



**MINUTES OF THE MEETING OF SPORT NI HELD ON WEDNESDAY 15TH FEBRUARY 2017
AT 17:00, IN THE HOUSE OF SPORT, BELFAST**

Present: Board members:

George Lucas – Chair
 Jay Colville – Vice Chair
 Andrea Bingham
 Jackie Bryson
 Richard Bullick
 Brian Delaney
 Wilma Erskine
 Kyle Ferguson
 Kieran Harding
 Celine McStravick (Items 8-14)
 Catherine O'Mullan
 Darryl Petticrew

In attendance: Sport NI Officials:

Maggie Smith, Interim Chief Executive Officer
 Leigh Brown, Acting Director of Sport Management Services
 Christine Kerr, Interim Director of Human Resources
 John News, Acting Director of Participation and Facilities
 Shaun Ogle, Director of Performance
 Susan McStay, Board Secretary

The Chair welcomed everyone to the meeting.

Agenda Item	Record of main discussion
1. Apologies	Siobhan Weir
2. Register of Member's Declaration of Interest and Gifts and Hospitality	Members declared all conflicts of interest and gifts/hospitality received.
3. Minutes of Previous meeting	The minutes of the Board meeting held on 16 th January 2017 were approved and adopted.
4. Action points and matters arising	Action points were circulated to members and relevant officers prior to the meeting.
5. Chair's remarks SNI/17/21	1. The Chair thanked Brian Delaney and Catherine O'Mullan for their work as Interim Chair and Interim Vice Chair, respectively. The Chair acknowledged the work of Brian Delaney as SRO, and all Board Members, on the progress of

	<p>the Board's Transformation Programme.</p> <ol style="list-style-type: none"> 2. Members reviewed and adopted paper SNI/17/21 3. Members noted that Board Member's appraisals would be completed at the end of the financial year and a Board Effectiveness Review was planned. 4. Members were advised that both the Chair and Vice Chair could only claim travel expenses from the House of Sport. Members noted that Travel and Subsistence guidance would be covered in more detail as part of the induction programme.
6. Health and Safety and Welfare SNI/17/20	<p>The Interim Chief Executive reported the following points which were noted by the Board:</p> <ol style="list-style-type: none"> 1. Following the Department's agreement in July 2016 of an Operational Framework for Safety at Sports Grounds Framework, Sport NI was preparing a paper for the Department setting out options for delivery of the Framework. The preferred option was delivery by the Sports Grounds Safety Authority. 2. To support the emotional wellbeing of staff, Sport NI had accessed specialist Shared Services which provided counselling, mediation, welfare and occupational health. Relevant HR policies had been updated and their implementation supported through training and staff awareness sessions.
7. Legal and Legislation SNI/17/20	<p>The Interim Chief Executive reported the following points which were noted by the Board:</p> <ol style="list-style-type: none"> 1. On-boarding to ITAssist was progressing well; the new system was expected to be operational by 31 March. Updated costs for the Project would be provided for the 15 March meeting. 2. Interviewing for the Information Governance Manager post would be completed week commencing 20 February.
8. Audit and Risk Assurance Report	<ol style="list-style-type: none"> 1. The Chair of the Audit and Risk Assurance Committee presented a verbal report of the ARAC meeting on 8th February 2017. <ul style="list-style-type: none"> • NIAO Update <p>The NIAO had confirmed that their audit of the 2014-15 and 2015-16 Accounts was well advanced. It was too soon to say when the Accounts could be laid.</p> <ul style="list-style-type: none"> • Paper 17-01 - Internal Audit Progress Report. <p>KPMG had provided the ARAC with a progress report of their work against the Audit Plan. Of the 11 planned audits, 8 are either complete or underway.</p> <p>The ARAC had considered the progress report, and had no issues for referral to the Board.</p> <ul style="list-style-type: none"> • AC 17-02 Internal Audit Reports <p>The ARAC had considered the final Internal Audit Report on procurement and had agreed that concerns regarding the system of internal control governing procurement be referred to the Board.</p> <p>During discussion, the Board also noted that significant improvements had been made since the audit work began and further work was on-going.</p> <ul style="list-style-type: none"> • AC 17-03 Audit Recommendations Update

	<p>There were no issues for referral to the Board.</p> <ul style="list-style-type: none"> • AC 17-04 Dear Accounting Officer Letters <p>The ARAC had discussed four Dear Accounting Officer and Finance Director letters that DoF had issued since the ARAC's last meeting in December 2016. ARAC Members had agreed to bring DAO (DoF) 10/16 'Key Lessons Learned from NIAO Report and PAC Hearing into the NI Events Company' to the attention of the Board.</p>
<p>9. Interim Chief Executive's Report SNI/17/20</p>	<ol style="list-style-type: none"> 1. The Interim Chief Executive alerted the Board to the position as regards the NIAO audit of the 2014-15 and 2015-16 accounts. 2. The Interim Chief Executive explained that FD (DoF) 12/16 'Pay Remit' required Sport NI to bring its terms and conditions of employment into line with those of the NICS, work on this was ongoing. 3. The Interim Chief Executive drew attention to progress of the Transformation Programme. The Chair emphasised his commitment to furthering the programme. Members discussed the progress and impact of the Transformation Programme. 4. The Interim Chief Executive reported that, of the 27 KPI's in the 2016-17 Business Plan, 22 had been completed by 31 December or were on track for completion. Q3 data for a further 2 KPI's are not yet available, however, both these KPI's had been on track at the end of Q2.
<p>10. Director of Human Resources Report SNI/17/15 SNI/17/16</p>	<p>The Interim Director of Human Resources presented Paper SNI/17/15 'Sports Institute Job Evaluation and Grading Exercise' and members noted the progress made.</p> <p>The Interim Director of Human Resources presented Paper SNI/17/16 'HR Update' and drew Member's attention to the following:</p> <ol style="list-style-type: none"> 1. Sickness absence had reduced significantly following the implementation of the Sickness Absence Policies and Training in Q3 of 2016. 2. Progress Pay Remit for the Sports Institute had been submitted to the Department. 3. Members noted that the 2016-17 VES would conclude on 28 February and discussed its impact. It was agreed that further information about managing the impact of VES would be provided for the 15 March meeting. 4. Partnerships with external stakeholders will be reviewed as part of the IIP accreditation. 5. The Director of Human Resources report would in future include performance management and feedback on training.
<p>11. Finance and Governance Report SNI/17/17</p>	<p>The Finance Report showed the current budget position to 31st January 2017. The following items were brought to the attention of the Board:</p> <ol style="list-style-type: none"> 1. The Management Accounts to 31 January showed that Exchequer spending was in line with profile. 2. The Management Accounts to 31 January showed that Lottery spending

	<p>was lower than profiled.</p> <ol style="list-style-type: none"> 3. Subject to the resolution of a query over depreciation, it was anticipated that there would be no overspend at year end and that any underspend would be within the 0.5% (£50k) tolerance. 4. Strengthening procedures and processes associated with the procurement cycle continued to be a priority and progress was being monitored at the Finance and Governance Committee. Procurement-related training would be prioritised in the 2017-18 Learning and Development Plan.
12. Board Leadership Project Report	<p>Catherine O'Mullan provided a verbal report on the Board Leadership Project and Members noted the progress.</p> <p>She agreed to collate feedback which Board Members had provided about their experience of the Sport NI Board Induction in a paper and to circulate that paper.</p>
13. Agenda for Board meeting on 15 th March 2017	<ol style="list-style-type: none"> 1. Members agreed to discuss the format of Board meetings at the strategic away-day planned for the summer. 2. Members asked that the Interim Chief Executive's report includes a strategic update 3. Members asked that an update regarding Sporting Winners and Sporting Clubs be provided.
14. A.O.B.	<p>Members noted the following papers:</p> <ol style="list-style-type: none"> 4. DAO (DoF) 10/16 Key lessons learned from the NIAO Report and PAC Hearing into the NI Events Company SNI/17/18 5. SportNI's Project Management and Oversight of St Colman's Project – Report to the NI Assembly by the Comptroller and Auditor General SNI/17/19 6. Tollymore National Outdoor Centre Business case SNI/17/14 7. NIAO Board Effectiveness – A good practice guide
15. Dates of next meetings	<ul style="list-style-type: none"> • 15th March 2017 – 15:30 -17:30 • 12th April 2017 -12:00-14:00 • 18th May 2017 - 15:30 -17:30 • 14th June 2017 - 11:00-13:00

The meeting closed at 6.30pm

Minutes adopted and approved:

Signed: George Lucas

George Lucas, Sport NI Chair

Date: 15/3/2017