



ALBA | CHRUTHACHAIL

MINUTES

Board Meeting 8 July 2019 – 9.00 to 13.00 Board Room – Waverley Gate

Present:

Robert Wilson (RW)	Chair
Ewan Angus (EA)	Board Member
David Brew (DB)	Board Member
Erin Forster (EF)	Board Member
Sheila Murray (SM)	Board Member
Cate Nelson-Shaw (CNS)	Board Member
Elizabeth Partyka (EP)	Board Member
David Strachan (DS)	Board Member

Apologies:

Iain Aitchison (IA)	Board Member
Karen Forbes (KF)	Board Member
Karthik Subramanya (KS)	Board Member

In Attendance:

Iain Munro (IM)	Acting Chief Executive
Joan Parr (JP)	Interim Director Arts and Engagement (item 6)
Isabel Davis (ID)	Executive Director Screen (item 7)
Ian Stephenson (IS)	Director Finance (items 8, 9, 10 & 11)
Philip Deverell (PD)	Director Strategy (items 12 & 13)
Lyndon Jones (LJ)	Minutes

Private Session – Board Members only (no minute taken)

1.	Apologies
	Apologies were noted from Iain Aitchison, Karen Forbes and Karthik Subramanya
2.	Declarations of Interest
	DB – Board Member of MG Alba DS – Director of Strategy, Tern TV EP – Lay Member of Court, Edinburgh Napier University, Advisor and Charity Consultant, Scottish Children’s Lottery.
3.	Previous Minutes and Matters Arising
	Minutes of the previous meeting were circulated with the papers and were approved as an accurate record. The roles of the Nominations Committee and Finance and General Purposes Committee were discussed in relation to the recruitment of the Chief Executive post. It was agreed that the Terms of Reference for both Committees would be clarified.
4.	Committee Minutes
4.1	Audit and Risk – Agenda and notes 6 June. The Committee Chair spoke to the draft notes from the 6 June meeting, drawing the Board’s attention to the internal audit on Screen Scotland arrangements which had overall met with control objectives. The Screen Scotland Risk Register would appear regularly on the Screen Committee agenda with Audit and Risk reviewing yearly. CS Performance reporting had been discussed with the ongoing discussion on how to reflect reporting two separate sets of annual accounts and reports and potential for consolidating in the future. The Committee self-evaluation was discussed and it was agreed that the Board undertake a similar exercise. Action: Develop Board self-evaluation template and report
4.2	Finance and General Purposes – Agenda 19 June. The minutes were still awaiting approval, so the Committee Chair spoke to the agenda. At the meeting, the Committee had been updated on Screen progress. They had also discussed their self-evaluation, giving rise to the proposal that Board members can sit on either Audit and Risk or Finance and General Purposes, but not on both. It was agreed this wouldn’t be an issue for other Sub Committees. The Board agreed with this and requested the Committee Terms of Reference be updated to reflect this. The Department Operational plans were discussed feeding into the wider strategic planning. The plans would be reviewed every six months. Finally, F&GP requested that CS look into diversity in recruitment. As it was SM’s last meeting, the Board thanked her for Chairing the F&GP Committee.

5.	Chief Executive Report
	<p>IM spoke to key elements of his report. There was positive engagement with the Funding Review events across Scotland. Significant staff engagement from across the organisation had also helped with the facilitation process. The emerging themes will be collated in August and inform the next steps. Building on this series of events around other themes would help positive relationships to develop further.</p> <p>The organisational development programme with Open Change has been mapped out for the next three months, embedding the service design methodology within CS, training staff to be able to run the process. The final sharing event would take place on the 11 September in Glasgow with an open invite to Board members to join should diaries allow. The Board/Staff engagement sprint, joined by RW and DS had generated good ideas which would be progressed. The Gaelic Language Plan had been updated for publication. A progress update would be brought back to the Board. Staffing within CS was discussed, highlighting the appointment of an Interim Director of Strategy following Phil Deverell's resignation.</p> <p>The Board acknowledged the content of the report.</p>
6.	Revised Strategic Purpose
	<p>JP joined for this agenda item.</p> <p>The paper presented to the Board in December 2018 had been further developed and was presented in the papers for feedback. References had been made to the six general functions of CS set out in the Public Sector Reform (Scotland) Act, the National Performance Framework, the Draft Culture Strategy and the CS 10-year plan. The paper also reflected feedback drawn from the funding review conversations. The Board welcomed the refined version overall. The language of the vision statement was discussed, and proposals suggested to reflect the complexity of the landscape CS works within. It was suggested that there should be an element external testing undertaken before being finalised.</p> <p>JP would work on the refinements to bring the item back to the October Board meeting for sign-off.</p>
7.	Screen Scotland Update
	<p>ID joined for this agenda item.</p> <p>The Screen progress update provided to the F&GP Committee was discussed. Due diligence around the Studio continues. More information will be shared with the Board as progress is made. It was noted that the Screen Skills Research report by Skills Development Scotland had been finalised with an Executive Summary going to the next Screen Committee meeting.</p>
8.	Budget 2019/20 update
	<p>IS joined for this agenda item.</p>

	<p>The formal Budget letter from the Scottish Government was yet to be received and was impacting on forward planning and delivery of key programmes such as YMI. Conversations were continuing with SG with the potential of any notifications of change coming through as part of the Autumn Budget revision.</p> <p>The Board noted the update.</p>
9.	Touring Fund update and budget
	<p>IS remained for this agenda item.</p> <p>The paper prepared for the May Board meeting had been updated and re-presented. The first successful round of awards had been made in December 2018, with the second round of awards to be announced later this month. Demand continues to be high. The Board were asked to approve a commitment and budget provision for a third round of awards to maintain momentum for awards to be made in December 2019/January 2020.</p> <p>The Board discussed the options and agreed to proceed with a third round, with the final budget solution to be resolved in due course in the light of the GiA budget position once clarified by SG.</p>
10.	Aberdeenshire YMI Formula Fund approval
	<p>IS remained for this agenda item.</p> <p>As requested by the Board, Aberdeenshire Council had submitted a revised application for YMI funding, which had been assessed and recommended for support.</p> <p>The Board noted the conditions recommended and approved the award.</p>
11.	Risk Management
	<p>IS remained for this agenda item.</p> <p>The top five risks and mitigations as discussed at the June Audit Committee meeting were presented to the Board for noting.</p>
12.	Equalities Mainstreaming Report
	<p>PD joined for this agenda item.</p> <p>The Equalities Mainstreaming Report 2017-2019 was circulated with the Board papers and PD spoke to the progress since the last report. The Board were asked to note the progress and approve the report for publication. It was noted that since the report had originally been written, CS had a new Head of Equalities who had developed an enhanced plan.</p> <p>PD highlighted that mainstreaming continued to be a significant challenge but was reassured about the extent to which issues of EDI had been reflected in the funding</p>

	<p>review public conversations. It is also challenging to pull together quantitative data due to the systems that are being operated, however this was being addressed via working with The Audience Agency. Leadership development, support and training for Staff and Board would be put in place, to help develop a greater cultural understanding of why people produce the range of work they do.</p> <p>The Board approved the report for publication with a request to clarify dates of completion within the body of the report.</p> <p>It was also noted that F&GP Committee had requested HR to look creatively at addressing diversity through its recruitment.</p>
13.	Capital Programme update
	<p>PD remained for this agenda item.</p> <p>A progress report on Large Capital investments was provided with the papers and the Board were asked to note the content of the report. Of the projects in progress it was noted that the next phase of the Hospitalfield Trust was linked to the relationship with the Tay City deal for match funding. The River Ness Public Artwork project was still in the planning phase, with Highland Council keeping CS up to date regarding the project.</p> <p>PD confirmed there was no further funding for Capital projects so capital demand would be mapped for discussion with the Scottish Government. The challenges faced by pressures on Local Authority budgets would also need to be tracked to help fully understand demand.</p> <p>As this was his last Board meeting, the Board thanked PD for his contribution to CS during his tenure.</p>
14.	AOB
	<p>As this was their last Board meeting, formal thanks were extended to both SM and EF by both RW on behalf of the Board and IM on behalf the Executive.</p> <p>Board attendance at events and engagements during the Festival period would be viewed positively should diaries allow.</p> <p>RW and IM would progress a Young Observer to the Board to start in January 2020 for 12 months.</p> <p>Recruitment for co-opted members to join the A&R and F&GP committees would be undertaken as both Committees have requested additional skills. These would be time specific appointments.</p> <p>IM updated the Board on developments regarding the prospect of securing a fixed venue for the Scotland+Venice Biennale in conjunction with the Architecture Biennale. IM highlighted that there might be requirement for Board approval outwith the scheduled meetings to enable swift progress if required.</p>

	<p>Date of Next meeting</p> <p>Strategy Day – Thursday 3rd October Jupiter Artland</p> <p>Board meeting – Friday 4th October Board Room – Waverley Gate.</p>
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