



MINUTES OF THE MEETING OF THE SPORT NI BOARD HELD ON THURSDAY 18TH MAY 2017 IN THE HOUSE OF SPORT, BELFAST

<p>Present: Board members:</p> <p>George Lucas – Chair Jay Colville - Vice Chair Brian Delaney Catherine O'Mullan (for items 14-15) Celine McStravick Darryl Petticrew (for items 8-13.1) Jackie Bryson Kieran Harding (for items 13.1-15) Kyle Ferguson (by telephone for items 1-4 and 14-15) Richard Bullick Siobhan Weir Wilma Erskine (for items 4-15)</p>	<p>In attendance: Sport NI Officials</p> <p>Christine Kerr, Interim HR Director (for items 5-15) John News, Acting Director of Participation and Facilities (for items 5-15) Leigh Brown, Acting Director of Sport Management Services Shaun Ogle, Director of Performance (for items 5-15) Ali Campbell, Manager 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) Maggie Smith, Interim Chief Executive Officer
2. Chair's remarks	The Chair notified members that there would be a closed session at the end of the meeting.
3. Register of Member's Declaration of Interest and Hospitality and Gifts SNI/17/49	1. No new interests or hospitality or gifts were declared. 2. The Chair declared his interest in Ulster Branch Tennis Ireland. 3. Richard Bullick declared his interest in Netball NI. 4. Jay Colville declared his interest in RYA NI. 5. Brian Delaney declared his interest in Athletics NI and Football. 6. Siobhan Weir declared that she would abstain from voting on agenda item 4

	<p>because she had not read the papers.</p> <p>7. Members returned their Declaration of Interest Forms to the Secretariat.</p>
<p>4. Sporting Winners and Sporting Clubs Review Recommendations</p> <p>SNI/17/57</p>	<p>1. The Acting Director of Sport Management Services provided a recap of the timeline of the independent formal review of Sport NI's assessment of 11 applications under Sporting Clubs and Sporting Winners.</p> <p>Wilma Erskine joined the meeting at 1.05pm</p> <p>In view of his previous interest as Chair of UBTI, the Chair left the room and Jay Colville chaired the discussion.</p> <p>2. The Board considered and discussed the Formal Review Recommendations and agreed to accept all of the independent Reviewer's recommendations.</p> <p>3. Members were advised that their decisions would be communicated in writing to the applicants.</p> <p>The Chair re-joined the meeting.</p>
	<p>Shaun Ogle, John News and Christine Kerr joined the meeting at 1.30pm.</p> <p>Kyle Ferguson left the meeting at 1.30pm.</p>
<p>5. Register of Member's Declaration of Interest and Gifts and Hospitality</p> <p>SNI/17/49</p>	<p>No new interests or hospitality or gifts were declared.</p>
<p>6. Minutes of Previous meeting</p> <p>SNI/17/50</p>	<p>1. The minutes of the Board meeting held on 12th April 2017 were circulated to Board members prior to the meeting. The minutes were approved.</p>
<p>7. Action points and matters arising</p> <p>SNI/17/51</p>	<p>1. Action points were circulated to members and officers prior to the meeting.</p> <p>2. Members noted that actions 4 (board member biog update) and 10 (declaration of interest forms) were outstanding.</p>
<p>8. Interim Chief Executive's Report</p> <p>SNI/17/52</p>	<p>Darryl Petticrew joined the meeting at 1.40pm.</p> <p>1. Members discussed SAPAS and agreed that the Executive Team would consult the Department about funding and other potential funding partners, and would report back to the Board.</p> <p>2. Members noted the update on Mountain Training NI.</p> <p>3. Members discussed the update on Women and Girls in Sport and agreed to add the topic to the Sept/Oct away day agenda.</p> <p>4. The Chair acknowledged the comprehensive Report and significant progress made by the organisation under Maggie's leadership. This was endorsed by all.</p>
<p>9. Health and Safety and Welfare</p> <p>SNI/17/52</p>	<p>1. Members noted the updates on Safety at Sports Grounds and the Sport NI Health and Safety Internal Audit.</p>
<p>10. Legal and Legislation</p> <p>SNI/17/52</p>	<p>1. Members noted that an Information Governance Manager had taken up her post on 27 April. She would lead a project designed to achieve compliance with the Lord Chancellor's Code of Good Practice on the management of records and</p>

	to prepare for implementation of the General Data Protection Regulation.
11. Audit and Risk Assurance Committee	1. Members noted progress and that the Department had been unable to assist Sport NI in identifying a qualified and experienced NICS accountant suitable to be co-opted to ARAC for up to 12 months and that other options were being explored.
12. Human Resources Report SNI/17/55	1. Members were advised that a paper on Performance Management/ Learning and Development Metrics would be brought to the June meeting. 2. Members attention was drawn to outstanding pay remits and the improvement in sickness absence metrics. 3. Members adopted the paper.
13. Finance and Governance Report SNI/17/56	1. The Acting Director of Sport Management Services highlighted the salient points of the Finance report and the Governance report. Members were advised that due to the time of the year, the work of the Finance Department is focused on year-end reporting which has inhibited the production of management accounts, but that an overview of the financial position of Sport NI is provided within the paper. 2. Members noted that the Exchequer budget removing the unresolved issues regarding depreciation is currently showing an underspend of £46k or 0.31% of the overall budget of £14.956m. 3. The Lottery accounts show an anticipated £5,692,000 underspend for the year due to delay in approvals and review of a number of business cases. 4. Member's attention was drawn to minor Exchequer budget revisions detailed in the paper. 5. Members noted that NIAO Audit Work remains ongoing in relation to the 14/15 and 15/16 accounts. NIAO representatives met with Sport NI on 20 April 2017 to discuss work for the audit of the 2016/17 accounts. 6. Members attention was drawn to the inclusion of two new risks to the risk register (1. Lottery receipts, 2. Pay remit). Members noted the consultation that had taken place with staff with regards the pay remit and agreed that the Executive Team should draw up a proposal presenting options and to bring back to the board for consideration. 7. Members noted and the adopted paper.
13. A.O.B.	
13.1 Agenda for Away Day SNI/17/60	1. Members discussed the agenda for the away day from 9am to 9pm (including dinner) on 13 th June at PRONI and noted that the final agenda would be circulated following the Chair's preparation meeting with the Facilitator, Professor Frank Clark. 2. Members noted that an away day with the Board and Executive team is envisaged for September/October 2017. Kieran Harding joined the meeting at 2.30pm. Darryl Petticrew left the meeting at 2.30pm.
13.2 Board	1. Members agreed the protocol for Board member queries and information

Communication protocol SNI/17/59	requests through the Board Secretariat using the secretariat@sportni.net email address.
14. Sporting Winners and Sporting Clubs Business Case Update Paper for information SNI/17/58	<p>Catherine O'Mullan joined the meeting at 2.35pm.</p> <p>1. Members noted the progress towards business cases completion.</p> <p>Kyle Ferguson re-joined the meeting at 2.50pm.</p> <p>2. Members agreed that, in line with the Scheme of Delegation, all those Business Cases whose value equalled or exceeded £500k would be brought to the Board for approval and that the risks would be appropriately articulated.</p> <p>3. In addition, it was agreed that where more than one Business Case related to an organisation and the total value of these Business Cases equalled or exceeded £500k, these Business Cases would be brought to the Board for approval.</p> <p>4. A proportionate summary paper of the Business Cases would also be issued to the Board.</p> <p>5. The Board agreed to review the documentation on the 7th June 2017 from 9.30am-5.30pm.</p>
15. Four Sports Letter – Review of Sporting Winners and Sporting Clubs Programme	<p>1. Members noted the formal completion of the review process following three months of consideration and discussion.</p> <p>2. Members agreed that a letter would be drafted and that, if necessary, DSO advice would be sought. The letter would then be circulated to members for comment and issued.</p> <p>3. The Board acknowledged the Director of Performance and the Acting Director of Sport Management Services and their teams for their work during this challenging process.</p>
Dates of next meetings	<p>Wednesday 14 June 2017 - 11am-1pm Wednesday 16th August 2017 – 3.30pm – 5.30pm Wednesday 13th September 2017 – 12pm - 2pm Wednesday 18th October 2017 – 11am - 1pm Wednesday 15th November 2017 – 3.30pm - 5.30pm Wednesday 13th December 2017 – 11am -1pm</p>

The meeting closed at 5.30pm

Minutes adopted and approved:

Signed: George Lucas

George Lucas, Sport NI Chair

Date: 16th AUGUST 2017,