

SPORT NORTHERN IRELAND

MINUTES

Minutes of the Board Meeting held on Tuesday 20 October 2015 in the House of Sport, Upper Malone Road, Belfast, BT9 5LA

PRESENT:

In the Chair: B Henning

Vice Chair: I McAvoy

Members: B Delaney
A Bingham
R Bullick

Co-opted Members: M Glass
D Malcolm

**Interim Chief
Executive Officer:** A Scott

Staff in Attendance: A Sloan, Director of Sports Management Services
N Harkness, Director of Participation and Places
S Ogle, Director of Performance
E Bohill, Transformation Director
L Beattie, Minute Secretary
P Donnelly, Policy, Planning & Research Manager for (Items 6.3, 7.3, 7.4)
J Poots, Governance Manager, Performance Unit for (items 7.1, 7.5)

1 APOLOGIES

K Godfrey, co-opted Member.

The Chair welcomed M Glass, Committee co-optee to the Board.

2 DECLARATIONS OF INTEREST

There were no conflicts of interest declared.

3 MINUTES

The Minutes of the meeting held on 18 August 2015 which had been previously circulated were approved.

4 MATTERS ARISING

4.1 Decision List

A decision list of the actions from the previous meeting had been circulated outlining progress in relation to each of them. The following comments were made:

- 5.5 The Interim Chief Executive Officer advised Members that he had written to GAA and other bodies advising that Sport NI would be making use of the SGSA, and also reassured them that the SGSA will be reporting to SNI.
- 6.2 It was agreed that the Board Effectiveness Action Plan would be circulated via email to obtain approval from Members.

ACTION 1. The Director of Sports Management Services to circulate the Board Effectiveness Action Plan via email to Members for approval.

- 7.1 The Interim Chief Executive Officer advised Members that the Director of Performance and other staff had met with K Hoey MP, J Allister MLA, N Dodds MP and representatives from the Northern Ireland Boxing Association to discuss issues on boxing. The three main issues raised at the meeting were as follows:
- Sport Northern Ireland's recognition of the Irish Amateur Boxing Association (IABA) as a governing body – the Interim Chief Executive Officer advised that the recognition policy is the same as that used by the other Home Country Sports Councils. Members noted that Sport NI had taken legal advice on the policy and also equality advice;
 - The group advised SNI about concerns regarding governance issues within the IABA such as the re-election of officers, distribution of funding and selection processes; and
 - Sport Northern Ireland Boxing Investment programme the criteria for which requires bodies to belong to an internationally recognised governing body.

The Interim Chief Executive Officer reiterated to Members that Sport Northern Ireland had obtained legal and equality advice on the Recognition Policy and that this policy does not affect individual athlete choices in relation to which country they wish to represent. Members noted that the Sport Northern Ireland Fair Play in Sport document sets out options to all clubs and governing bodies with regard to sporting choices.

Members noted that the governance issues are being investigated and that further allegations were made at the meeting but that these were not shared in detail with Sport Northern Ireland to enable investigation of these.

Members queried whether clubs were aware that they needed to be affiliated to a governing body to receive funding under the Boxing Investment Programme and were advised that this had always been a condition within the programme.

The Interim Chief Executive Officer advised that one of the clubs had previously met the criteria as they had been affiliated to IABA and had received most of the funding due but were now no longer affiliated. The Interim Chief Executive Officer advised that he felt it would be appropriate to pay the retention sum due if the club could provide evidence that payment of the amount would cause financial hardship.

It was agreed that the Interim Chief Executive Officer should update the Chief Executives

from the other home country Sports Councils.

Members noted that K Hoey MP, is in discussion with British Amateur Boxing Association with regard to clubs affiliating to British Amateur Boxing Association with the outcome pending.

The Director of Performance reminded Members that there had been an Independent Report on Boxing about 18 months ago and advised Members that Sport Northern Ireland is working with the Irish Sports Council and Irish Amateur Boxing Association to progress actions against the twelve recommendations made in the report.

Members were advised by the Director of Performance that Sport Northern Ireland will continue to work with the four clubs and afford them time to consider their position on affiliation before writing to withdraw indicative offers.

ACTION 2. The Interim Chief Executive Officer to keep the Chair up-to-date with the situation.

ACTION 3. The Director of Performance to give the affected clubs a limited time to respond to situation before sending a letter to withdraw letter of commitment if unaffiliated.

7.4 It was agreed that the Director of Sports Management would arrange a new date for the CIPFA workshop and circulate and confirm to Members.

ACTION 4: The Director of Sports Management Services to confirm and circulate new date for the CIPFA workshop. (provisional date 2 November 2015 @ 5.00 pm prior to the SNI Coaching Awards)

10.1 Members noted that a Gateway Review took place in July for one element of P3M3.

5 **CHAIRMAN'S BUSINESS**

5.1 **Board Recruitment Process**

The Chair advised Members that there had been a high number of applications for Membership of the Board and that once sifted he would be involved in three days of interviews. It was noted that the process should hopefully be completed by November with appointments made by the Minister in December.

5.2 **Recruitment of Chair for Safety Technical Group**

Members noted that the Chair had been asked to sit on the panel to select a Chair for the Safety Technical Group. He advised that first interviews had taken place with two more days of interviews next week.

5.3 **Euro-meet Conference**

The Chair advised Members that he had attended the first day of the Euro-meet Conference and congratulated staff on organising such a successful conference which had incorporated a breakfast summit between our Minister, Minister Michael Ring and the Chairs and Chief Executive Officers of both Sports Councils and officials from both Departments.

Members noted that a joint Board meeting had been proposed between both Sports

Councils. The Interim Chief Executive Officer to agree an Agenda and set a date with the Chief Executive of Irish Sports Council.

ACTION 5. The Interim Chief Executive Officer to agree an agenda with Chief Executive of Irish Sports Council and set a date.

Possible themes being suggested for the Agenda include:

- EU funding streams
- Joint research projects
- Physical recreation and sport within schools
- Volunteering in clubs
- Investment in All Ireland facilities and
- Potential to use major sporting events as a stimulus for mass participation and legacy.

The Chair invited Members to suggest other themes to provide a framework for the meeting and asked if these could be sent to the Interim Chief Executive Officer and himself over the next week.

ACTION 6: Board Members to advise the Chair / Interim Chief Executive Officer of any issues they felt could be discussed at such a meeting over the next week.

Youth Games

The Chair advised that he had attended an orientation day for Team NI at the Kingspan Stadium hosted by Sport Northern Ireland which had been a huge success and beneficial exercise. Members noted that the medal total was 28 medals with 7 gold medals, 4 silver and 17 bronze.

Commonwealth Games

The Chair advised Members that the Chair of Sport Scotland, Louise Martin, had been appointed the President of the Commonwealth Games.

SINI Review

The Chair asked for an update in regard to the preparation of Terms of Reference for a review of the Sports Institute to be chaired by Brian Delaney. It was agreed that the Interim Chief Executive Officer and Director of Performance would circulate the Terms of Reference to the Chair and Vice Chair.

ACTION 7. Interim Chief Executive Officer and Director of Performance to circulate the Terms of Reference to the Chair and Vice Chair before 23 October 2015.

6 ORGANISATIONAL PERFORMANCE

6.1 Executive Updates

Members received Paper SNI/15/49 providing them with an update on key activities and actions that have been undertaken by the Management Team since the last meeting.

TNOC

Members asked the Director of Participation and Places if there is a timeline for work

related to Tollymore. It was noted that the timeline will be clearer once the Terms of Reference have been drawn up. Members advised that they felt that the proposed timeline of March 2016 is too late and asked if it is possible to move the timeline forward to end of December 2015 beginning of January 2016.

ACTION 8. The Director of Participation and Places to clarify whether it is possible to move the timeline forward to the end of December 2015 early January 2016.

6.2 Management Accounts for the 6 Months to 30 September 2015

Members received Paper SNI/15/54 providing them with the Management Accounts in respect of Exchequer and Lottery Accounts for the four months to 30 September 2015.

The Director of Sports Management Services advised Members that the layout of the Management accounts had been revised to include a forecast column to the end of the financial year.

Exchequer Management Accounts

Members noted that the forecasted outturn in the Exchequer accounts has changed from the original budget position to include the advised cut of £320k.

Members queried where funding is being found for the St Josephs project and noted that this will be an allocation from DCAL.

Lottery Management Accounts

In relation to the Lottery Management Accounts it was noted that the income projections forecast a variance of £260k on the assumption that lottery ticket sales continue as they have done in first six months. Members noted that this money is not year end sensitive.

Members queried an underspend in relation to staff and administration costs and noted that this is due to a delay in the implementation of pay remit and a number of posts not yet recruited and savings anticipated under travel.

The Lottery forecast for the year shows an underspend of £583k as there are variances on a number of the grant programmes. Members queried why the grant programmes were not running to budget. It was agreed that in future management accounts should provide more detail on the reasons and implications for the variances and the action management are taking to address them.

ACTION 9. The Director of Sports Management Services to include within the management accounts an explanation of the reasons grant programmes are not running to budget, the implications of this and the action management are taking to address it.

The Policy, Planning and Research Manager joined the meeting

6.3 Business Plan 2015/16 Quarter 2 Review

Members received Paper SNI/15/55 inviting Members to consider and approve the 2015/16 Business Plan Quarter 2 Review of performance and progress towards targets.

The Director of Sport Management Services advised Members that there are 34 KPI targets of which:

- 30 (88%) are on track and likely to be achieved (green)
- 3 (9%) are likely to be missed by a small margin (amber)
- 1 (3%) is likely to be missed by a substantial margin (red)

The Chair asked the Executive Team to update Members on the amber and red KPI's. It was noted that the following KPI's are amber/red:

- **Target 16:** (Amber) Active clubs – Members noted that quarter 2 output figures will not be available until 30 October 2015.
- **Target 19:** (Amber) Performance Focus – Two federations are undertaking work which on current forecasts should move their governance structures to an appropriate level by end of March 2016 and see the target realised.
- **Target 24:** (Amber) Number of Safety certificates reviewed – Members noted that progress towards this target had been impacted due to staff absence and pressures relating to Casement Park matters. The Director of Participation advised Members that support from SGSA should enable SNI to prioritise grounds for inspection. Members noted that achieving the target of 29 would be a challenge, but it was also noted that some grounds now have such low levels of attendances that they would not be designated under the legislation if it was to be introduced now. The status of this target was changed from amber to red.

Members also noted that no monitoring had been carried out by Sport NI staff at GAA grounds over the summer period but that the District Council staff would still be in attendance. Members felt that this should have been actioned earlier as it is a statutory obligation for Sport NI. It was agreed that this risk should be added to the Corporate Risk Register and to the Bi-Annual Assurance Statement. Members also asked if an action plan could be drawn up to monitor and plan how to get this back on track.

The Director of Participation advised that the SGSA will be assisting Sport Northern Ireland in this work and will report to Sport Northern Ireland. It was further noted that this work requires a body to provide oversight of District Councils hence the need to engage expertise from outside Northern Ireland.

ACTION 10 . Director of Participation and Places should assess the risk of District Council enforcement at matches not being monitored by Sport NI and update the Corporate Risk Register.

ACTION 11. It was agreed that this risk should be added to the Bi-Annual Assurance Statement.

ACTION 12. Director of Participation and Places to provide Members with an action plan of how he plans to meet the deficit in relation to inspection activity.

- **Target 27:** (Red) Boxing Investment Programme – Members noted the variance is due to 4 clubs who have withdrawn and are no longer affiliated to IABA (as discussed in the Executive Update). Members felt that a note to this effect should be added to inform the rating given to the target

Members approved Sport Northern Ireland's Business Plan Quarter 2 Review.

The Governance Manager, Performance Unit joined the meeting

7 POLICY AND STRATEGY

7.1 Proposals regarding the Future Resourcing and Allocation of Athlete Development Investment 2016-2020

Members received Paper SNI/15/56 inviting them to consider and approve the 7 Sporting Winners Principles, the proposed model for determining athlete development investment in governing bodies, the proposal to review and revise the current model for investing in the living costs of athletes, the proposal to explore the potential of resourcing athlete development investment through the NLDF balance in 2016-2020 and the timelines for the proposed investment in athlete development in 2016-17 and 2017-2020.

The governance manager within the performance team advised that the paper is putting forward proposals on how to invest in athlete development.

Members noted the proposal to operate using 7 guiding principles for work in the period 2016-2020. The principles provide clarity on the roles and responsibilities of organisations involved in this work including Sport NI.

The governance manager advised that consultation will take place to review how the living cost element of the AIP can be implemented from April 2016. This will involve discussions with other funding partners including, Sport Ireland, UK Sport and the other Sports Councils.

Members were advised that the resourcing of athlete development investment was a challenge and it was noted that the preferred option is to develop a one year business case for investment using lottery funding for athlete development in 2016-17 and then develop a broader business case for investment to achieve the Sporting Winners objectives through the period of the Sport NI corporate plan, taking into consideration that the Tokyo Olympic Games are scheduled for Summer 2020 and sports will require support post 2020, when the current Sport NI corporate plan is due to end.

Members queried whether the NLDF balance would be sufficient and whether DCMS would agree to this happening.

The Chair advised Members that UK Sport athletes are contracted to provide a designated number of days commitment to volunteering in youth sport, schools, clubs etc. Members agreed that it would be useful to monitor what activities athletes are involved in, in this context.

Members queried whether there is anything Sport Northern Ireland could do to help sports build capacity and make sports self sustainable by generating income through commercial partnerships.

Members asked that the Director of Sports Management Services obtain an indication and assurance from DCMS with regard to the transfer of the AIP programme from Exchequer to Lottery.

ACTION 13. Director of Sports Management Services to clarify with DCMS whether the transfer of this programme to Lottery funding is acceptable.

Members asked what the processes and plans are to be able to make investment from April 2016. It was noted that equality screening and consultation will have to take place

enabling the business case to be presented to the December Board meeting. Members queried whether the timeline of April 2016 was possible given that there will need to be a 12 week consultation.

Members agreed the new approach and the recommendations of the paper in principle. It was agreed that a revised timetable would be circulated next week to Board Members.

ACTION 14. Director of Performance to ensure that the timeline is appropriate for undertaking a consultation and equality screening enabling a Business Case to come to the Board in December 2015 and the programme to commence in the new financial year if approved by DCMS. It was agreed that the revised action plan would be presented at the December board meeting and that a timeline would be circulated to Members by 28 October 2015.

7.2 Pitch Perfect Update

Members received Paper SNI/15/57 which seeks endorsement from the Board to reinforce the need for change and the relevance of the project for all Sport NI staff.

The Transformation Director advised that the programme should be completed in the next six months and the purpose of it is to ensure Sport NI strives for excellence, is customer focused and leads the way in sports development.

Members noted that the process started in 2013 when the Chief Executive Officer was appointed but has been delayed due to unforeseen challenges.

The Transformation Director advised that Pitch Perfect had three strategic objectives being:

- Culture - to build a high performing culture
- Strategy – to agree a clear new strategic direction
- Systems and Processes – to reduce processes for improved customer service / experience

Members also noted that four key priorities have been identified by managers for completion being:

- Benefits realisation – apply the methodology of strategic objectives
- Competency framework – define each individual competency, increase performance and critical thinking
- Values and Behaviours – identify and agree the behaviours and attributes of staff in a high performing organisation
- Review of Grants Management policy and procedures – bureaucratic processes to be streamlined.

Members noted that the work will be supported by IT infra-structure and it may be possible to get support through the digital transformation programme.

Members advised that this needed to be supported by the Executive Team and staff and that the process is being done with them and not to them.

The Transformation Director left the meeting

The Policy, Planning and Research Manager left the meeting

The Governance Manager, Performance Unit left the meeting

Members raised a number of questions with regard to the programme such as there was a lack of a timeline, would it continue when there is no Transformation Director to drive it and will it be completed in the next six months and embedded.

Members agreed that a considerable amount had been invested in the programme and asked the Directors if they were committed and whether they could take responsibility for this and move it forward. The Directors confirmed their commitment to progressing the four work streams under the Pitch Perfect Plan.

ACTION 15. Interim Chief Executive Officer to assign responsibility for delivery and completion of the programme against agreed target dates.

Members endorsed and approved the four project activities to complete the programme.

The Transformation Director rejoined the meeting

The Policy Planning and Research Manager rejoined the meeting

The Governance Manager, Performance Unit rejoined the meeting

7.3 Northern Ireland Sport and Physical Activity Survey (SAPAS) Business Case

Members received Paper SNI/15/58 which asked them to consider the Business Case and approve the preferred option.

The Policy Planning and Research Manager advised Members that the research objectives associated with the preferred option are:

- To undertake up to 5,000 face to face interviews in the home with respondents
- To undertake up to 1,000 face to face interviews with children between 5-16 from across Northern Ireland and
- Provide a basis for future policy and programme development in relation to participation

The Policy Planning and Research Manager advised that Option 4 is the preferred option as the benefits of Option 4 outweigh the additional cost and marginal increase in risk between Option 3 & 4.

Members agreed that they thought it would be useful for the Policy Planning and Research Manager to liaise with NISRA to explore the possibility of them undertaking the SAPAS on behalf of Sport NI without having to tender for and procure the services of another research organisation such as Ipsos MORI.

ACTION 16. The Policy Planning and Research Manager to liaise with NISRA to explore the possibility of them undertaking the SAPAS on behalf of Sport NI without having to tender for and procure the services of another research organisation such as Ipsos MORI.

Members also advised that the preferred option selection on page 17 needs to be reviewed and cross referenced.

ACTION 17. Paragraph on page 17 to be reviewed and cross-referenced.

Members approved the preferred Option being Option 4.

7.4 Mental Health & Wellbeing in and Through Sport – Progress Report and Proposed Next Steps

Members received Paper SNI/15/59 which updates progress made in the area of Mental Health and Wellbeing in and Through Sport and asks them to approve Sport Northern Ireland's intention to proactively promote monitor and review the impact on interventions aimed at improving Mental Health and Wellbeing in and Through Sport.

The Policy Planning and Research Manager advised Members that with the support of DCAL, Sport Northern Ireland had designed and implemented two pilot projects over the last two years being:

- An Education Programme for Clubs (2013-14)
- Mental Health and Resilience Training (2014-15)

Members noted that there are five actions to be taken by Sport Northern in the short to medium term. It was noted that one of the steps is for Sport Northern Ireland to sign up to the Mental Health Charter for Sport.

Members queried why it would take twelve months to complete the work and noted that at present there is no budget allocated to this work.

Members noted the progress made by Sport Northern Ireland and approved the intention to proactively promote and monitor and review the impact of interventions aimed at improving Mental Health and Wellbeing in and Through Sport in the short to medium term.

The Policy, Planning and Research Manager left the meeting

7.5 Clarification to the Board regarding the Recognition of GB Boccia Federation and Goalball UK on a UK Wide Basis

Members received Paper SNI/15/60 the purpose of which is to clarify aspects of paper SNI/15/46 which was considered at the Board meeting on 18 August 2015 and recommended the recognition of Goalball UK and GB Boccia.

The governance manager within the performance team advised Members that the query with regard to Goalball UK was a drafting error in the earlier paper in which Goalball had been referred to as 'the only governing body for the sport in Great Britain' it should have read as 'the only governing body for the sport in the UK'.

The governance manager advised Members that the query with regard to GB Boccia was in relation to the name of the organisation as GB which is not in line with its UK jurisdiction. Members noted that GB Boccia has indicated a willingness to change its 'constitutional' name and registered name at Companies House to UK Boccia Federation Ltd and its trading name to Boccia UK. Boccia intend to make the requisite legal changes and also branding changes post Rio Paralympics and therefore are requesting an 18 month period in which to implement changes required.

Members were informed that the other Home Country Sports Councils and UK Sport are in unanimous agreement with the recommendation and condition being proposed.

In light of the commitment from GB Boccia as outlined above Members approved the initial recommendation from UK Sports Council Recognition panel to recognise GB Boccia on a UK wide basis, subject to GB Boccia implementing changes to its legal and trading names to reflect its jurisdiction within an agreed timescale of 18 months.

In light of the clarification provided Members approved the recognition of Goalball UK as

the governing body for goalball on a UK wide basis.

The Governance Manager, Performance unit left the meeting

7.6 Everybody Active 2020 Strand 1 – Opportunities Supporting SNI Participation Priorities 2016-2020

Members received Paper SNI/15/61 inviting Members to consider and approve the preferred option identified within the Business Case and approve the proposed budget from National Lottery Funds.

The Director of Participation and Places advised Members that there are four key interventions proposed under the programme being:

- Active Opportunities – provision of opportunities
- Active Awards – small grants to grassroots
- Active Workforces – supporting workforce / volunteers
- Active Outdoor spaces – (capital)

Members noted that Sport Northern Ireland had undertaken a Section 75 and public consultation process on the draft policy and the findings were reported to the Members at the August Board meeting.

The Director of Participation and Places advised that Sport Northern Ireland have developed a green book compliant economic appraisal to enable implementation of aims and objectives. The appraisal has taken into consideration the wider strategic and policy environment.

Members noted the preferred option in the Business Case proposes Strand 1 is to continue through District Councils enabling Sport NI to align with community planning and should strengthen partnership working within District Councils.

The Director of Participation proposed that the Opportunities strand receives £6.2m (award costs) of the proposed overall allocation as at consultation there was a strong response to up the investment at the cost of the other strands. Members queried whether the delivery timescale is realistic and were advised that it is as the programme has already been out to stakeholder and Section 75 consultation.

Members approved the objectives (Section 4.2) and the preferred option for implementation/delivery (Section 9.2) investment in 11 district councils, targeting engagement with 25% most disadvantaged communities in Northern Ireland.

Members also approved a delivery (grant) budget of £6.2m from its NLDF to enable implementation of EBA 2020 (Strand 1) to April 2020 and an administration budget of £1.2m as per business case split charged to NLDF and SNI exchequer budgets on an apportionment basis to reflect grant administration versus core development activity.

7.7 Tollymore National Outdoor Centre update

Members received Paper SNI/15/64 which asks Members to note the contents and endorse the proposals.

The Director of Participation advised that he had met with the Vice Chair and others regarding Terms of Reference for the piece of work to be undertaken most likely with Cogent as this will be the most cost effective way to revisit the work. Members again

advised that they would like to know the possibility of moving the timeline forward to the end of December 2015 or early in January 2016.

Members noted that the Director of Participation has been engaging with the Forestry Service regarding the existing terms of the lease first in order to reduce annual depreciation costs of the centre and also to identify opportunities to enter into agreement with the private sector to deliver services from TNOC.

The Director of Participation advised Members of the moderate increases to the pricing structure and advised that assuming consistent user number for the next financial year it is estimated the increases on 2016 pricing structure will generate an additional £23,000. Members also noted the proposal of the seasonal pricing proposal.

The Director of Participation provided Members with an update on the Action Plan and Approval of the TNOC Business Case.

ACTION 18. Same as Action 8 Re. clarification of timeline.

Members noted the Summary and dashboard of TNOC Business results against the current Business Plan it was noted that participant numbers, income and expenditure are all broadly on target.

Members approved the 2016 pricing structure and noted the business case and dashboard.

8 GOVERNANCE & RISK

8.1 Corporate Risk Register

Members received Paper SNI/15/65 inviting them to consider and approve the Corporate Risk Register which outlines the key risks impacting on Sport Northern Ireland. The Director of Sports Management Services advised that the Corporate Risk Register had been discussed at the recent Audit and Risk Management Committee.

The Director of Sports Management Services advised that there are nine key corporate risks two are considered high, four are considered medium and three considered low. It was noted that Risk 2 'Access to Sporting Opportunities' should be reduced to an amber risk rating.

ACTION 19. The Director of Sports Management Services to reduce the risk in relation to – Access to Sporting Opportunities to amber.

Members also agreed that Risk 2 should be updated in terms of legal advice received.

ACTION 20. Director of Sports Management Services to update Risk 2 in terms of legal advice received.

Members asked that a risk be added to the Corporate Risk Register in relation to Safety at Sports Grounds at the appropriate level.

ACTION 21. It was agreed a risk should be added in relation to attendance at matches and the use of SGSA and overseeing visits to Sports Grounds.

Members discussed the risk in relation to relocation of UUJ and agreed that the appropriateness of the risk should be reviewed.

ACTION 22. Director of Sports Management Services to review the appropriateness of the risk in relation to relocation of the University of Ulster.

After discussion Members agreed that the wording of Risk 1 weakened leadership should be reviewed.

ACTION 23. Director of Sport Management Services to review the wording of Risk 1.

Directors and Staff left the meeting

The Interim Chief Executive Officer and Board Members discussed the outstanding Priority One Audit Recommendation in relation to All Hours Worked Allowance and it was agreed that the Interim Chief Executive Officer would address the recommendation and provide assurance to the Board.

ACTION 24. Interim Chief Executive Officer to progress action to address outstanding Priority One Audit Recommendation and provide assurance to the Board.

Members approved the Corporate Risk Register

Directors and Staff rejoined the meeting

8.2 Audit & Risk Management Committee Chair's Annual Report

Members received Paper SNI/15/66 the purpose of which was for Members to consider and approve the report as part of the Board's assurance and stewardship reporting.

Members approved the report.

8.3 Bi-Annual Assurance Statement for the period 1 April 2015 – 30 September 2015

Members received Paper SNI/15/67 inviting Members to consider and approve the BiAAS for the period April 2015 – September 2015.

The Interim Chief Executive Officer advised Members that under Section 7 there is a section marked partly in relation to the organisations health & safety policy and equality policies and that these are being complied with. It was noted that the Interim Chief Executive Officer had reminded all staff about their personal responsibility in regard to Sport NI's Dignity at Work policy and that all team leaders included this as a personal objectives.

Members noted another area that required attention is Lone working. The current policy had not been reviewed for a number of years and a revised policy has been developed and following consultation with TUS will be presented to the Board for approval in December.

The Interim Chief Executive Officer advised that following earlier discussion about the risk register that Section 1's second section may need changed to partly due to the risk realised in relation to Safety at Sports Grounds.

Members noted that the draft Bi-annual Assurance Statement had been shared with DCAL and that there are comments in Section 1 on the TNOC subvention and that the Audit office will probably report on this making it a potential qualification issue. It was also noted

by DCAL that further information is required in Section 11 in relation to HR practices at the Sports Institute.

It was agreed that the Director of Sport Management Services should make the updates and changes and circulate to Members the final copy for consideration and sign off send electronically.

ACTION 25. It was agreed that the Director of Sports Management Services should amend as appropriate to include Board changes and changes suggested by DCAL.

ACTION 26. Director of Sports Management Services to circulate updated Bi-Annual Assurance Statement for consideration and approval via email.

8.4 Final Internal Audit Plan

Members received Paper SNI/15/68 inviting them to consider and approve the Internal Audit Plan to be completed by Sport Northern Ireland's Internal Auditor, for the period to 31 March 2016.

Members noted that the Internal Audit Plan had 85 days of internal audit and that CPD had agreed to the uplift in internal audit days increasing the 70 days by 15.

The Director of Sports Management Services advised that the Internal Audit Plan was late due to the resignation of the Board Members as those who had resigned all sat on the Audit & Risk Management Committee and a scheduled meeting was unable to take place. Members agreed that it was not acceptable to be receiving the plan at this stage.

Members queried what was in place to stop this happening in 2016. The Director of Sports Management Services advised that there will be a new contract and he has already engaged CPD.

It was agreed that the Director of Sports Management Services should engage with the wider ALB family and look at a potential future partnership arrangements for internal audit services.

The Director of Sports Management Services advised that the draft Internal Audit Plan will come to the February meeting in 2016.

Members approved the Internal Audit Plan.

ACTION 27. The Director of Sports Management Services to investigate the possibility of a partnership agreement for Internal Audit services with other ALBs.

ACTION 28. The draft Internal Audit Plan to be brought to the Board meeting in February 2016.

9 ITEMS FOR NOTING

9.1 Sports Northern Ireland's Sports Institute Business Plan Quarter 2 Review

Members noted Paper SNI/15/69 the Sport Northern Ireland's Institute Business Plan Quarter 2 Review.

The Director of Performance advised Members that for the second quarter 2015-16 there are a total of 18 KPI's across the Institute's delivery programmes of which:

- 94% are green (17 KPI's)
- 6% are amber (1 KPI's)

The Chair queried Objective 4 – KPI 13 and asked the Director of Performance how he intends to address this. It was noted that the plan is to contact the person in the Department and also through DCAL Learning Forum.

Members noted the update.

9.2 Advocacy & Communications Update

Members received Paper SNI/15/70 providing an update from the Advocacy and Communications Team since the last meeting.

Members expressed their desire to see how Sport NI is supporting sport: good news stories and opportunities.

ACTION 29. Communications Manager to include within the Advocacy and Communications Update details of some of the good news stories.

Members noted the update.

10 DATE OF NEXT MEETING

Tuesday 15 December 2015 @ 5.00 pm
Tuesday 16 February 2016 @ 5.00 pm

11 ANY OTHER NOTIFIED BUSINESS

None

Signed:



Dated:



Sport Northern Ireland
House of Sport
Upper Malone Road
Belfast
BT9 5LA