



MINUTES OF THE MEETING OF THE SPORT NI BOARD HELD ON 14th MARCH  
2018  
AT 5PM IN THE HOUSE OF SPORT, BELFAST

<p>Present: Board members:</p> <p>George Lucas</p> <p>Jay Colville</p> <p>Andrea Bingham</p> <p>Brian Delaney</p> <p>Catherine O'Mullan</p> <p>Darryl Petticrew</p> <p>Kyle Ferguson</p> <p>Kieran Harding</p> <p>Richard Bullick</p> <p>Siobhan Weir</p>	<p>In attendance: Sport NI Officials</p> <p>Antoinette McKeown, CEO</p> <p>Shaun Ogle, Director of Performance</p> <p>Leigh Brown, Director of Finance and Governance</p> <p>Christine Kerr, Interim HR Director</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
1. Apologies	Jackie Bryson Wilma Erskine
2. Register of Member's Declaration of Interest and Gifts and Hospitality	No new interests declared. Members completed their 2018/19 Declaration of Interest forms.
3. Minutes of meeting on 17 <sup>th</sup> January 2018	Members approved minutes of the meeting on 17 <sup>th</sup> January 2018.
3.2. Action Points -	Action points were circulated to members and officers prior to the meeting. Members were content.

<p>4. Chair's remarks</p>	<ol style="list-style-type: none"> <li>1. Members were asked to submit expenses as soon as possible.</li> <li>2. Members agreed to have an extraordinary meeting on the 18<sup>th</sup> April to review the risk register and Board Effectiveness Review.</li> <li>3. The Chair thanked Shaun Ogle for his many years of service and valued expertise and on behalf of the Board wished him every success in the future.</li> <li>4. Members noted that Celine McStravick has resigned due to work commitments and that the Chair had thanked her for her service and would write a formal letter on behalf of the Board. Members stated thanks to Celine for her expertise and wished her well in the future.</li> <li>5. The Chair advised members of his invitation to Sport Scotland by the Chair of the Board, Mel Young. The visit included a tour of the National Sports training centre, a strategic discussion attended by Board members and attendance as an observer at the Board meeting. Of key interest were the following: <ul style="list-style-type: none"> <li>• Very positive discussion on outdoor and adventure sport and how to integrate that into Sport Scotland's mainstream strategy;</li> <li>• Feedback on UK Team's performance at the Winter Olympics and Sport Scotland's plans for CWG at the Gold Coast;</li> <li>• Scotland Executive has just met the shortfall of £3.4m reduction in Lottery Funds for Sport Scotland;</li> </ul> <p>Members agreed to invite Mel Young and Stewart Harris (CEO) to visit Sport NI in September to discuss their journey to progress sport in Scotland and to feature this around an away day of the Board.</p> </li> <li>6. Members noted the recent meeting with Chair, Vice Chair and DfC officials, which was positive and discussed:- <ul style="list-style-type: none"> <li>• Improving relationships between DfC and SNI;</li> <li>• Business cases and approval process;</li> <li>• Support for the new structure;</li> <li>• Meeting quarterly going forward with CEO, Chair, VC week commencing 28<sup>th</sup> March 2018.</li> </ul> </li> <li>7. Members were advised that subsequent to the Board approval of the CEO and Chair attending the Commonwealth Games, the CEO has withdrawn her attendance cognisant of there being two vacant Director posts from end of March 2018. Approval from DfC for Chair's attendance is still pending.</li> </ol>
<p>5. Financial planning – Sport NI Budgets SNI/18/19</p>	<ol style="list-style-type: none"> <li>1. Members were given an overview of the financial planning for 2018/2022.</li> <li>2. Members were advised that the 2018/19 planned expenditure was based on an 8% cut, following robust engagement with Sport NI budget holders.</li> <li>3. Discussion ensued regarding the rationale for the budget, the recommendation to withdraw the EBA small grants programme should</li> </ol>

financial pressures of 12% cuts arise and considered the potential impact on stakeholders within the current budgetary environment.

Members approved paper SNI/18/19 subject to further information on impacts of the EBA grant programme being withdrawn.

#### Accounts

4. The Chair advised that Comptroller & Auditor General's Annual Report mentions Sport NI at section 3, with regards delay in accounts June 2015 to end of December 2017. This issue is being addressed as per the plan minuted under Section 9 of the ARAC report.
5. Members were advised that the 2014/15 and 2015/16 accounts have been submitted to NIAO. Members noted the deadlines for completion of the 2016/17 (31st March 2018) and 2017/18 accounts (3Q<sup>h</sup> June 2018).
6. Members noted that there has been significant correspondence between the NIAO and Sport NI and that frequent meetings with the NIAO, the appointment of an accountant to the ARAC and the regular completion of disclosure checklists are all improvements that have been made.
7. Members were given assurance by both the ARAC Chair and CEO as Accounting Officer that the ARAC plan will be met. It was noted that a number of additional controls had been introduced.

<p>6. Draft Business Plan 2018/19 SNI/18/12</p>	<ol style="list-style-type: none"> <li>1. Members were presented with the final draft of the Business Plan, taking into account Members comments.</li> <li>2. Members were advised that it has been casted to take account of 8% cuts with a contingency around EBA should financial need necessitate as previously discussed. It was confirmed that it was finalised to take account of VES and that there are fewer targets in the draft.</li> <li>3. Members noted that the Department has commended the use of the Balanced Scorecard approach and clarity and alignment with the PfG and Sport Matters.</li> <li>4. Members considered the plan in detail and subject to minor agreed amendments and the final draft plan being sent to them in advance of submission approved the plan for submission to the Department.</li> </ol>
<p>7. TNOC Project Board's Report SNI/18/18</p>	<ol style="list-style-type: none"> <li>1. Members were advised that this paper reflects the work of a Project Board, TNOC leadership and staff to achieve significant improvements in TNOC as a result of DfC and DoF intervention in late 2016.</li> <li>2. Members noted the considerable improvements made to TNOC further to the establishment of a Project board in April 2017.</li> <li>3. Members discussed the report in detail and the CEO advised that Board member Jackie Bryson had agreed to work on the report to strengthen the section on benchmarking.</li> <li>4. It was agreed that an update on TNOC would be given as part of the BP quarterly performance review.</li> </ol>

	5. The Board approved SNI/18/18 subject to minor amendments and further work by Jackie Bryson.
8. Commonwealth Youth Games 2021 SNI/18/20	Members considered and adopted paper SNI/18/20.
9. Legal and Legislation SNI/18/13	Members noted and adopted paper SNI/18/13.
10. ARAC report SNI/18/16	<ol style="list-style-type: none"> <li>1. The ARAC Chair gave an overview of key discussions at the meeting on 5<sup>h</sup> March 2018. Members noted that since the New Year, ARAC members have been engaged in providing support to the Executive Team.</li> <li>2. It was reiterated that the 2014/15 and 2015/16 accounts had been submitted to NIAO and that they had confirmed receipt of the accounts and had no issues to report to the Board.</li> <li>3. Members noted the plan in place to complete the 2016/17 and 2017/18 accounts and were advised that there will be an ARAC meeting in June.</li> <li>4. Members were advised that the ARAC had a robust discussion about the risk register and had agreed that a risk workshop with the whole board should be facilitated to review the register and risk appetite. It was agreed that this would be on 18<sup>h</sup> April 2018 at 5pm and would include discussion on the following: <ol style="list-style-type: none"> <li>a. Risk appetite</li> <li>b. the process and rationale for escalating/de-escalating risks</li> <li>c. Lessons learned and areas for development</li> </ol> </li> <li>5. Members noted that the 'Partnerships' risk should be reviewed in the context of ongoing work with the stakeholders.</li> <li>6. Members noted that this version of the register had not come with the detail agreed at ARAC meeting on 5<sup>th</sup> March 2018. It was agreed that this version would be brought to the risk workshop.</li> <li>7. Members noted that an update would be provided at the next meeting with regards the KPMG internal audit contract.</li> </ol> <p>Members adopted SNI/18/16</p>
11. Finance and Governance Report SNI/18/14	<ol style="list-style-type: none"> <li>1. Members noted that the exchequer expenditure for the period ended 31<sup>st</sup> January 2018 is less than forecasted. Feedback from budget holders has indicated that expenditure is on track for year end.</li> <li>2. Members noted the reasons for the variance in Lottery accounts.</li> </ol> <p>Members considered and adopted SNI/18/14.</p>

12.HR Report SNI/18/15	<p>1. Members recognised the hard work of the liP working group and staff engagement in achieving liP accreditation.</p> <p>2. The impact of staff reductions was discussed and members requested a breakdown of the correlation between reducing budgets and staffing across the last five years.</p> <p>Members considered and adopted SNI/18/15.</p>
13.Sport NI Support for Commonwealth Games SNI/18/17	<p>1. Members considered and noted the support offered to sports and athletes in preparation for competition at the Commonwealth Games in April 2018.</p> <p>Members thanked Shaun Ogle for all his work.</p>
14.CEO Update SNI/18/13	<p>1. Members discussed SNI's involvement in the new Strategy for Sport and it was agreed that regular updates would be provided to the Board.</p> <p>Leigh Brown, Ali Campbell, Shaun Ogle and Susan McStay left the meeting.</p> <p>2. The CEO presented an update on the proposed structure to support strategy.</p> <p>Members considered and adopted SNI/18/13</p>
15.AOB	<ul style="list-style-type: none"> <li>• IT issues</li> <li>• Members discussed concerns in relation to ongoing access to SharePoint for papers. Staff agreed to follow up on this</li> </ul>
	The meeting closed at 7.45pm.
16.	Members went in to closed session.
Dates of next meetings	<ul style="list-style-type: none"> <li>• Wednesday 18<sup>h</sup> April 2018 5pm – Extraordinary meeting – risk register and Board effectiveness review</li> <li>• Wednesday 16<sup>h</sup> May 2018 5pm</li> </ul>

The meeting closed at 7.45pm.

Approved by:  
Sport NI Chair

Date: 20<sup>th</sup> April 2018

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