



MINUTES OF THE MEETING OF THE SPORT NI BOARD HELD ON WEDNESDAY 12TH APRIL 2017 IN THE HOUSE OF SPORT, BELFAST

11AM-12PM (Review of Sporting Winners), 12PM-2PM (Sport NI Board Meeting)

<p>Present: Board members:</p> <p>George Lucas – Chair</p> <p>Brian Delaney</p> <p>Catherine O’Mullan</p> <p>Darryl Petticrew (for items 6-13)</p> <p>Jackie Bryson</p> <p>Kieran Harding</p> <p>Kyle Ferguson (for items 6-13)</p> <p>Richard Bullick</p> <p>Siobhan Weir</p> <p>Wilma Erskine</p>	<p>In attendance: Sport NI Officials</p> <p>Maggie Smith, Interim Chief Executive Officer (for items 7-13)</p> <p>John News, Acting Director of Participation and Facilities (for items 7-13)</p> <p>Shaun Ogle, Director of Performance (for items 6-13)</p> <p>Christine Kerr, Interim HR Director (for items 7-13)</p> <p>Rachael McDowell, Finance Manager (for items 7-13)</p> <p>Ali Campbell, Manager</p> <p>Susan McStay, Board Secretary (for minutes)</p>
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The Chair welcomed everyone to the meeting.

Agenda Item	Record of main discussion
1. Apologies	Andrea Bingham (Member) Celine McStravick (Member) Jay Colville (Vice Chair) Leigh Brown (Acting Director of Sport Management Services)
2. Register of Member’s Declaration of Interest and Gifts and Hospitality SNI/17/44	No new interests or hospitality or gifts were declared. Declaration of Interest forms for 2017/18 were circulated to members for completion and return to the Secretariat.
3. Minutes of Previous meeting SNI/17/40	1. The minutes of the Board meeting held on 15 th March 2017 were circulated to Board members prior to the meeting. The minutes were approved. 2. The minutes of the Board meeting held on 27 th March 2017 were circulated to

SNI/17/43	Board members prior to the meeting. The minutes were approved.
4. Action points and matters arising	<p>1. Action points were circulated to members and officers prior to the meeting.</p> <p>2. Members discussed Action 6 (meeting about the agreed Business Case for ILM training) and agreed that an update on the outcome of the meeting should be included in the Interim CEO's report to the 18 May Board Meeting.</p>
5. Chair's remarks	1. Members noted that the Board training dates would be confirmed by the end of the week.
6. Sporting Winners Review	<p>1. The Chair thanked members for their on-going engagement with the process.</p> <p>2. Further to the meeting of the Board on 27th March 2017 to consider the process of lottery investment in Sporting Winners and Clubs, Members discussed the sequence of the Sporting Winners and Sporting Clubs processes from consultation through to the final decision.</p> <p>Shaun Ogle, Director of Performance, joined the meeting at 11.20am</p> <p>3. Shaun Ogle reminded Members that there is an external independent review process ongoing in respect of individual applications to the Sporting Winners and Sporting Clubs Programmes. The Reviewer would issue findings to Sports and to the Management of SportNI for comment before papers were brought to the Board for decision.</p> <p>4. Members agreed that they should not pre-empt any aspect of that process.</p> <p>Darryl Petticrew joined the meeting at 11.30am</p> <p>5. Members agreed a 4 to 6 week timeline for completion of its review of the process.</p> <p>6. As agreed at the Extraordinary Meeting on 27 March 2017, Jay Colville and Catherine O'Mullan were drafting a letter to the four sports. They would circulate their final draft letter to Members for consideration week commencing 22 May 2017.</p> <p>7. Members agreed that, as a matter of courtesy, the Chair should send a holding letter to each of the four sports outlining the timeline for the completion of the Board's review.</p> <p>Kyle Ferguson joined the meeting at 11.35am</p> <p>8. It was explained that the risks attached to the individual awards to sports would be monitored and managed as part of the project management and programme management arrangements for Sporting Clubs and Sporting Winners. If necessary the Programme Board would escalate risks to the Interim CEO and the Board, and they would be addressed in the context of the Corporate Risk Register.</p>
	<p>Maggie Smith (Interim CEO), John News (Acting Director of Participation and Facilities), Christine Kerr (Interim HR Director) and Rachael McDowell (Finance Manager) joined the meeting at 12pm.</p> <p>Darryl Petticrew declared his interest in Ulster Rugby. No other new interests were declared.</p>
7. Health and Safety and Welfare	1. Members noted the updates on Safety at Sports Grounds and the Sport NI Health and Safety Internal Audit.

SNI/17/41	
8. Legal and Legislation SNI/17/41	1. Members noted that the Information Governance Manager had been appointed via Interchange for one year and will take up appointment on 27 April 2017.
9. Audit and Risk Assurance Committee SNI/17/49	<p>1. Members noted and adopted the recommendations of paper SNI/17/49 which included revised Terms of Reference.</p> <p>2. The Chair indicated that the changes identified in the paper would be implemented over the next 2 months and that the Audit and Risk Assurance Committee would meet monthly during this year.</p>
10. Interim Chief Executive's Report SNI/17/41	<p>1. Members welcomed the progress in the devolution of the small grants programme to Councils in the context of Community Plans.</p> <p>2. In 2017/18 SNI is proposing to disburse small grants funding (Every Body Active 2020 -Strand 4) through district councils. EBA2020 Strand 4 is resourced via SNI's baseline exchequer funds from DfC; anticipated investment in 2017/18 is £500,000 although SNI has business case cover for up to £700,000. In respect of 'leveraged funds', JN noted that while SNI small grants were historically typically funded at 100%, the disbursement of small grants funding through district councils would provide opportunities for SNI funding to be matched with existing district council investments in small grants and also to complement other funding that DCs might access, such a Community Festival Funds. JN also noted that under Every Body Active 2020 (Strand 1: Opportunities) investment, SNI was seeking to collate data from district councils on the quantum of leveraged funding arising from SNI National Lottery investment in that regard.</p> <p>3. Members considered and adopted the paper.</p>
11. Human Resources Report SNI/17/42	<p>1. Members discussed the analytics regarding feedback from training and noted that this area of the report would be subject to further refinement; progress, in relation to ILM would continue to be covered in future updates.</p> <p>2. Members noted that a business case for the 2017-18 VES was being developed, and that a bid for resources would be made at the appropriate time. Implementation of the VES would be subject to the availability of resources.</p> <p>3. Members noted that LTUS had not formally responded in relation to the buy-out of Luncheon Vouchers. Vouchers would be distributed as normal before the end of April.</p> <p>4. Members noted that the Chair had reinvigorated the process for recruitment of an Interim CEO via Interchange. This was expected to complete within the next two months.</p> <p>5. Members adopted the paper.</p>
12. Finance and Governance Report SNI/17/45	<p>1. The Finance Manager highlighted the salient points of the Finance report and the Governance report and presented the 2017-18 Exchequer and Lottery expenditure profiles.</p> <p>2. Members noted that the Exchequer year end position was satisfactory. They noted that the figures would be refined as accruals were finalised and matters relating to the treatment of depreciation were settled.</p> <p>3. Members discussed the 2017-18 Exchequer expenditure profile. They noted that the profile took account of the 5% reduction indicated by the Department and that Directors had identified contingencies which could be deployed should the actual reduction be higher or lower than 5%</p>

	<p>4. Members also noted the planning timetable for the 2018-19 expenditure profile.</p> <p>5. Members discussed the decline in Lottery Receipts, including the risk associated with reliance on Lottery funding and the need for exit strategies. They noted that multi-year grants include annual reviews and that letters of offer made clear that future funding was not guaranteed.</p> <p>6. Members requested information on SAPAS for the next meeting and that Economic Importance of Sport report be circulated.</p> <p>7. Members noted and adopted paper SNI/17/45.</p>
13. A.O.B.	
13.1 Board Leadership Project Report SNI/17/46	<p>1. Members noted paper SNI/17/46. Catherine O'Mullan reported that she had arranged for it to be submitted the Department.</p> <p>2. Members noted and adopted the paper. The Chair thanked Catherine O'Mullan for her leadership on this project.</p>
13.2 Update on Sport NI position on international pathways SNI/17/47	<p>1. Members considered paper SNI/17/47.</p> <p>2. It was agreed that point 4 of the paper and point 4d of Appendix A the would be amended in the light of Members' comments and agreed by correspondence prior to the document being issued in May for three months public consultation.</p>
13.3 External Communications Strategy SNI/17/48	<p>1. Members noted that the strategy is in line with Cabinet guidance; they welcomed the use of social media and encouraged the use of additional channels.</p> <p>2. They agreed the strategy subject to the following amendments: <ul style="list-style-type: none"> • Objective 5 – refer to building confidence; • Key stakeholders – put general public first in the list and add the Board; • Key communication messages – refer to sport and physical activity; and • Refer to use of Youtube and other social media channels. </p> <p>3. Members noted that performance analytics would be provided to the Board bi-monthly.</p> <p>4. Members adopted the paper.</p>
13.4 Agenda for next meeting	<p>1. Members provided feedback regarding the agenda.</p> <p>2. It was agreed that general issues relating to the agenda contents and structure would be reviewed and agreed at the away-day on 13th June 2017.</p>
13.5	<p>1. Members noted that the ILM Business Case referred to in the draft rolling programme of board business had been processed in line with delegated authority.</p>
	<p>Darryl Petticrew, Jackie Bryson, Siobhan Weir, Shaun Ogle, John News, Christine Kerr, Ali Campbell, Rachael McDowell and Susan McStay left the meeting.</p> <p>Remaining Members of the Board went into closed session.</p>
Dates of next meetings	<ul style="list-style-type: none"> • 18th May 2017 – Time changed to 12.30 -17:30

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| | <ul style="list-style-type: none">• 14th June 2017 - 11:00-13:00• 16th August 2017 – 15:30-17:30 |
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The meeting closed at 2pm

Minutes adopted and approved:

Signed: George Lucas

George Lucas, Sport NI Chair

Date: 18 | 5 | 2017

