



**MINUTES OF THE MEETING OF THE SPORT NI BOARD HELD ON 25th
OCTOBER AT 6PM IN THE HOUSE OF SPORT, BELFAST**

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| <p>Present: Board members:</p> <p>George Lucas – Chair</p> <p>Jay Colville – Vice chair</p> <p>Brian Delaney</p> <p>Catherine O’Mullan</p> <p>Darryl Petticrew (for items 1-6)</p> <p>Siobhan Weir (for items 1-6)</p> <p>Richard Bullick</p> <p>Jackie Bryson</p> <p>Celine McStravick</p> <p>Andrea Bingham (for items 1-4)</p> <p>Kyle Ferguson (for items 1-4)</p> | <p>In attendance: Sport NI Officials</p> <p>Antoinette McKeown, Chief Executive Officer</p> <p>Shaun Ogle, Director of Performance</p> <p>Christine Kerr, Interim Director of Human Resources</p> <p>Leigh Brown, Director of Finance and Governance</p> <p>Ali Campbell, Executive Unit Manager</p> <p>Susan McStay (for minutes)</p> |
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The Chair welcomed everyone to the meeting.

| Agenda Item | Record of main discussion |
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| 1. Apologies | Wilma Erskine |
| 2. Register of Member’s Declaration of Interest and Gifts and Hospitality SNI/17/127 | Kyle Ferguson – employment at Ulster University – CEO report Ulster University update Ali Campbell - member of a boxing club and would leave for item 7 |
| 3. Minutes of meeting on 13th September 2017 SNI/17/128 | The following amendments to the minutes of the meeting of 13th September were agreed as follows: |

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| | <p>6.2 – Add “Members were given assurance that the 14/15 and 15/16 accounts would be completed by Christmas 2017”.</p> <p>7.2 – Add “ARAC agreed that they would further consider and discuss risk around financial management as part of the review of the risk register”</p> <p>8.1 – Add “Members requested total value of pay remit be given to the Board when available”.</p> |
| <p>3.2. Action Points SNI/17/127</p> | <p>1. The status of action points were noted and no issues were raised.</p> |
| <p>4. Finance and Governance report SNI/17/132</p> | <ol style="list-style-type: none"> 1. Members considered the management accounts for the period ended 30th September 2017 and were advised that to date Sport NI Exchequer budget is approx. £600k behind planned spend. Members were given assurance that the Executive Team is liaising with budget holders to review spend forecasts to ensure that these are achievable and where necessary remedial action taken. 2. Members were advised that due to continuing falling Lottery receipts the NLDF deficit was more than projected. Further detail of which is presented in paper SNI/17/138. 3. Members requested that a further update on underspend and any remedial action taken is provided to the Board at the December meeting. 4. Members noted the ongoing work to deliver a framework to ensure compliance with GDPR and all information requirements. Members’ attention was drawn to the work that the Information Governance Manager is doing to mitigate the information governance risk on the risk register. Members were advised that staff are receiving information governance training aligned to improvements to governance project. 5. Members requested that ref. point 26 of the management accounts, more detailed information be provided with regards the overspend and underspend values. 6. Members raised issues about interpretation of risks and clarity regarding current risks and their treatment and were given assurance that this will be reviewed at the ARAC workshop on 27th October. <p>Kyle Ferguson left the meeting at 6.30pm.</p> <ol style="list-style-type: none"> 7. Members discussed that in light of reducing budgets focus should be given to evidencing value for money. Members were advised that the CEO and Interim Director for HR are currently scoping work in the area of aligning structure to strategy and identifying skills needs. Members noted that this is also a recommendation of the PAR review and will be addressed in response to that. |

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| | <p>8. Discussion ensued regarding benchmarking performance in this area and Members were advised that work is currently being done on this as part of structural review.</p> <p>9. Members noted that work regarding aligning structure to strategy would be provided to the Board for information when complete.</p> <p>10. Members discussed the risk of reputational damage and agreed that actions and causes would be reviewed at the ARAC workshop.</p> <p>11. Members enquired about a staff survey and were advised that one would be undertaken as part of work on liP and that this was also a recommendation in the PAR report.</p> <p>12. Members adopted paper SNI/17/132</p> |
| <p>5. NLDF SNI/17/138</p> | <p>Andrea Bingham left the meeting at 6.35pm.</p> <p>1. Members queried whether a reduction scenario of 10% was sufficient and were given assurance that there is no current intelligence to the contrary at this time and that the Executive Team would liaise regularly with the National Lottery in this regard.</p> <p>2. Robust discussion took place regarding the implications and risks associated with the option presented for approval. Members queried the impact on strategic partners and were given assurance that this is being managed through communication with relevant stakeholders.</p> <p>3. Members were also advised that:-</p> <ul style="list-style-type: none"> • The recommended option is an element to Sport NI Lottery investment that has not begun and there are no sunken costs; • Members were being asked to take a strategic decision to postpone spend rather than withdraw this element and this was a critical message for sports involved; • The Executive Team believed there were more risks to “salami slicing” other investments; • One of the sports anticipating funding has ruled out the build option currently available and have land constraints in delivering what is needed and further work is required on this regardless of funding. A further meeting was held between the CEO and Chair of this sport last week and there was disappointment but consensus that we are not ready to proceed with build at this time; • There will be disappointment from another sport which would benefit greatly from investment now and communication will be managed sensitively; • That whilst the Executive Team could (and has) make a strong recommendation on this issue, it was a decision to be taken by the Board. |

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| | <p>4. A discussion followed on the respective roles of Board and Executive Team with agreement that it was helpful to continue clarifying roles as we work through decision making.</p> <p>5. Members approved the paper to enable prudent management of the declining Lottery income and noted that updates will be given as Lottery Funds change. Members further accepted the need for confidentiality on this decision until the sports had been fully appraised.</p> |
| <p>6.SAPASII SNI/17/ 133</p> | <p>1. Members noted the contents of paper SNI/17/133 and were advised that following additional work undertaken by staff as requested by Members, Sport NI would not be investing in SAPASII at this stage. The rationale for this decision was discussed:-</p> <ul style="list-style-type: none"> • No provision was made in the current business plan for the £400,000 cost and finding this amount of money in a highly challenging budgetary environment will require sacrificing a business commitment already approved; • Whilst there was some appetite among external sports partners to contribute to SAPASII, the bulk of funding would have to come from Sport NI and the co-ordination of funding, partners needs etc. would rest with us at a time when staff resources are under pressure. Of note is the fact that DfC could not justify expenditure on SAPAS in the current fiscal climate; • Data collection has been discussed at Sport Chief Officers meeting and there is an appetite to undertake further collaborative work on this – this needs to be further explored; • Sport NI will soon begin an analysis of the data it holds and has available to it through its investment in sport – and information held by partners. This will enable us to identify what we do have, where the gaps in data are and what strategy is needed to address the information needs of the organisation to make sound planning decisions; • Recognising that not undertaking SAPASII will leave a potential deficit in research on children in sport, the Executive Team has agreed in principle to augment a Sport Ireland sponsored piece of research in this area and are awaiting further information on this. This is a more cost effective means of increasing knowledge. <p>Darryl Petticrew left the meeting at 7.10pm</p> <p>2. All noted the value of SAPASII and members were assured that the Executive Team would ensure that planning and strategic decisions recommended to the Board for approval would be evidenced based.</p> |

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| | <p>3. Members adopted paper SNI/17/133</p> |
| <p>7. IABA Business case SNI/17/139, SNI/17/136</p> | <p>Ali Campbell left the meeting due to a declaration of interest.</p> <p>Kieran Harding left the meeting at 7.15pm</p> <p>Siobhan Weir left the meeting at 7.15pm</p> <ol style="list-style-type: none"> 1. Extensive discussion ensued regarding the progress in governance of IABA over the last twelve months. 2. Members were advised that a tripartite meeting between IABA, Sport Ireland and Sport NI had taken place last week and that strong assurances have been given, in writing, by IABA regarding governance. 3. Members noted that the IABA has given assurances regarding the rulebook and that Sport NI has a series of action plans with them. 4. Members noted that Sport NI has been given assurance with regards the Commonwealth Games. 5. Members approved SNI/17/139 and SNI/17/136. <p>Ali Campbell re-joined the meeting.</p> |
| <p>8. Chairs remarks</p> | <ol style="list-style-type: none"> 1. The Chair highlighted the importance and value of the Information Assurance training that had taken place before the Board meeting and thanked the Information Governance Manager for helping the Board to understand better the General Data Protection Principles. 2. Members were given an update regarding current engagement with sporting partners. 3. Members noted that the PAR review is complete and is a useful report to enable Sport NI to build on its successes with a clear focus on the future and sport strategy. The Chair thanked Brian Delaney and Catherine O'Mullan for their leadership of the Transformation programme. 4. The Chair reported that the theme from the Board away day on 21st September had been 'Back to Sport' and that notes from the session are available and will inform the 15th November planning workshop and way ahead for Board effectiveness. |
| <p>9. CEO update SNI/17/ 130</p> | <ol style="list-style-type: none"> 1. The CEO provided an update as to the current status of the ALB review. Members noted that Sport NI will be providing an evidence-based response to the Department for Communities regarding the ALB review. Members noted that in the absence of a Minister no decisions will be taken on this; also that no decision will be taken without prior formal consultation with Sport NI. 2. Members were given an update on the status of procuring Crisis Management Support. |

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| | <p>Celine McStravick left the meeting at 7.45pm.</p> <p>3. Members noted that structural alignment to strategy work undertaken by the Executive Team would be provided to the Board for information.</p> |
| 10. ARAC verbal update | <p>1. The Chair of the ARAC advised Members that an internal workshop for ARAC members was scheduled for Friday 27th October. The two items of the agenda are: 1. A review of the Balanced Scorecard and risk tolerances and 2. A PESTLE analysis of the external environment. A report will be provided to the next Board meeting.</p> <p>2. Members were asked to forward any comments regarding the risk register to the Chair of the ARAC prior to the workshop.</p> <p>3. Members noted those who had attended the Chief Executives Forum 'Governance and Accountability for ARAC members' training on 14th September 2017.</p> |
| 11. HR Report SNI/17/134 | <p>1. Members received a verbal update regarding the pay remit.</p> <p>2. Members noted that a HR Committee has been established at Executive Team level.</p> <p>3. Thanks was given to all staff who contributed to the PAR review.</p> <p>4. The CEO advised that the quarterly report on performance against objectives would contain information on business plan commitments and investments and members would have an opportunity to scrutinise this report as usual.</p> |
| | Members went into closed session |
| Dates of next meetings | <ul style="list-style-type: none"> • Wednesday 15th November 2017 - 2-3 pm – Governance session • Wednesday 15th November 2017 – 3-4.45 Business Planning • Wednesday 15th November 5pm-7pm – Board business meeting • Wednesday 13th December 2017 – 5pm-7pm |

The meeting closed at 8pm

Approved by:
Sport NI Chair

George Lucas

Date:

15TH NOV. 2017