



**MINUTES OF THE MEETING OF THE SPORT NI BOARD HELD ON 17<sup>th</sup> January  
2018 AT 5PM IN THE HOUSE OF SPORT, BELFAST**

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| <p><b>Present: Board members:</b></p> <p>George Lucas<br/>Jay Colville<br/>Jackie Bryson<br/>Darryl Petticrew<br/>Kieran Harding<br/>Richard Bullick<br/>Wilma Erskine (by telephone)<br/>Siobhan Weir<br/>Catherine O'Mullan (by telephone)</p> | <p><b>In attendance: Sport NI Officials</b></p> <p>Antoinette McKeown, CEO<br/>Shaun Ogle, Director of Performance<br/>Leigh Brown, Director of Finance and Governance<br/>Christine Kerr, Interim HR Director<br/>Ali Campbell, Executive Unit Manager<br/>Susan McStay (for minutes)</p> |
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The Chair welcomed everyone to the meeting.

| <b>Agenda Item</b>   | <b>Record of main discussion</b>   |
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| <b>1. Apologies</b>  | Brian Delaney<br>Kyle Ferguson<br>Andrea Bingham<br>Celine McStravick  |
| <b>2. Register of Member's Declaration of Interest and Gifts and Hospitality</b> | SNI 18 01 - Nothing to declare.  |
| <b>3.1 Minutes of meeting on 13<sup>th</sup> December 2017</b>                   | Members approved and adopted SNI/18/02, minutes of the meeting on <ul style="list-style-type: none"> <li>• 13<sup>th</sup> December 2017.</li> </ul> |
| <b>3.2. Board Readout 13<sup>th</sup></b>  | 1. Action points were circulated to members and officers prior to the meeting.   |

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| <p><b>December - Action Points</b></p> | <p>2. Members noted Completed and Outstanding actions in SNI/18/03. Access NI work remains outstanding. Members were asked to complete the application as a priority. Secretariat to follow up with outstanding declarations.</p> <p>3. Some members advised that they had not yet received the SPLISS report. It was agreed that the Secretariat would resend it after the meeting.</p> <p>4. The Chair encouraged Members to ensure that if they have not received information when expected they should contact the Secretariat in advance of meetings.</p> <p>5. The Chair asked for representatives at the Celebration Night for COV Award (Coaching, Officiating and Volunteering Awards) at Titanic Belfast on Monday 12th February 6.30 – 10pm. Jay Colville, Siobhan Weir, Richard Bullick and Darryl Petticrew agreed to attend.</p>  |
| <p><b>4. Chair's remarks</b></p>       | <p>1. Members were advised that the Chair, Richard Bullick, CEO and senior staff attended the announcement of CG Team NI on 3 January 2018. As discussed at the last Board meeting, the Chair and CEO have received accreditation for the Commonwealth Games and will be travelling to the Gold Coast during 5-15 April 2018.</p> <p>2. In addition, if approved, the Chair would like it noted that his wife would accompany him to stay on and take a holiday after the Games. There will be no cost to Sport NI or the public purse as a result of Mrs Lucas' visit to the Gold Coast.</p> <p><b>CEO and Chair left the room.</b></p> <p>3. Members approved the trip and wished the CEO and Chair success in representing Sport NI.</p> <p><b>CEO and Chair re-joined the meeting.</b></p> <p><u>Meeting with Permanent Secretary, DfC</u></p> <p>4. Members were reminded that the Chair, VC and CEO met with Permanent Secretary, Leo O'Reilly and senior DfC colleagues on 19 December 2017, to discuss PAR report recommendations. The Chair emphasised the need to reset relationships with the Department following positive progress of Sport NI. Members were advised that a priority for Leo O'Reilly at the outset of the meeting was closure of the 2014/15 and 2015/16 accounts. Members noted and recognised the responsibility that Sport NI has to get these complete.</p> <p>5. The Chair reiterated Sport NI's wish to work collaboratively with DfC, the need to improve communications and Sport NI's wish to be accountable for its work and show continuous improvement in its effort to benchmark good practice standards between and ALB and sponsor Department.</p> |

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|   | <p>6. Members noted that the Chair had also raised the detriment to NI of Sport NI not being represented on the Board of UK Sport. Chair has followed up the meeting with a letter to Leo O'Reilly on developing good relationships and on representation on the UK Sport Board.</p> <p>7. Members noted that the Permanent secretary has recently written back and Sport NI need time to consider.</p> <p>8. Also, in respect of the accounts, since the December Board meeting there have been a number of correspondence exchanges between Sport NI and NIAO with a singular focus on closing out the 2014/15 and 2015/16 accounts. During the meeting with the Department, Permanent Secretary Leo O'Reilly recognised the responsibility which the Department had in getting the accounts signed off.</p> <p>9. As such the Permanent Secretary offered support from Kathryn Hill, Director in DfC, to support the process. The Vice Chair, CEO, Finance and Governance Director and Finance Manager met with Kathryn and colleague Andrea Orr last Thursday and agreed next steps, including completing the 'Disclosure Checklist' and ensuring that the Governance Statement is reflective of all current matters.</p> <p>10. Members enquired about the deadline for the accounts being submitted and were advised that the 2016/17 accounts cannot be processed until the 2014/15 and 2015/16 are closed. Members noted that the NIAO strategy for 2016/17 had not yet been received and a meeting with NIAO is scheduled for next week.</p> <p>11. It was agreed that Members would receive an update and programme of deadlines for submission of accounts at the next meeting.</p> <p>12. Staff have prioritised this work for completion as soon as possible and no later than the end of February.</p> |
| <p><b>5. Draft Business Plan 2018/19</b><br/><b>SNI/18/07</b></p> | <p><b>Business Plan 2018/19</b></p> <p>1.The CEO advised Members that this draft was the next iteration since the December meeting and reflected the engagement of managers and staff. Members noted that this is essentially an action plan for 12 months and is aligned to strategy – i.e. corporate plan.</p> <p>2. Members noted that it reflected the current fiscal environment and whilst there is no indicative budget, the Dept of Finance 'Briefing on Northern Ireland Budgetary Outlook 2018-20' document which had been circulated to Members for information, would provide some contextual information of what to expect. The CEO highlighted the focus on "Working Smarter with Less" for next year.</p> <p>3. Members discussed the draft plan and the achievability of the targets set within the context of organisational change and unknown budgets.</p>  |

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|   | <p>4. Members noted that the significant amount of engagement with staff helps to ensure that this is a well thought out plan and that the targets are realistic. The Executive team consider budget and capacity when developing the plan and that the focus is on stability and repairing reputational damage through high quality interventions. It was noted that the draft Business Plan is on the February management meeting agenda.</p> <p>5. Members were advised that there are deadlines for achieving targets as early as May in order to avoid the risk of spend being left until Q4. Members noted that some of the targets were already in progress. Members highlighted the importance of the balance of partnership working in light of cuts in resources.</p> <p>6. Members queried why there were pre-2015 targets included in annex 1 and were advised that it covers the whole of Sport Matters and that it would be reviewed in the next iteration of the plan.</p> <p>7. Members discussed the business plan with regards reputation and were advised that by “doing less better” and focusing on quality outcomes and excellence in service delivery will in turn repair reputational damage and repair relationships.</p> <p>8. Members queried where additional income might come from and were given examples of partnership funding, e.g. partnership with PHA regarding Mental Health initiative and DAERA re Capital projects.</p> <p>9. Members were advised that the next steps in terms of full costed plan, on basis of budgetary reductions scenarios of 4%, 8% and 12%, would be presented at the March meeting for final approval. It was confirmed that the scenario planning goes to the Department as well.</p> <p>10. It was agreed that an ongoing update would be provided by the CEO.</p> |
| <p><b>6. Adequacy of Management Information</b><br/>SNI 18 05</p> | <p>1.The Final Adequacy of Management Information to the Board (Paper AC 17 35), was presented to the Board in November 2017.</p> <p>2. This paper provides Members with a review and assessment of key processes and controls used to generate Management Information and the adequacy of that Management Information when presented to the Board, which was deemed satisfactory with three priority three recommendations noted.</p> <p>3. Members noted the overview of Management Information to be presented to the Board and were content with the range of management information provided to inform Board decisions/approvals. Members approved SNI/18/05.</p>  |
| <p><b>7. CEO report</b><br/><br/>SNI/18/07</p>                    | <p>CEO presented paper SNI/18/07</p>  |

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|   | <p>1. The Board asked for an update regarding the GDPR preparations. Members noted that Sport NI has employed resources in this area and is well prepared and in such a position to advise Governing Bodies of what they need to do.</p> <p>2. It was agreed that a social media benchmarking exercise would be undertaken.</p> <p>3. It was noted that there has been no feedback yet from the Department since the submission of BP in December 2017. Members were advised that there is a specific process for the submission of business plans. It is expected that it will be discussed at the next accountability meeting.</p>  |
| <b>8. Legal and legislation</b>         | Members considered and adopted paper SNI/18/07  |
| <b>9. Finance and Governance Verbal</b> | <p>1. The Director of Finance and Governance gave a verbal update on the current position regarding budgets and advised that the Executive Team had met each of the budget holders and that plans were in place to ensure the budget is on track.</p> <p>2. Members noted that Sport NI's contract with KPMG has reached an extension milestone. Mindful of pending budgets reductions, the CEO and Director of Finance and Governance are considering some options, including re-testing the market. It is essential that internal audit provision be in place by 1 April 2018.</p> <p>3. The Board agreed that this would be discussed at the next ARAC on 5<sup>th</sup> March and come back to the 14<sup>th</sup> March meeting or if necessary be presented and approved by email as per 5.10 of the standing orders.</p> |
| <b>10. HR Report SNI 18 04</b>          | <p>1. Members noted that the Sport NI VES applications and acceptance rates are in line with NICS.</p> <p>2. Members requested further information regarding the variance in percentage within workforce planning. It was agreed that this would be included in the HR report at the next meeting.</p>  |
| <b>11. AOB</b>                          | None notified   |
| <b>12. Closed Session</b>               | Members entered closed session.   |
| <b>Dates of next meetings</b>           | <ul style="list-style-type: none"> <li>• Wednesday 14<sup>th</sup> March 2018 5pm</li> <li>• Wednesday 16<sup>th</sup> May 5pm</li> <li>• Wednesday 13<sup>th</sup> June 5pm</li> <li>• Wednesday 15<sup>th</sup> August 5pm</li> <li>• Wednesday 17<sup>th</sup> October 5pm</li> </ul>  |

• Wednesday 12th December 5pm

The meeting closed at 6pm.

Approved by:  
Sport NI Chair

*George Lucas*

Date:

*14/3/2018*