <p>Actions from away day being taken forward.</p> <p>Members considered and adopted paper SNI/17/143</p>
<p>6. Legal and legislation</p>	<p>The Executive Team has approved the commencement of a General Data Protection Regulation project to ensure Sport NI is compliant by May 2018.</p> <p>A programme of retention and disposal has commenced using the schedules of the existing Retention and Disposal Schedule.</p> <p>Members considered and adopted paper SNI/17/143</p>
<p>7. Audit and Risk Assurance Committee report</p> <p>Internal Audit strategy, Annual Plan and charter</p>	<p>Presentation of 2016/17 accounts. Note that these are not complete but what is missing is not overly significant. Michael Matthews and ARAC Chair reviewed 16/17 accounts line by line and recommended several amendments to accounts. None were numerical, but referred to grammatical errors, reference to NIAO where not needed. Satisfied that accounts are within timeline.</p> <p>The recommendations from KPMG are currently at 9 outstanding, demonstrating significant improvement. Only one Limited assurance and this is being addressed.</p> <ul style="list-style-type: none"> • ARAC Chair to write to Denver Lynn (NIAO) following meeting on Monday 13th November. Audit Strategies discussed and adopted by ARAC. • Members requested the incorporation of ARAC Chairs report as an attachment to the minutes of this meeting. • Confirm when 2014/15 and 2015/16 Accounts will be presented to Board. • TNOC Non Assurance in Audit Plan approved. <p>Members considered and adopted paper SNI/17/146 subject to amendments above.</p> <p>Members considered and adopted paper SNI/17/148 subject to amendments above.</p>
<p>8. Finance and Governance report</p>	<p>Feedback from budget holders that budgets will be spent by year end. Going forward, beginning Monday 20th November, budget holders will be presenting to Executive to review budgets, to ensure spend and provide additional level of assurance.</p> <p>It was noted that lottery income has increased which is welcome, however no indication from Lottery that this is part of a trend.</p>

	<p>It was noted that there is a need to consider potential risks arising from Departmental in year projects.</p> <p>Members considered and adopted paper SNI/17/144.</p>
8.1 2016/17 Assurance statement and annual accounts	<p>Members considered paper SNI/17/149</p> <ul style="list-style-type: none"> ➤ Typos on the Accounts; ➤ Members noted there is Material risk going forward regarding the reduction of lottery receipts, which need to be reflected in the 2016/17 accounts; and ➤ Remuneration account updates pertaining to NILGOS. <p>Members adopted paper SNI/17/149 subject to amendments above.</p>
8. HR Report	<p>Director presented paper and discussed fall in sickness absence and the ongoing work on Investors in People, which Board has noted is amber. This is due to the importance of carrying out liP correctly rather than working to an artificial deadline.</p> <p>Offer to buyout Luncheon Vouchers from staff has been made to NIPSA today and we are awaiting a response.</p> <p>Board noted the savings made through reduced sick leave and the hard work carried out.</p> <p>Members considered and adopted paper SNI/17/145</p>
AOB	<p>Board requested the importance of noting the work ongoing in sports development in relation to key areas of performance, places and participation, not just in relation to funding but the advisory services that Sport NI staff provide to the sporting sector as well as the support provided by staff to various committees such as the Sport Matters Implementation Groups.</p> <p>Finance and Governance workshop suggested for 5-6pm week commencing 27th (27th & 30th not an option) tentatively suggest 28th, 29th November & 4th December. Members asked to notify Secretariat of availability.</p>
Dates of next meetings	<ul style="list-style-type: none"> • Wednesday 13th December 2017 – 5pm-7pm • Wednesday 17th January 2017 – 5-7pm

The meeting closed at 18.03pm

Approved by: 
Sport NI Chair

Date: 13/12/17

