



**MINUTES OF THE MEETING OF THE SPORT NI BOARD HELD ON  
WEDNESDAY 23<sup>rd</sup> August 2017 AT 5PM IN THE HOUSE OF SPORT, BELFAST**

<p>Present: Board members:</p> <p>George Lucas – Chair</p> <p>Jay Colville – Vice chair</p> <p>Catherine O’Mullan</p> <p>Darryl Petticrew</p> <p>Siobhan Weir</p> <p>Richard Bullick</p> <p>Wilma Erskine</p> <p>Jackie Bryson</p> <p>Brian Delaney</p> <p>Celine McStravick</p> <p>Andrea Bingham</p> <p>Kyle Ferguson</p>	<p>In attendance: Sport NI Officials</p> <p>Antoinette McKeown, Chief Executive Officer</p> <p>Shaun Ogle, Director of Performance</p> <p>Leigh Brown, Director of Finance and Governance</p> <p>Christine Kerr, Director of Human Resources</p> <p>Colm Jennings (for minutes)</p>
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The Chair welcomed everyone to the meeting.

<b>Agenda Item</b>	<b>Record of main discussion</b>
1. Apologies	Kieran Harding
2. Register of Member’s Declaration of Interest and Gifts and Hospitality	<p>1. No new interests or hospitality or gifts were declared.</p> <p>2. The Chair asked members to return their Gifts and Hospitality forms as soon as possible.</p>

<p>3.Minutes of meeting on 19<sup>th</sup> July 2017 SNI/17/113</p>	<p>1. The minutes of the Board meeting held on 19<sup>th</sup> July 2017 were circulated to Board members prior to the meeting. Members approved the minutes of the meeting on 19<sup>th</sup> July 2017.</p>
<p>3.2. Action Points -</p>	<p>1. Action points were circulated to members and officers prior to the meeting.</p> <p>2. It was noted that Board biographies for website and declarations of interest are still outstanding as well as several Access NI checks remaining to be carried out. Suggested that Members review biographies and if there are no changes needed to inform the Board Secretariat of this. If updates are required liaise with Board Secretariat to complete.</p>
<p>4. Chair's remarks</p>	<p>1. The Chair thanked everyone for coming and introduced the CEO to those who had not yet had an opportunity to meet.</p> <p>2. Next away day 21<sup>st</sup> September. Agenda being developed and venue to be confirmed.</p>
<p>5. CEOs report SNI/17/116 SNI/17/116a SNI/17/116b</p>	<p>1. Members were advised that end of year reports had been received and that the final 2016/17 Quarter 4 Business Plan Review and 2017/18 Business Plan Review were attached. Members considered the respective reviews.</p> <p>2. It was suggested that that the upcoming new Strategy for Sport 2020-2030 would benefit from a sound evidence base in setting targets and objectives and that further SAPAS could provide evidence; the possibility of rescoping SAPAS and seeking partnership funding should be sought.</p> <p>3. Members agreed to discuss SAPAS and Strategy for Sport 2020-2030.</p> <p>4. Members considered and adopted paper SNI/17/116.</p>
<p>6. Audit and Risk Assurance Committee Report  SNI/17/117</p>	<p>1. The Chair of the ARAC presented paper SNI/17/117. Members agreed to:</p> <ul style="list-style-type: none"> <li>• Reset risk agenda;</li> <li>• Review and recodify traffic light reporting system; and</li> <li>• Add Culture and People to Risk Matrix.</li> </ul> <p>Andrea Bingham, as outgoing Chair, thanked Leigh Brown for his support throughout her tenure as Chair of ARAC.</p> <p>Members considered and adopted paper SNI/17/117</p>
<p>7. Finance and Governance report SNI/17/118</p>	<p>1. The Director of Finance and Governance provided an update to Members. Members questioned the ongoing work regarding signing off outstanding year end accounts.</p> <p>2. Members noted the need for urgency in attaining approval of 2014/15 and 2015/16 accounts as the 2016/17 audit is currently underway and further delays could lead to three sets of accounts not approved and finalised with the 2017/18 audit beginning.</p> <p>3. Members expressed a desire for a commitment to be obtained from the NIAO as to when this process will be completed.</p>

	<ol style="list-style-type: none"> <li>4. Members agreed to revisit this matter at the scheduled Board meeting on the 13<sup>th</sup> September 2017.</li> <li>5. Members considered and adopted paper SNI/17/118</li> </ol>
<p>7.1 Bank Mandate Form</p> <p>SNI/17/125</p>	Members considered and approved paper SNI/17/125
<p>8. HR Report</p> <p>SNI/17/119</p>	<ol style="list-style-type: none"> <li>1. Director of Human Resources presented the Performance Management Policy to the Board and informed Members that one of the outstanding pay remits was to be paid to staff on Friday 25<sup>th</sup> August. This was approved on the 25<sup>th</sup> July 2017 and the Director commended the work of Nicola Algie on quick turnaround between approval and payment.</li> <li>2. Members queried how the organisation recognises high performance among staff. The HR Director reported that a working group is being created to address this issue.</li> <li>3. Members were informed that the organisation had been in contact with the Department regarding the Voluntary Exit Scheme.</li> <li>4. Members noted the improvement overall in absence figures, and noted an increase in June and July.</li> <li>5. Members requested feedback from liP process and the HR Director confirmed a preliminary report has been completed and an update will be provided to the Board. Members agreed this could be included on the agenda for the away day on the 21<sup>st</sup> September 2017.</li> <li>6. Members considered and adopted paper SNI/17/119.</li> </ol>
<p>9. Sporting Winners and Sporting Clubs programme</p> <p>9.1 IABA Progress update</p> <p>SNI/17/120</p>	<ol style="list-style-type: none"> <li>1. Members were informed that nine of the ten recommendations from the IWG report are Green and one Amber and that 7 from the GMA are Green and two Amber. Members discussed and approved de-escalation of risk 8 from the Corporate Risk Register.</li> <li>2. Members considered and adopted paper SNI/17/120.</li> </ol>
<p>9.2.Boxing Business Investment Case</p> <p>SNI/17/121</p>	<ol style="list-style-type: none"> <li>1. Members approved investment in the IABA for the period 2017-21. Members were updated on the Governance and management audit implementation of the IWG recommendations, and risks identified within the IABA Sporting Clubs business case. Members asked for careful monitoring of the investment on an ongoing basis.</li> <li>2. In line with existing programme performance reporting, Members agreed that SW and SC KPI reporting would be added to the board agenda at the appropriate time to report sports progress in clusters dependant on cycle.</li> </ol>

10. A.O.B.	<ol style="list-style-type: none"> <li>1. Board member attended event on Sunday and noted the support provided by Communications officer;</li> <li>2. Members discussed the IELT recommendation for Officer level staff to contribute to board meetings as appropriate.</li> <li>3. Board members asked for an update on the ALB Review. Would it be possible for DfC representative to attend next meeting and/or provide an update. The CEO stated that she would be seeking an update ahead of the next Board meeting.</li> <li>4. The Board noted the hard work of Sport NI staff and that the recognition and appreciation of the Board be conveyed to staff.</li> </ol>
	The Members went into closed session.
Dates of next meetings	<ul style="list-style-type: none"> <li>• Wednesday 13<sup>th</sup> September 2017 – 5pm-7pm</li> <li>• Board away – day with Executive Team (21<sup>st</sup> September)</li> <li>• Wednesday 25<sup>th</sup> October 2017 – 5pm-7pm</li> <li>• Wednesday 15<sup>th</sup> November 2017 – 5pm-7pm</li> <li>• Wednesday 13<sup>th</sup> December 2017 – 5pm-7pm</li> </ul>

The meeting closed at 19:25

Minutes adopted and approved:

Signed: George Lucas

George Lucas, Sport NI Chair

Date: 13<sup>th</sup> SEPT 2017