

MINUTES

Committee: Council

Date: Friday 8th December 2017

Venue: The Pavilion, Stormont

Present: Mr Gerry Cosgrave - Vice Chairman
Mr Bertie Ellison - Elected
Mr David Reilly - Social Club Rep
Mr Peter Close - Regional rep
Mr Michael Carson - Treasurer
Mr Conor McGeown - Elected
Mr Brian Murphy - Elected
Mr Colin McWhirter - Elected
Mr Chris Heatley - Pavilion based Sports Club Rep

In Attendance: Mr Gerry Kelly - CEO
Mr Kieran Devlin - Director of Facilities
Mr Kieran McGarrigle - Director of Corporate & Customer Services
Mrs Lisa Tolan - Minute Taker

Apologies: Mr David Ferguson - Chairman
Mr John Mulgrave - Regional Rep
Mr Ward McConkey - Elected
Mrs Lynda Sloan - Elected
Ms Kitty Brown - Regional Rep
Mr Val Russell - Regional Rep
Mr Paul Dawson - Regional Rep
Mrs Siobhan Smyth - Regional Rep

Mr Cosgrave chaired the meeting in the absence of the Chairman Mr Ferguson.

He welcomed Heather Cousins, Dfe, as an observer on the basis that she will join the Council at the AGM in March 2018 as the new Vice Chair.

1. Minutes of previous meeting

The minutes of the meeting held on 13th October 2017 were agreed. Mr McWhirter sought clarification on point 4, in relation to placing a cap on the reserve account. He asked if it was a cap on cash or capital. Mr Carson clarified the position by explaining that the purpose of the reserve account was to be a cash reserve for urgent and unexpected operational costs.

2. Matters Arising

All the actions as set out in the minutes of the previous meeting had been completed.

2.1 Circulation of Council minutes

The process for the circulation of minutes had been distributed to all Council members.

2.2 Re-circulate paper on staff recognition

Mr Kelly reported that he had re-circulated the paper on staff recognition.

2.3 Staff Structure

The staff structure was not on the website yet due to timing issues. Mr Murphy to provide feedback on areas to be improved on the NICSSA website.

2.4 Accommodation Review

Mr Kelly provided a written update to Council on the accommodation review along with the terms of reference. This will be dealt with under items 5 and 6 on the agenda.

At the October 2017 meeting it was agreed that Council members should let Mr Kelly know if they wanted to sit on the wellbeing group as part and parcel of the accommodation review. No names had been put forward.

Action point: Mr Kelly to put the staff structure on the website. Mr Murphy to provide feedback on areas to be improved on the NICSSA website.

3. Executive Report

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

3.1 Grow participation within the full range of services.

The membership team are still recruiting members although the process to recruit new members remains challenging.

A number of events have been organised by the events team for the next few months, most notably a ski trip in March 2018 to Andorra.

Pantomime sales have been going well and the membership plus directory has been distributed to members in time for 1 January 2018.

The NICS has approved the WELL programme for a further 3 year period to 2021.

The Findout Team were successful in securing a contract to provide personal resilience training to Waterways Ireland staff across Ireland.

On the suggestion of Mr Ellison it was agreed that clubs should organise open days to showcase the facilities and activities that they provide.

3.2 Develop our facilities to meet customer needs

The refurbishment of the bar and restaurant is now complete and the launch event went very well. The project was completed on time and within budget and Mr Kelly expressed his thanks to Mr Kieran Devlin for taking the project forward.

The process of talking to our clubs about future capital development and how it might impact on them will take place December/January 2018.

As part of an efficiency drive the lighting in and around the Pavilion is to be replaced with LED lighting. It is estimated that the change will save around 30% on the cost of electricity each year.

3.3 Develop further business initiatives - Pavilion Performance

Food and beverage income for the period is up £30K compared to the same period last year. Events income is up by £35K as a result of hosting several high profile events during the year.

3.4 HR Issues

Staff away days took place to update staff on progress of the 2017 business plan, set out priorities for 2018 and discuss the proposed capital development project.

3.5 Draft Business Plan

Mr Kelly explained the 2018 business plan is a rolling forward of the existing strategic plan and if Council members have any comments on it they are to get back to him before the end of December 2017.

Mr Cosgrave noted that there will be a further away day in April 2018 for Council, Social Club and club representatives to develop the next 3 year strategic plan.

Action points: The secretariat in conjunction with clubs to look into holding club open days to try to attract new members.

Council members to send any comments on the draft 2018 business plan to Mr Kelly by the end of December 2017.

4. Finance

Mr Carson reported on the profit and loss and balance sheet accounts for the period up to the end of October 2017.

On the income side the figure for Health Works and Well is somewhat distorted due to the timing of the WELL grant but setting this aside income is in line with the associated costs which are well controlled.

Subscriptions are up marginally whilst PlayBall revenue has gone down slightly due to the impact of the hockey tournament earlier in the year.

FindOut has continued to see a growth in courses being delivered and this is reflected in income.

On the expenditure side there have been substantial savings as a result of lower overheads and business support costs.

The account showed a surplus of £55k for the period which is in line with the previous year.

The Balance Sheet is also strong with creditors and debtors in line with expectations.

5. Social Club Constitution

Mr Reilly talked through the proposed changes to the Social Club constitution which he explained were minimal but necessary to tidy it up. A form of words have been agreed for new members requesting not to have to disclose their full postal address.

Acceptance of the changes was proposed by Mr McWhirter and seconded by Mr Carson.

The constitution will be sent to the Club's solicitor before going to AGM for approval.

6. Strategic Issues

6.1 NICS Accommodation Review

Mr Dawson emailed a letter to Council members in advance of the meeting but as he was not present at the Council meeting to discuss it Mr Cosgrave suggested Mr Kelly engages with him before the next Council meeting.

A sub group was to be set up to look at health and wellbeing in government buildings. Mr Kelly produced a draft terms of reference for the Council sub group.

Council were happy to endorse the terms of reference for the group which would be chaired by Mr McGeown. Mr Murphy also agreed to serve on the group.

Mr Kelly will ring Mr Dawson and the regional representatives to see if they will also serve on the group. Mr Close agreed to serve if the regional representatives did not want to. Mr McGarrigle will act as the NICSSA rep.

Action point: Mr Kelly to engage with Mr Dawson about his letter to Council members.

Mr Kelly to contact regional representatives and Mr Dawson regarding serving on the health and wellbeing sub group.

6.2 Review of Membership

There was nothing to report on the issue of extending membership to a select number of local Councils. Mr Cosgrave suggested taking it off the agenda and if anyone comes back to us we can reinstate it.

Mr Carson suggested that the Association look at the possibility of securing a slot with CAL on retirement courses. He agreed to email Mr Kelly with details of the course that he received from CAL. Mr McWhirter suggested giving a promotional freebie such as a goodie bag.

Action point: Mr Carson to email details of CAL course to Mr Kelly.

6.3 Future capital development

Mr Kelly briefly outlined the option that was agreed at the last meeting which was to move forward with the complete development of £6.5million, subject to funding

and to proceed to the next stage of consultation with stakeholders on the project, further technical analysis and a number of site visits.

He explained that he along with Mr Ellison were in the process of meeting with Pavilion based sports clubs to tell them about the proposed development. Some technical and structure tests are also being carried out on the building as part of the research stage of the project.

Mr Carson noted it was critical to do more research on income streams. Mr Kelly reassured Mr Carson that further work would be undertaken in this area. Mr Kelly reported he had met with DOF on a plan preventative maintenance programme for the Complex. The Department had identified a number of structural works to the lower floor of the building around the changing areas and these will be addressed in due course.

Mr McWhirter pointed out it would be useful to refer DOF to the precedent for funding up front for capital development.

Mr Cosgrave suggested having as much research done before the strategic planning day next April 2018 so the group can start to put timescales together for the 3 year period.

7. Any other Business

Mr Close raised an issue about the late payment of club cash imprests on behalf of Mr Mulgrave. Mr Kelly agreed to ring Mr Mulgrave about this issue. Mr McGarrigle will ask the membership team to target clubs that need information on how the cash imprest process works.

Mr Carson asked for a report on the grants paid to clubs i.e. what is applied for and what is paid out on a monthly basis to clubs.

Mr Kelly reported that he had received the survey on the access and egress arrangements in October. Mr Ferguson had written to Desi McDonnell for a meeting to take this forward but hasn't heard back yet so will follow up again.

The regional representatives 3 year term is now up so the process for nominating representatives will start week commencing 4th December 2017.

Mr Carson will have a subscription increase paper and a staff pay paper for the next Council meeting in February 2018.

Action point: Mr Kelly to contact Mr Mulgrave about club grants issue.

Mr McGarrigle to arrange for the membership team to target clubs regarding the process for club grants.

8. Date of next meeting

The next Council meeting will be held in the Pavilion on Friday, 16th February 2018 at 10am. The AGM will be held on Wednesday, 14th March 2018 at 7.00pm.

Action Required	Para No	Responsibility	Timescale
1. Mr Kelly to put staff structure onto NICSSA website.	2	Mr Kelly	February 2018
2. Mr Murphy to look at the NICSSA website and provide feedback on how it could be improved.	2	Mr Murphy	February 2018
3. The secretariat to look into holding club open days to attract new members.	3.5	Mr Kelly	February 2018
4. Council members to send any comments on the draft business plan to Mr Kelly by the end of December.	3.5	Council members	December 2017
5. Mr Kelly to engage with Mr Dawson about his letter to Council members.	6.1	Mr Kelly	February 2018
6. Mr Kelly to contact regional representatives and Mr Dawson to see if they are interested in sitting on the wellbeing group.	6.1	Mr Kelly	February 2018
7. Mr Carson to email details of CAL course to Mr Kelly.	6.2	Mr Carson	December 2017
8. Mr Kelly to contact Mr Mulgrave about club grants issue.	7	Mr Kelly	December 2017
9. Mr McGarrigle to arrange for the membership team to target clubs regarding the process for club grants.	7	Mr McGarrigle	February 2018