

## **MINUTES**

**Committee:** Council

**Date:** Friday 13 December 2019

**Present:** Ms. Heather Cousins- Chairperson  
Mr. Bertie Ellison- Vice Chair  
Mr. David Reilly- Social Club Rep  
Mr. Colin McWhirter- Elected  
Mr. Michael Carson- Treasurer  
Ms. Geraldine Heaney- Regional Rep  
Mr. Val Russell – Elected  
Ms. Lynda Sloan – Elected  
Mr. Chris Heatley- Pavilion based Sports Club Rep  
Ms. Karen McConnell- Regional Rep  
Mr. Brian Murphy- Elected  
Mr. Gavin McCann-Regional Rep  
Ms. Caron Alexander – Elected

**In Attendance:** Mr. Gerry Kelly – CEO  
Ms. Bronagh Mulholland – Minute taker

**Apologies:** Mrs. Kitty Brown- Regional Rep  
Mr. Brian Vincent- Regional Rep  
Ms. Siobhan Smyth- Regional Rep  
Mr. Tom Kennedy-Elected Rep

### **1.0 Minutes of Previous Meeting:**

The minutes of the meeting held on Friday 27<sup>th</sup> September 2019 were accepted as a true record of the meeting.

### **2.0 Matters Arising**

Mr. Kelly confirmed that the following actions from the previous meeting had been actioned:

#### **2.1 Review of relationship with DoF**

Mr. Kelly reported that he had met with Mr. Cooke DoF to discuss the TOR for a review of the relationship between the Association and DoF.  
It was agreed that the first meeting of the group would take place sometime early 2020.  
To facilitate the process Mr. Kelly agreed to develop a small working group to take the project forward.

**Action: Mr. Kelly to establish a small working group in preparation for a meeting with DoF to review the relationship between DoF and NICSSA.**

## **2.2 Honorary Life Membership**

*It was agreed following discussion to confer Honorary Life membership on David Ferguson and Gerry Cosgrave (former Chair and Vice Chair) for services to the Association over many years and to present them with the honor at the annual reception in June 2020.*

*It was also agreed that Mr. Kelly would inform both members of the decision of the Council.*

**Action: Mr. Kelly agreed to inform both members of the decision of the Council to confer Honorary Life Membership on them.**

## **3.0 Executive Report**

*Mr. Kelly gave a summary of the performance of the Association for the period and highlighted a number of points which are set out below.*

### **3.1 NICS Accommodation**

*Mr. Kelly reported that he is still working with the NICS Agile Working Group. He also confirmed that the development of a new wellness space in Ballykelly House is in progress.*

### **3. 2 Pavilion Complex**

*Performance in all of the services at the Pavilion Complex has improved significantly during the period evidenced by the change in NICSSA's and NICS Social Club's financial performance. For example the overall income for the Club is up by £145,000 for the period.*

### **3. 3 Membership Benefits**

*Mr. Kelly reported that new exclusive offers have been launched to members which can be used throughout NI.*

*A new approach to roadshows called "meet and greet" engagement sessions has also been implemented with sessions in Marlborough House, Craigavon; Castlecourt, Belfast and Rathkaeltair House, Downpatrick.*

*A new membership subscription rate of £20 for junior member in the 16-18 age category who are members of affiliated sports clubs has been implemented.*

### **3. 4 Health and Wellbeing**

*Mr. Kelly stated that the Well and FindOut Team have delivered 125 events throughout NI in the first 10 months of 2019. .*

*He reported that a new mobile Cardio scanner had been delivered to the Complex and training on the use of the equipment is beginning for NICSSA staff. The scanner will secure a new revenue stream for the organization. It will also increase brand awareness, improve our reputation and add to our product offering.*

### **3. 5 Staffing structure**

*Mr. Kelly referred to a paper on the NICSSA staffing structure and the proposed changes to the structure and staffing at management level.*

*He described the background, strategic and business context and key drivers for the changes to the staffing structure within NICSSA which were set out in the paper which was circulated to Council in advance of the meeting.*

*He summarised the proposed changes to the current structure which included a proposal that the:*

- Two existing Director Posts should be made redundant.*
- Creation of three new posts-a new Assistant CEO/Director Post, a Sports Development post and an Administrative support post.*
- Reconfiguration of a number of middle management posts to take into account the additional management responsibilities of those posts.*

*The net result is a revised staffing structure which is fit for purpose and capable of meeting the objectives and priorities of the Association's business over the next 3 years.*

*After discussion the proposals and recommendations set out in the paper were agreed by the Council.*

**Action: Mr. Kelly to draw up a full organizational Structure to include all staff and their new roles.**

### **4.0 Financial Report**

*Mr. Carson provided a brief report on the profit and loss and balance sheet account up to and including the 31<sup>st</sup> October 2019.*

*In summary, income for the period was up by £21k and this was directly related to increases in income from WELL, Findout and Subs. These have been offset by reductions in other areas to leave a net increase in income of £21k for the period.*

*Other income was consistent with the same period in 2018.*

*Overall spend is up on last year. Whilst some costs have risen these are offset by reductions in other areas-most notably staff costs and Business Support costs to leave a net increase of £6K.*

*Referring to the balance sheet Mr. Carson reported that the balance sheet reflected the significant reduction in liabilities due to the speedy payment of creditors during the period and the reduction of long term liabilities following the repayment of loans.*

*The net result of movements in income and expenditure was a £92k surplus for the period.*

*Mr. Carson indicated that he was delighted with the financial position of the Association and the Social Club for the period.*

*He reported that NICSSA is building up the reserve cash account and the long term liabilities will be reduced with the biggest liability- the Bank of Ireland loan being repaid in 2022/23.*

*Referring to a decision to change website supplier for the WELL Programme, Mr. Kelly highlighted that WELL will secure savings over the next three years due to the development and implementation of a new website that will bring operating costs down.*

*Mr. Carson and Mr. Kelly both commented on the disruption and financial impact caused by a banking error that led to the failure of the bank to collect a number of members subscriptions that are paid by Direct Debit. Mr. Kelly assured the Council that he will be seeking compensation from the bank for time and revenue lost.*

## **5.0 Strategic Issues**

### **5.1 Future Capital Development**

*Mr. Kelly informed the Council that the Association was successful in progressing to the final stage of the Sport NI funding process. He reported that he had met with Sport NI and CPD regarding the next stage of the process.*

*In parallel with the Sport NI meeting Mr. Kelly confirmed that he had a very useful meeting with the Department for Communities to explore the scope for attracting additional funds from the Financial Transactions Fund to further support the project.*

*He also confirmed that he and Mr. Devlin had met with representatives of IFA regarding the potential for hosting the IFA Academy at Stormont. Following discussion it was agreed to continue with those discussions.*

*In summarising the key actions from the discussion on capital development it was agreed to:*

- Use DoF Procurement Process to secure a design team for the formulation of a business case for the project-this process should complete by 30<sup>TH</sup> April and design team in place by early May 2020.*
- Continue to work with DfC to explore funding opportunities through the financial transactions fund to support the project.*
- Establish a small project group from the Council/Executive Board to oversee the project.*
- Continue to engage with IFA regarding the possible siting of IFA Academy at the Pavilion Complex.*
- Engage with Des Armstrong DoF regarding licence and landlord/tenant arrangements for the Complex.*

*It was agreed that Mr. Ellison, Mr. Russell and Mr. Kelly who were part of the original capital development team will continue to work on the project. Although they are keen to recruit another member to the group.*

**Action: Mr. Kelly to recruit another member to the Capital Development Project Team.**

*Mr. Kelly sought the permission of the Council to hire the services of a consultant structural engineer to address a number of design aspects of the project. The Council approved the request.*

**Action: Mr. Kelly to hire a consultant structural engineer.**

## **5.2 Relationship with DoF**

*It was suggested that another working group should be formed to work on the relationship between NICSSA and the Department. Issues need to be discussed such as access and egress and facility development. Ms. Alexander indicated that she was due to meet with Permanent Secretary Sue Gray and will initiate a conversation with Ms. Gray about the development. Mr. Kelly will then contact Ms. Gray and host a meeting to share the capital plans for the Complex.*

**Action: Mr. Kelly to meet Ms. Gray In January 2020 to share the Capital Development Plans for the Pavilion Complex.**

## **6. Date of Next Meeting**

*The next council meeting will take place on Friday 28<sup>th</sup> February 2020 at The Pavilion Complex.*

<b>Action required:</b>	<b>Para No:</b>	<b>Lead:</b>	<b>Timescale:</b>
<p><b>1.Meeting with DoF</b> Mr. Kelly to establish a small working group in preparation for a meeting with DoF to review the relationship between DoF and NICSSA.</p> <p><b>2.Honorary Life Membership</b> Mr. Kelly agreed to inform Mr. Ferguson and Mr. Cosgrave of the decision of the Council to confer Honorary Life Membership on them.</p> <p><b>3.Staffing Structure</b> Mr. Kelly to draw up a full organisational Structure to include all staff and their roles.</p>	<p>2.1</p> <p>2.2</p> <p>3.5</p>	<p>Mr. Kelly</p>	<p><b>By next meeting on Friday 28<sup>th</sup> February 2020</b></p>
<p><b>4.Future Capital Development</b> Mr. Kelly to recruit another member to the Capital Development Team.</p>	<p>5.1</p>	<p>Mr. Kelly</p>	<p><b>By 15<sup>th</sup> January 2020</b></p>
<p><b>5.Future Capital Development</b> Mr. Kelly to hire a Consultant Structural Engineer to address a number of design issues with the capital project.</p>	<p>5.1</p>	<p>Mr. Kelly</p>	<p><b>By 15<sup>th</sup> January 2020</b></p>
<p><b>6.Future Capital Development</b> Mr. Kelly to meet Ms. Gray In January 2020 to share the Capital Development Plans for the Pavilion Complex.</p>	<p>5.1</p>	<p>Mr. Kelly</p>	<p><b>By 15<sup>th</sup> January 2020</b></p>