



**MINUTES OF THE MEETING OF THE SPORT NI BOARD HELD ON 13th
DECEMBER AT 5PM IN THE HOUSE OF SPORT, BELFAST**

Present: Board members:	In attendance: Sport NI Officials
George Lucas	Antoinette McKeown, CEO
Jay Colville	Shaun Ogle, Director of Performance
Brian Delaney	Leigh Brown, Director of Finance and Governance
Jackie Bryson	Christine Kerr, Interim HR Director
Darryl Petticrew	Colm Jennings, Information Management & Reporting Officer
Richard Bullick	
Wilma Erskine	
Kyle Ferguson	
Andrea Bingham	
Siobhan Weir	
Catherine O'Mullan	

The Chair welcomed everyone to the meeting.

Agenda Item	Record of main discussion
1. Apologies	Kieran Harding Celine McStravick
2. Register of Member's Declaration of Interest and Gifts and Hospitality	SNI 17 149 - Nothing to declare.
3.1 Minutes of meeting on 15th November	Members approved and adopted SNI/17/150, minutes of the meeting on <ul style="list-style-type: none"> 15th November 2017.
3.2. Board Readout 15th November - Action Points	1. Action points were circulated to members and officers prior to the meeting. 2. Members noted Completed and Outstanding actions in SNI/17/151 – Access NI to be completed.

4. Chair's remarks	<p>Thanked Members for completion of performance appraisals.</p> <p><u>Board Effectiveness Review</u></p> <p>The Board carries out an annual review of its performance each year to be submitted to DfC. Since 1 April 2016 - 31 March 2017 there have been considerable changes at Board level and in management and staff. This has resulted in a corporate memory deficit at current Chair and Accounting Officer level in order to complete and submit the effectiveness review for this period under review.</p> <p>There are two options to address this:-</p> <ol style="list-style-type: none"> 1. That the Interim Chair during most of the period under review, undertake the review assurances and sign off; 2. Given that we are four months from having to repeat the exercise for 2017/18, a two year review covering 2016-2018 could be submitted. This would ensure that the current Chair and CEO could sign off the report and with evidence to support assurances. <p>Members discussed the options and agreed on Option Two.</p> <p><u>UK Sport World Class Conference 2017</u></p> <p>The Chair, CEO and senior staff represented Sport NI at this conference. Chair met with UK Sport Chair, Dame Katherine Grainger and issued invite to meet the Sport NI Board, staff and discuss some projects Sport NI supports. Dame Grainger agreed and is awaiting an official invitation. Schedule a date in January or early February and inform Board members as soon as it is agreed with UK Sport.</p> <p>Chair met Mel Young, Chair of Sport Scotland, who has offered an invitation for the Chair to attend a Sports Scotland Board meeting in the New year. Members will receive an update on this.</p> <p>Members noted that in the absence of a Minister the Chair has not yet been invited to join the Board of UK Sport. UK Sport has raised this with DCMS. CEO is continuing to meet with CEO of UK Sport. Members agreed that this should be raised with DfC at next meeting on the 19th December.</p>
5. CEO report	<p>CEO presented paper SNI/17/152</p> <p>Members discussed and requested information on benchmarking and social media growth in next report on January 17th 2018.</p> <p>Members considered and adopted paper SNI/17/152</p>
6. Legal and legislation	<p>Members considered and adopted paper SNI/17/152</p>
7. Draft Business Plan	<p>CEO gave presentation on the Mid-Term Review of Sport NI's Corporate Plan and Draft Business Plan 2018-19, noting the work and input of the Management Team (MT) and Executive Team (ET) in the development of this.</p>

	<p>The Balanced Scorecard is to be used for the 2018/19 Business Plan. This will be informed by Unit and team plans and will flow into staff Performance Development Plans for the year.</p> <p>Members discussed the use of the Balanced Scorecard approach and target setting of percentage of population currently having and sustaining a sporting lifestyle as well as the information pertaining to the identification of facility need and the sporting workforce.</p> <p>Members were informed that a draft business plan and an indicative budget, if available, will be brought to the next Board meeting, 17th January 2018, for consideration. Members discussed and agreed to hold a longer meeting on 17th January 2018 for a pre-Board workshop from 5pm – 7pm prior to the Board Meeting.</p> <p>Members were informed that for those sports who were unsuccessful in Sporting Winners and Sporting Clubs, Sport NI is committing to work with those sports using the SPLISS model to inform future investment and to carry out an assessment of where the sports are in their lifecycle. Members discussed the application of SPLISS as it is regarded as a toolbox for elite sport and were informed that Sport NI plans to augment the SPLISS Framework with the sports.</p> <p>Members asked if the Business Plan could be made more quantitative and to review the target in regards to culturally significant sport and were informed that an actions section is being developed to be added to the draft Business Plan.</p> <p>Members noted there is a need to report on additional work carried out at the behest of others and where the funding for this comes from.</p> <p>Members considered and adopted paper SNI/17/156.</p>
<p>8. ARAC Chair Report</p>	<p>ARAC Chair presented paper SNI/17/153.</p> <p>ARAC Chair provided an update to Members on the Audit Report and the current status of the actions under item 5.</p> <p>ARAC Chair updated on item 6 regarding NIAO.</p> <p>ARAC Chair proceeded to update on item 7, finance and governance (The CEO left the room) ARAC Chair spoke briefly regarding risk management of legal fees budget but this would be discussed further in closed session. (The CEO returned to the room)</p> <p>ARAC Chair update on item 8, Internal Audit Progress Report and Audit recommendations. Internal Audit noted the good relationship and cooperative working with Sport NI.</p> <p>Members considered and adopted paper SNI/17/153.</p>

9.1 Finance and Governance report - 2014/15, 2015/16 and 2016/17 accounts	<p>Director of Finance and Governance presented paper SNI/17/154</p> <p>Members considered and adopted paper SNI/17/154.</p>
9.2 Risk Register	<p>Director of Finance and Governance presented paper SNI/17/157 and informed Members that the Risk Register had been updated to reflect previous feedback.</p> <p>Members considered and adopted paper SNI/17/157</p>
10. HR Report	<p>Director of Human Resources presented paper SNI/17/155.</p> <p>Members discussed VES, the assessment process and critical posts. Members noted the challenges that VES could present to Sport NI on its ability to deliver on its plans and the potential risk regarding loss of skills and corporate memory in the risk register.</p> <p>Members discussed learning and development needs of staff and the detail provided. Members were informed that learning and development has also been raised by liP and greater detail will be provided in future.</p> <p>Members noted reference to staff workload and morale and its importance given the ongoing VES cycles and the organisations duty of care to its staff.</p> <p>Members noted the progress in Investors for People process.</p> <p>Members considered and adopted paper SNI/17/155</p>
11. AOB	<p><u>SAPAS II</u></p> <p>Members discussed the process by which a decision made by the Board to approve a project can be overturned.</p> <p>Members discussed this decision making process and the strategic implications of not carrying out SAPAS II.</p> <p>Members discussed the project funding and queried if this was still in the budget or had it been removed.</p> <p>Members were informed that papers previously presented and approved by Board informed the Board that SAPAS II would no longer be going ahead. Although matched funding was identified Sport NI would have to manage and coordinate the entire project and currently does not have the capacity to deliver a project of this size.</p> <p>Members noted that the paper was for information, not for Board decision and requested greater detail explaining operational processes and decision making going forward.</p>

	<p>Members were informed that the Executive Team took the totality of all information available into consideration when reaching this decision. Even if fully funded by others Sport NI still did not currently have the capacity to manage and deliver this project.</p> <p>Members requested that the importance of Sport NI having the best, most relevant and up-to-date data as an evidence base be recorded in the minutes. Board Members felt that baseline data is essential to inform strategic direction. Members requested assurance that the data to be used for planning is relevant and not outdated.</p> <p>Chair noted staffing and resource issues around proceeding with SAPAS II at this time and also that alternative sources of information (contribution to Sport Ireland) were being investigated.</p> <p>Members took reassurance that a stakeholder survey is being carried out in 2018/19.</p> <p>Chair requested if members were content regarding review of minutes from 25th October and the recommendation that Sport NI would not be investing in SAPAS II at this stage, which would be reviewed if budgets and funding became more flexible. Members agreed, but noted their disappointment that SAPAS II would not be going ahead and again requested assurance that data sources being used for planning were relevant, specific and up-to-date.</p> <p>Members asked that the protocol agreed around Board collective decision-making be recorded.</p> <p>Chair thanked Board, Executive team and all staff for their work this year. CEO reiterated this and thanked the Board for their contributions.</p>
12. Closed Session	Members entered closed session.
Dates of next meetings	<ul style="list-style-type: none"> Wednesday 17th January 2017, 17:00 – 21:00

The meeting closed at 19.35.

Approved by:
Sport NI Chair

George Lucas

Date:

17th JANUARY 2018

