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Council Members 2018

President David Sterling

Chairman David Ferguson

Vice-Chairperson Heather Cousins

Honorary Treasurer Michael Carson

Chief Executive Gerry Kelly

Affiliated club Siobhan Smyth representatives Kitty Brown

Gavin McCann

Karen McConnell

Brian Vincent

Geraldine Heaney

Elected representatives Bertie Ellison

Lynda Sloan

Colin McWhirter

Brian Murphy

Conor McGeown

Val Russell

NICS Social Club

representative

David Reilly

Pavilion based Sports

Club representative

Chris Heatley

President's Introduction

I am delighted to introduce this report which reflects the tremendous progress of the Association during 2018 much appreciated. in providing sport, leisure and health and wellbeing services and activities to members of the Association and to the community at large.

I am particularly pleased with the continued success of the Association's health and wellbeing initiatives particularly the WELL Programme which continues to make a very valuable contribution to workplace health and wellbeing within the NICS. I strongly believe that the programme, along with the many other lifestyle and health promoting activities that the Association delivers On behalf of the Association I would like to express my to staff plays an important part in promoting the benefits of a healthier lifestyle to staff and in helping to sustain morale at a time of unprecedented change and challenge for all those working within the NICS.

The Association has continued to develop the services and activities that it provides to its members and to the local and wider community. This was clearly evident during the year by the delivery of regional events and activities for members, training and educational services under the Findout brand, the continued enhancement of facilities at the Pavilion Complex and the increased number of community and charitable events held at the Pavilion Complex.

I would like to take this opportunity to thank all those who give so willingly of their time to promote and support the work of the Association and ultimately to make a positive difference to the lives of others-the Council, Volunteers in offices around the country and staff -your dedication, commitment and enthusiasm for the work of the Association is acknowledged and very

Finally, I would like to pay a personal tribute to David Ferguson the outgoing Chairman for the significant contribution he has made to the Association during his term as Chairman.

He has played a pivotal leadership role in the success of the Association during his tenure which I believe has greatly enriched and improved the lives of so many people who are involved with the Association.

sincere gratitude to David and to wish his successor Heather Cousins continued success as the new Chair.



David Sterling President



Chairman's Foreword

I am delighted to present to you the Association's annual report and financial statements for 2018 after another very successful year for the Association and its members.

The services that we provide and the number and range of activities that we deliver continued to grow throughout the year. We also grew as an organisation, with five new affiliated clubs and a number of new activities to encourage greater participation in sport and recreation. Our existing clubs continued to develop through a sports development grant aimed at improving playing and coaching standards, and our membership benefits scheme provided an even a greater number and range of offers and discounts in outlets across the island of Ireland.

We continued to play an important role in supporting local and wider community objectives by hosting a number of local and international events at The Pavilion, Stormont, including one day international cricket matches between Ireland and Afghanistan, the UK Pipe Band Championships and high profile Irish hockey finals throughout the year. All of these events were successful in raising our profile in the area of event management and in showcasing and promoting the facilities at the Pavilion to a local and wider community and an international and wider community and an international and wider the Playball artificial pitches and securing greater efficiency by upgrading all the internal and external lighting to LED. On the wider financial and business front, we recorded a surplus for the year and we succeeded in paying the final instalment of a £1.2million loan for capital works carried out in 2002, despite challenging economic and trading conditions. We also carried out a review of our objectives which culminated in the development of new strategic and business plans for 2019-2021. The plans maintain our focus on building on the progress we have made over the past number of years in

We also continued to play host to local community and charitable initiatives, including multi-cultural sports events, football and rugby academies, children's summer schemes and a number of local and UK fundraising activities which helped raise over £500,000 to support the work of several local and UK based charities.

In relation to health and wellbeing we delivered over 100 courses throughout the year to a range of government Departments, agencies and organisations in the wider public, private and voluntary sectors. We also continued to play a pivotal role in improving the health and wellbeing of NICS staff through the delivery of a range of health and wellbeing activities and services under the WELL Programme, and we increased the number of workplace WELL champions now involved in promoting the programme in their workplaces. Alongside all of this activity, our FindOut training initiative secured new contracts for personal and team resilience and team building with a number of organisations in the public, private and voluntary sectors. We developed our facilities for members at the Pavilion complex, upgrading the outdoor pitches, replacing floodlighting at the Playball artificial pitches and securing greater efficiency by uparadina all the internal and external lighting to LED. On the wider financial and business front, we in paying the final instalment of a £1.2million loan for capital works carried out in 2002, despite challenging economic and trading conditions. We also carried out a review of our objectives which culminated in the development of new strategic and business plans for 2019-2021. The plans maintain our focus on building on the progress we have made over the past number of years in developing our services activities, and facilities for members and in contributing to similar work in the wider community.

This will be my last introduction to the annual report. After 15 very rewarding and enjoyable years as Chairman of the Association I am stepping down from the role and handing over to Heather Cousins. I want to take the opportunity to



convey my wholehearted thanks to all those who have served with me on Council and the Executive Board for their commitment and support, to all of the staff for their energy, drive, enthusiasm and courtesy, and last but far from least to the hundreds of volunteers who are a mainstay of the organisation and have given of their time to further the work of the Association for the benefit of others.

I wish Heather every success in taking the organisation forward to the next stage of its development.

David Feynsen

David Ferguson
Chairman



Our Purpose



Our Membership



At heart we are a membership organisation and strive to provide the very best services, activities and facilities for our members.

We have 8494 members including 1196 NICS Social Club members and 239 Activ members.

In 2018 we:

- Delivered **55** Membership Roadshows in **31** workplace locations throughout NI.
- Attended 9 workplace affiliated club AGMS
- Held an Annual Awards ceremony to recognise the efforts of over 50 workplace and sports club members.
- Recruited **804** members.
- Established **5** new workplace clubs.
- Completed the year with **72** workplace clubs throughout NI.
- Finished the year with 13 Sports Clubs based at the Pavilion Complex.

Our Services- Workplace Clubs



The Association provides its activities and services to members through 72 workplace affiliated clubs. The year was particularly busy for all our clubs.

Highlights include:

- Bow House Strikers, Lisburn won workplace club of the Year
- Five new workplace clubs were formed in Ballykelly, College Street, Victoria Hall/Centre House, Loughry campus and Bruce Street.
- Annual grants paid to Workplace Clubs for club activities were in excess of £85,000
- Over **500** events and activities were organised by workplace club committees during the year including Bowling nights, golf trips, Lagan boat trips, Motocross experience, family days, charity events, tournaments and competitions.

Our Services- Sports Clubs

We deliver our services through a wide range of sport clubs which operate from the Pavilion complex.

2018 highlights include:

GOLF 90

MEMBERS

Organised numerous competitions including NICSSA/CSSC Handicap competition, Scratch Cup and NICSSA Open

RUGBY 270

MEMBERS

Club delivered mini Rugby Players festival in April for players aged 6-10 in which our 140 mini rugby players took part.

FENCING 16

MEMBERS

Year of redevelopment for the club building up knowledge by attending coaching and refereeing courses

ARCHERY 23

MEMBERS

Competed in the CSSC Outdoor Championships held in Huntingdon, returning with the Ladies Barebow gold medal and a fourth in Gents Freestyle Handicap

TABLE TENNIS 32

Increased membership and entered five teams in Belfast and District League

MEMBERS

RAMBLING 77

MEMBERS

Participation in walks exceeded 500 people throughout 2018 including a five day walking trip to Dolomites

TENNIS 43

MEMBERS

The Club's teams in the Belfast & District League won the Junior Ladies' Knockout Cup and the respective Division of the Ladies' Evergreen League.

SQUASH 20

MEMBERS

The Club reached the semi final of Ulster Cup

BOWLING 65

MEMBERS

NICS Ladies Bowlers won the Cliff Radcliffe Cup for Sports Team of the Year at the NICSSA Annual Awards

ATHLETICS 55

MEMBERS

Organised NICSSA cross country with over 670 entries. Mags Mathieson won Volunteer of the Year at NICSSA Annual Awards

Our Services- Training and Development



We provide a range of training services to the three sectors under the brands of FindOut and WELL. In 2018 we delivered 160 training and development events to over 3,500 participants across Ireland. These included:

- 27 Mental Health events
- **68** Nutritional Events
- **25** Personal Development Events
- 40 Physical Health Events

The NICS Well Team delivered **93** events to over **2,500** NICS staff. Out of all those who attended WELL Events **91%** of participants indicated an intention to make a positive lifestyle change.

The WELL team recruited **31** new WELL Champions bringing the total number of WELL champions to **145** based in **86** buildings throughout NI.

Our Facilities - Health & Fitness



We provide access to a wide range of facilities for our members at The Pavilion Complex and in clubs throughout NI.

In 2018 we:

- Delivered 774 exercise classes to 9109 participants.
- Enabled **2500** classes to be held in NICS workplace clubs throughout NI for our workplace club members.
- Launched Vinyasa Yoga, Express lunch time circuits and an early morning Boot camp for our Activ members and users.
- Reduced Carbon footprint at the Pavilion Complex by 77,000 Kwh through an investment in LED lighting.
 making a saving of £7,000

Our Facilities - Social



We deliver social and conferences services through a bar and restaurant at the Pavilion Complex which is managed by the NICS Social Club management.

In 2018 we:

- Hosted over 100 Conferences involving NICS departments and agencies and other public and charitable organisations.
- Hosted over 50 Sporting and Recreational dinners and social events.
- Provided 15,700 Lunch and dinner covers at the Whistles restaurant.
- Hosted **93** members' Birthday parties at the Pavilion.

Our Activities- Members



We develop and deliver a range of activities for our members throughout NI. As part of our community outreach we also facilitate activities on behalf of others; these include charities, sporting bodies and community groups.

In 2018:

- Delivered 9 membership events to 1158 members.
- We provided **228** discounted tickets to members for **48** concerts and sporting events.
- 788 NICSSA members and guests from the local community attended our Easter Eggstravaganza event held at the Pavilion Complex.
- 112 Members attended our annual Family Fun Day in the Share Discovery Centre, Lisnaskea.
- 146 Tickets were sold to members for Pantomimes and Musicals.
- 170 Members and friends of NICSSA attended 3 Shopping Trips to Kildare Village and Dundrum Shopping Centre.

Our Activities- Community



We recognise that we exist as part of a wider community and as such promote and support local and wider community events and activities.

2018 Highlights included:

- Hosted Camp Yolo school holiday programmes with over 300 participants.
- Helped raise over £500,000 for local and national charities.
- Attracted over **165,100** users to the PlayBall facility in 2018.
- Hosted major events such as Ireland vs Afghanistan Cricket International Test, 12 Ulster Hockey Championships/ Cups 2018 and Street Soccer World Cup.
- Held workshops and seminars that aim to improve the health and wellbeing of our local community including Breast Cancer Awareness talks, Diabetes information week, Bike Safety Clinic and Mood and Food workshop.



Business Plan 2018 - Chief Executive's Report

I am delighted to report on the performance of the Association against the key priorities which are set out in the 2018 business plan. The objectives and priorities for the year are set out under three aims-to make a positive difference to the health and wellbeing of people; to positively contribute to wider community objectives; and to develop and deliver our services in a manner which promotes the long-term sustainability of the organisation.

A summary of the key business priorities for the year is set out on pages 18-23.

We fully implemented the 23 recommendations from the membership survey that we carried out in 2017 which resulted in the delivery of a greater number of roadshow visits to our workplace affiliated clubs and the development of new activities and services for members that meet their specific expectations.

Participation in activities also increased evidenced by the number of members and guests who attended events during the year-most notably the Easter event at the Pavilion Complex which attracted 750 members and guests, the new ski trip to Andorra which had 22 members and a range of other leisure and sporting events and activities organised by members throughout NI.

On the capital development front we secured the support of six governing bodies of sport to take forward ambitious capital development plans for the Pavilion Complex and succeeded in progressing to the stage 2 of the Sport NI funding process.

We continued to work with local community groups in the delivery of activities at the PlayBall facility particularly youth and church groups involved in community engagement projects.

We also worked with a range of organisations within the three sectors in the delivery of Resilience training-most notably Fostering NI, Cancer Focus, the Viridian Group as well as a range of NICS departments and Agencies.

On the financial front we ended the year with a modest surplus of £42k and succeeded in reducing our long term liabilities on the balance sheet by clearing the balance on a £1.2 million loan which we took out in 2002 to facilitate capital development at that time.

Finally we reviewed our strategic plans in consultation with staff, Council and stakeholders which resulted in the development of strategic and business plans for 2019-2021 which will now be overseen by our new Chair Heather Cousins following David Ferguson's departure as Chair at the AGM in March 2019.

Under David's leadership spanning 15 years the
Association has seen a significant period of growth and
development. He has led the development of new
governance arrangements, established a number of
mutually beneficial strategic relationships, secured
funding to further develop facilities for all, and provided a
strong platform for growth in the future.

On behalf of the staff team I would like to take this opportunity to pay tribute to David for the way in which he led



the organisation during his tenure and in particular for his professionism, integrity and respect for others.

Gerry Kelly

Chief Executive

Aim 1: Make a positive contribution to the health and wellbeing of people through our activities, services and facilities

Objective	Priority	Performance Measure	Performance Target	Outcome
	1.1.1 Implement the recommendations of the membership satisfaction surveys that were carried out in 2017.	Number of recommenda- tions fully implemented	All 23 recommendations fully implemented by June 2018.	All recommendations from the survey implemented in full.
1.1 Grow participation within our full range of services.	1.1.2 Develop and implement sports, leisure and health and wellbeing activities to add to the existing portfolio	Number of new sports / leisure activities developed and delivered.	Develop and deliver two new sports/leisure activities for members by Dec 2018	Very successful beginners Ski trip to Andorra delivered for 22 members in March 2018. Return visit fully booked for 3 rd March 2019 with 24 participants. Easter event at the Pavilion Complex attended by just under 800 members and families. Very successful programme of events delivered in the year with participation levels up in most events.

Objective	Priority	Performance Measure	Performance Target	Outcome
1.2 Develop our facilities to meet customer needs	1.2.1 Take forward stage 2 of the master plan for capital development of the Pavilion Complex	Stakeholder awareness/ engagement. Project sustainability. Detailed designs.	Complete stakeholder consultations on the project by March 2018. Secure at least 2 stakeholders involvement in the project by June 2018. Develop the detailed financial model for the project by June 2018. Complete detailed designs by Dec 2018.	Consultations with Pavilion based clubs on capital proposals completed. Secured the support of six governing bodies of sport for the proposed capital project at the Pavilion. Consultations with governing bodies of sport, schools and community groups to be completed January 2019.

Object	tive	Priority	Performance Measure	Performance Target	Outcome
		1.2.2 Seek out funding and partnership opportunities to facilitate further capital development.	Number of funding opportunities identified	Secure 2 funding partners by Dec 2018.	Application for £1 million through to stage 2 of the SportNI funding process.
1.2 Develo facilities to customer i	meet	 1.2.3 In consultation with Project Lead SIB contribute to the development of wellbeing facilities as part of new NICS Accommodation Standards. 1.2.4 Develop further catering facilities to meet demand, facilitate the hosting of major events and improve turnover. 	Fit for purpose Wellbeing facilities Provision of outdoor	New NICS Accommodation standards with fit for purpose wellbeing space.	NICSSA now represented on the NICS Agile Working Group who are responsible for the design and implementation of NICS Accommodation standards.
			catering	New mobile catering unit implemented by March 2018	Applied for funding to secure unit. Application was rejected.

Aim 2: Positively contribute to wider community, public and economic objectives

Objectives	Priority	Performance Measure	Performance target	Progress
	2.1.1 Deliver community engagement initiatives to promote the Association's activities and services	Number of Initiatives delivered	Deliver 2 community engagement Initiatives by Dec 2018	Worked with young adults in number of youth and local church groups on the delivery of four football and multisports tournaments at the PlayBall facility.
2.1 Widen our engagement with community and public leaders to further promote our services.	2.1.2 Improve access and egress arrangements to the Pavilion Complex for members and users.	Fit for purpose arrange- ments.	Contribute to plans to develop new access and egress arrangements at the Complex by Dec 2018.	Work in progress
	2.1.3 Develop mutually beneficial partnerships with the wider public sector, District Councils, community groups and sports governing bodies to further promote our services and facilities	Number of partnerships developed.	Two new mutually beneficial partnerships developed by Dec 2018.	Secured tender to deliver Resilience training to staff in local councils. Working with Fostering Network NI to deliver a range of services for parents and young people.

Aim 3: Positively develop and deliver our services in a manner that promotes the long term success and sustainability of the organisation

Objectives	Priority	Performance	Performance Target	Progress
3.1 Maintain and grow existing revenue streams	3.1.1 Develop and implement further business initiatives in all areas to ensure continued financial growth and long-term sustainability.	Organisational turnover	Increase organisational turnover by 5% (£90k).	Work in progress.
3.2 Achieve greater efficiency in the delivery of our services and the	3.2.1 Implement fully the recommendations of the energy efficiency review carried out by Invest NI.	Savings achieved.	Achieve energy savings of 20% (approx. £9k) by Dec 2018.	Achieved 27% reduction in energy use in the year which reduced the electricity bill by £7k and carbon tariff by £1K.
management of our facilities.	3.2.2 Work towards achievement of reserves policy objective of three months operating costs.	Numbers of months operating costs.	Achieve 2 months operating costs (£120k) by Dec 2018.	Plans to increase the funds to investment account by £2k per month from December 2018.

Objectives	Priority	Performance Measure	Performance Target	Progress
3.3 Review corporate brand	3.3.1 Review the organization's corporate branding to ensure that it remains fit for purpose and reflects the aspirations of our membership and stakeholders	Corporate identity/ branding assessment	Assessment undertaken by February 2018.	Work in progress
3.4 Develop new income streams	3.4.1 Develop a fundraising strategy as a means of raising additional revenue to support capital development.	Fundraising Strategy developed and implemented.	Develop and implement a fundraising strategy by April 2018.	Work in progress.
3.5. Sustain and	3.5.1 Increase the number of workplace affiliated clubs	Number of clubs estab- lished	Increase by 3 the number of workplace clubs.	New clubs formed in College Street, Bruce Street, Loughry Campus, Ballykelly House Victoria Hall/Centre House
grow membership	3.5.2 Increase NICSSA membership numbers	Net membership growth	Achieve 1% net membership growth.	Net growth of 33 members.
3.6 Manage Organizational Risk	3.6.1 Monitor organisational risks.	Working register	Monitor risks and opportunities on a quarterly basis.	Register reviewed and updated November 2018. A number of changes to the register were made to reflect the changes in business risk and opportunity.
3.7 Develop a new Strategic Plan	3.7.1 Develop a new Strategic and Business Plan 2019-2021 which reflects the aspirations and expectations of key stakeholders.	Plan for 2019-2021 formulated and ready for implementation December 2018.	Formulation and Implementation of plan by Dec 2018	Strategic Plan for 2019-2021 formulated and agreed by Council for implementation in January 2019.



Financial Report

This report should be read in conjunction with the summarised profit and loss and balance sheet accounts on pages 26 and 27 of this report. In summary, income for the year was down by £19K and expenditure was the same as 2017.

Turning to the detail there were a number of reductions in income during the year — most notably income from Findout Training which fell by £10k as a result of the phasing by clients of their training and development requirements over an extended period. Playball also recorded a reduction of £10k showing the impact of the closure of the facility for six days in March 2018 as a result of adverse weather and the impact of the FIFA World on bookings in July 2018. Other income also dropped as a consequence of the absence of revenue from ma-

jor events such as the Gran Fondo which was held in June 2017.

These variations were partially offset by increases in revenue from facilities charges of £4K as a result of an increase in charges to third party users of the Complex, an increase of £5k from subscriptions and the increase in HealthWorks income of £4k from the delivery of additional courses during the year

Overall expenditure was the same as 2017 figure. Whilst there were increases in costs associated with salaries, and depreciation these were offset by reductions in Health Works, Grants to Clubs, Loan interest and Findout costs.

Turning to the detail behind the expenditure of Health Works spend fell by £4K as a result of the decision to use more inhouse resources for health exhibitions.

Grants to Clubs showed a reduction of £4k reflecting the impact of fewer members within affiliated clubs. Despite increasing overhead costs Business Support costs only remained the same as 2017 due primarily to improved operational efficiency. Interest on loans fell by £1k as the amount owing on the principal of loans reduces year on year.

Despite higher energy costs the cost of running the Pavilion only increased by £2K largely due to greater efficiency. Salaries recorded a modest £5k increase showing the impact of annual salary increases. All other costs were similar to the previous year.

The net position of the movements in income and expenditure during the year resulted in a £42K surplus and an increase in total reserves to £870K.

Northern Ireland Civil Service Sports Association Limited

Management Information

Year Ended 31 December 2018

Detailed Income and Expenditure Account		
	2018	2017
	£	£
furnover	457,284	452,104
Subscriptions	174,160	170,283
Healthworks (including WELL grant)	42,389	52,491
Find Out	249,654	260,677
PlayBall (pitch hire, summer scheme, advertising)	73,819	75,287
Activ Gym	80,197	76,110
acilities charges	9.462	20.663
Other Income	54,980	53,686
Deferred income (capital grants amortised)	54,580	55,000
	1,141,945	1,161,301
nterest receivable	64	61
nterest on deposits	04	01
Total income	1,142,009	1,161,362
Expenditure Administrative expenses		
Staff costs	528,016	522,966
Healthworks	39,613	43,835
PlayBall	5,506	6.159
	16,469	16,672
Activ Gym Find Out	8,876	15,191
1111	86,800	85,352
Grants to Clubs	19,103	24,711
Membership benefits	3,252	1,226
Competitions - Civil Service Sports Council	3,177	6.207
Competitions – NICS Sports Association	1.494	810
Competitions – Regional activities	115,416	116,168
Business support costs	101,612	99,076
Pavilion complex costs Depreciation	157,286	147,742
Depresation		
	1,086,620	1,086,115
Interest payable Loan interest	13,276	14,172
Loan interest		
Taxation	12	12
Total avanaditura	1,099,908	1,100,299
Total expenditure		
		61,063

Northern Ireland Civil Service Sports Association Limited

Balance Sheet

Year Ended 31 December 2018

	2018 £	2017 £
ixed assets	~	-
ntangible assets	12,879	14,719
angible assets	2,170,239	2,220,891
	2,183,118	2,235,610
urrent assets		
ebtors due within one year	59,888	71,751
ash at bank and in hand	41,587	74,899
	101,475	146,650
reditors: amounts falling due within one year	(363,374)	(398,751)
et current liabilities	(261,899)	(252,101)
otal assets less current liabilities	1,921,219	1,983,509
reditors: amounts falling due after more than one ear	(1,050,772)	(1,155,203)
et assets	870,447	828,306
apital and reserves		
hare capital	1,452	1,452
apital reserve	3,138	3,098
nappropriated reserve	865,857	823,756
otal reserves	870,447	828,306



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