

SPORT NORTHERN IRELAND

MINUTES

Minutes of the Board Meeting held on Tuesday 18 August 2015 in the House of Sport, Upper Malone Road, Belfast, BT9 5LA

PRESENT:

In the Chair: **B Henning**

Vice Chair: **I McAvoy**

Members: **R Bullick**
 B Delaney
 A Bingham

Co-opted Members **K Godfrey**
 D Malcolm

Interim Chief **A Scott**
Executive Officer

Staff in Attendance: **A Sloan, Director of Sports Management Services**
 S Ogle, Director of Participation
 L Beattie, Minute Secretary
 L Brown of Item 8.1 and 8.2
 P Donnelly for Items 6.3 and 9.3

1 APOLOGIES

M Glass, Co-opted Member
N Harkness, Director of Participation and Places
E Bohill, Transformation Director

2 DECLARATIONS OF INTEREST

There were no Declarations of Interest declared.

Welcome

The Chair welcomed A Scott, Interim Chief Executive Officer, K Godfrey and D Malcolm, Board / Committee co-optees to the meeting.

The Chair noted it had been a very difficult time for the Board and expressed his thanks to all the remaining Board Members. He also wished the Members who had resigned well in the future and expressed his thanks for their input.

3 MINUTES

The Minutes of the meeting held on 16 June 2015, which had been previously circulated to all the Members including those who had resigned were approved.

4 MATTERS ARISING

4.1 Decision List

5.3 The Chair advised that Member Appraisals were outstanding and that he would contact Members this week to undertake their appraisals with the aim of returning them to the Department by the end of August.

ACTION 1. It was agreed that Board appraisals should be completed and returned to the Department by the end of August.

5.5 Members noted the arrangements being put in place regarding staff attending fixtures and that the SGSA had asked for assurance that the GAA are content with such arrangements. It was agreed that this should be finalised and in place before the end of the season.

ACTION 2. Policy and arrangements re. Safety Technical staff attending fixtures to be finalised. It was also noted that the SGSA had asked for assurance that the GAA will welcome their staff.

Members noted that at present GAA matches are not being covered and that this may need to be reflected in the risk register.

9.1 The Chief Executive Officer advised that there is to be a further meeting on 26 August 2015 between Sport NI and DFP supply regarding TNOC and he will keep the Board informed.

ACTION 3. The Director of Participation and Places to provide an update on issues regarding TNOC following a meeting with DFP supply on 26 August 2015.

5 CHAIRMAN'S BUSINESS

The Chair advised Members that the Vice Chair will now Chair the

Participation SMIG with B Delaney Chairing the Performance SMIG and R Bullick will continue as Chair of Places SMIG.

It was also noted that the Vice Chair, A Bingham, D Malcolm and K Godfrey would all become Members of the Audit & Risk Management Committee.

Board Effectiveness Review

The Chair introduced D Nicholl to provide a follow up to the session undertaken by Board Members in September 2014.

D Nicholl advised that the outcome of the Board Effectiveness Review is to ensure that Sport Northern Ireland is a cohesive, highly interactive and dynamic unit.

It was noted that the agreed report and implementation plan had been circulated to the Executive team. Two Members of Executive Team who were present and the Interim Chief Executive commented positively on the report.

The Director of Sports Management Services acknowledged the 24 action points that had come out of the workshop in September 2014 and advised that a number of these had either now been completed or were ongoing.

It was agreed that the Director of Sports Management Services would develop the Action Plan in consultation with the Chair and the Vice Chair.

ACTION 4. It was agreed that the Director of Sports Management Services would develop the Action Plan in consultation with the Chair and Vice Chair.

The Chair advised that the Vice Chair would be initiating a review of TNOC in consultation with the Interim Chief Executive Officer and the Director of Participation and Places.

ACTION 5. It was agreed that the Vice Chair would initiate a review of TNOC in consultation with the Interim Chief Executive Officer and the Director of Participation and Places.

Board Recruitment

The Chair advised Members that the recruitment process for new Board Members has started and is expected to be completed in December 2015.

6 ORGANISATIONAL PERFORMANCE

6.1 Executive Updates

Members received Paper SNI/15/41 the purpose of which is to provide Members with an update on key activities and actions that have been

undertaken by the Management Team since the last meeting and that are not on the Agenda.

Boxing update

The Interim Chief Executive Officer advised that there had been a meeting with Elected representatives (2 MPs and an MLA) and members of the NIBA with regard to the need for all boxing clubs to be affiliated to a recognised Governing Body and issues regarding IABA governance and funding criteria used by Sport NI for the Boxing Investment Programme.

Members noted the concerns raised, and the actions being taken or planned regarding pathways for those who aspire to represent Team GB. The Interim Chief Executive Officer advised Members that a follow-up meeting had been arranged for five weeks.

The Interim Chief Executive Officer also advised Members that he is meeting with the Director of Performance regarding a detailed action plan and undertook to keep the Chair up-to-date with developments.

ACTION 6. The Interim Chief Executive Officer to keep the Chair up-to-date with issues / action plan regarding the recognition issue in Boxing and also the meeting on 21 September 2015.

The Chair advised Members that he has a planned interview with Steven Beacom from the Belfast Telegraph on 24 August 2015. Members acknowledged the need to undertake the interview and promote Sport Northern Ireland.

Members noted the paper and the work undertaken by the Management Team since the last meeting.

6.2 Management Accounts for four months to 31 July 2015

Members received Paper SNI/15/42 the purpose of which is to provide Members with Management Accounts in respect of Exchequer and Lottery Accounts for the four months to 31 July 2015.

The Director of Sports Management Services advised that there is an exchequer underspend of £535k against the budget for the year to date. Members noted that this is due to the timing of forecast expenditure and that the accounts would be balanced by year end.

The Director of Sports Management Services further advised that there is also a lottery underspend of £497k but advised Members that this carries forward to the next financial year and is not lost to sport.

Members noted that the Executive Team is planning for the potential of in-year budget cuts, showing impacts of these and how cuts could be mitigated. Members queried and were assured that the Executive Team

has also considered a plan B / contingency plan in the event that no further in-year cuts are required or a surplus is identified.

ACTION 7. The Executive Team to develop the proposed in year budget cuts to show the impacts of the cuts and how those cuts could be mitigated.

It was also agreed to add further information to the table to show the percentage cut from a budget area.

ACTION 8. It was also agreed the Director of Sports Management Services would add further information to the table to show the percentage cut from each budget area.

Members asked the Director of Sports Management Services to review the presentation of the Management Accounts to show a projected outturn by the end of the financial year.

ACTION 9. The Director of Sports Management Services to review the presentation of the Management Accounts paper to show a projected outturn by the end of the financial year.

Members agreed that the Director of Sports Management Services should liaise with the Communications team on lines to take on budgets.

ACTION10. The Director of Sports Management Services to liaise with the Communications team on lines to take.

6.3 Business Plan 2015/16 Quarter 1 Review

Members received Paper SNI/15/43 the purpose of which is for Members to consider and approve Sport Northern Ireland's Business Plan Quarter 1 Review which highlights progress against key performance indicators.

The Policy Planning and Research Manager advised that there are thirty-four KPI targets of which thirty-one are on track and will be achieved with three that are likely not to be achieved within the agreed timeframe.

Members noted the three amber KPI's being KPI 19, KPI 27 and KPI 29 will not be met.

The Director of Sports Management Services advised that work is ongoing to ensure that targets are met where possible.

Members approved the Business Plan Quarter 1 Review.

6.4 CIPFA Governance Report

Members received Paper SNI/15/44 about the draft CIPFA Governance Report.

The Chair advised that the report identifies twenty two recommendations. The Director of Sports Management Services advised Members that a number of the recommendations within the report had already been implemented.

It was agreed that the Director of Sports Management Services would provide Sport NI's comments on the draft report and develop a draft action plan for the implementation of the recommendations.

ACTION 11. It was agreed the Director of Sports Management Services would provide Sport NI's comments on the draft report and develop a draft action plan for the implementation of recommendations.

It was also agreed that there would be a workshop on the report and draft action plan led by S Mungavin with M Mallon (DCAL Independent Member) in attendance.

ACTION 12. It was also agreed a workshop should be arranged on the report led by S Mungavin with M Mallon in attendance.

Members approved the next steps.

7 POLICY AND STRATEGY

7.1 SINI Supplementation Project

Members received Paper SNI/15/45 to consider and approve the continuation of the Supplementation Project.

The Director of Performance advised that the project seeks through a preferred Partnership Programme to harness the benefits afforded through the proper use of supplements whilst managing as far as practicable the adverse effects of misuse by athletes or poor quality control on the part of suppliers. Members agreed that the risk appeared reasonable and is consistent with Sport Northern Ireland's risk appetite.

Members queried the risks associated with the project and noted that regular education seminars take place in partnership with anti-doping officer.

The Director of Performance advised that this process is UK wide.

Members approved the continuation of the Supplementation project.

7.2 Recognition of Governing Bodies operating in the United Kingdom

- GB Boccia Federation
- Goalball UK

Members received Paper SNI/15/46 inviting Members to consider and approve recognition of:

- GB Boccia Federation as the Governing Body of Boccia in the United Kingdom and
- Goal Ball UK as the Governing Body of Goal Ball in the United Kingdom

The Director of Performance advised Members that the recognition of Governing Bodies is a joint policy and process operated by the Sports Councils in England, Northern Ireland, Scotland, Wales and UK Sport and requires unanimous agreement.

Members noted that the updated 2014 Recognition Policy has not yet had full approval hence the Policy being used remains the existing 2010 policy.

Following discussion both applications were deferred. The Director of Performance was asked to clarify that both these organisations would operate in Northern Ireland, and that the documentation should be amended to properly reflect the inclusion of Northern Ireland in addition to the GB regions. Members agreed to re-consider the paper when these issues were clarified.

ACTION 13. It was agreed that the Director of Performance would provide further clarification for both applications.

8 GOVERNANCE & RISK

8.1 Risk Register

Members received Paper SNI/15/47 to consider and approve the Risk Register.

The Director of Sports Management Services advised that there are eleven risks on the Register and advised that it had been recently reviewed by the Executive Team.

The Director of Sports Management Services advised Members that Risk 6 and 10 should be removed from the Register following discussion with the Chief Executive Officer as it was felt these were more, appropriate as divisional level risks.

Members queried whether a reputational risk regarding Governing Body recognition issues should be considered and included.

The Risk Register was approved subject to the amendments outlined by the Director of Sports Management Services and the Interim Chief Executive Officer.

8.2 Risk Appetite Statement

Members received Paper SNI/15/48 inviting them to consider and approve the Risk Appetite Statement.

The Governance Manager advised the Board that Sport NI has always had a risk appetite framework although this was not formally articulated. Members noted that the purpose of the statement is to highlight what the risk appetite is and to help management operate within acceptable risk parameters.

Members advised that stakeholders would need to be made aware of the Risk Appetite and also queried how it would assist in achieving strategic objectives.

Members also identified the need to revisit the wording to articulate clearly the appropriate risk appetite. It was suggested that the Governance Manager should reference the document 'Safe Practice and Physical Education' for appropriate terminology.

Following further discussion Members approved the Risk Appetite Statement subject to some amendments as to how tolerance levels were worded. It was also agreed that the final Statement would be emailed to Members.

ACTION 14. The Risk Appetite Statement was agreed subject to some amendments to how the tolerance levels were worded. It was agreed that the final Statement would be emailed to Members

9 ITEMS FOR NOTING

9.1 Pitch Perfect Update

Members received Paper SNI/15/50 providing an update about the current status and progress of the project and highlighting next steps.

The Interim Chief Executive Officer advised Members that the project is approximately 50% complete.

Members queried what resource would be required to complete the project and sought clarification as to whether a Gateway Review had taken place on the project in July 2015, as previously reported.

The Chief Executive Officer advised that he would review the paper in light of the points raised by Members.

Members noted the paper and it was agreed that the Transformation Director should bring a more detailed milestone paper to the next Board meeting with a timeline, actions and resources required.

ACTION 15. The Transformation Director to clarify whether a

Gateway Review took place in July.

ACTION 16. It was agreed that the Transformation Director should bring a more detailed milestone paper to the next Board meeting with timeline, actions and resources required.

9.2 Sports Institute for Northern Ireland Operation Plan 2015/16 Review Quarter 1

Members considered Paper SNI/15/51 seeking approval of the Sport Northern Ireland's Institute Business Plan Quarter 1 Review.

The Director of Performance advised Members that this is the second year of an agreed investment running 2014-2019 with the Sport NI Corporate Plan.

Members noted that the Sports Institute has five objectives measured using 18 KPIs of which:

- 16 are green and
- 2 are amber

Members approved the Sports Institute Operation Plan 2015/16 Review Quarter 1.

9.3 Research Update

Members received Paper SNI/15/52 the purpose being for Members to note the progress made in relation to the implementation of Sport Northern Ireland's Research Strategy covering the period 2013-2017 and also to note the intention to bring forward a Business Case to invest resources in repeating the Northern Ireland Adult Sport and Physical Activity Survey (SAPAS) over the period 2015-2017.

Members noted the importance of up-to-date research and agreed with the approach of bringing a Business Case to the Board meeting in October.

ACTION 17. It was agreed that a Business Case for investment to repeat the SAPAS research would be brought to the next Board meeting.

9.4 Communications Update

Members received paper SNI/15/52 providing an update from the Advocacy and Communications Team since the last meeting.

Members noted the update.

10 DATE OF NEXT MEETING

Tuesday 20 October 2015 @ 5.00 pm

11 ANY OTHER NOTIFIED BUSINESS

There was no other notified business.

Signed

Dated

**Sport Northern Ireland
House of Sport
2A Upper Malone Road
Belfast, BT9 5LA**