

MINUTES

Creative Scotland Board Meeting Thursday 20 March 2014 – 11.00am Meeting Room 1, 249 West George Street, Glasgow

Present:

Sir Sandy Crombie (Chair)
Steve Grimmond
Professor Robin MacPherson
May Miller
Fergus Muir
Barclay Price
Gary West
Ruth Wishart

In attendance:

Janet Archer	Chief Executive
Iain Munro	Deputy Chief Executive
Ian Stevenson	Director of Finance
Philip Deverell	Director of Strategy
Kenneth Fowler	Director of Communications & External Relations
Liz Humphreys	Deputy Director of Culture & Historic Environment
Vickie Ambrose	Senior PA

1.0	Private Session
1.1	A discussion took place with regard to the business of Creative Scotland.
2.0	Apologies and Declaration of Interests
2.1	<u>Apologies</u> Apologies were received from Sandra Gunn and Richard Scott.
2.2	<u>Declaration of Interest</u> Gary West recorded a declaration of interest in relation to Item 10 as a member of the Saltire Society.
3.0	Previous Minutes and Matters Arising
3.1	<u>Minutes of the Board meeting held on 26 February 2014</u> The minutes of the meeting held on 26 February 2014 were approved as

3.2	<p>an accurate reflection of the meeting.</p> <p><u>Matters Arising</u> None.</p>
4.0	Executive update
4.1	<p><u>Annual Plan</u> Philip Deverell updated on progress with the Annual Plan. It was noted that this will be submitted for the Board's review at the next Board meeting.</p> <p>4.2 <u>Funding Programmes</u> Janet Archer highlighted the following transition funding programmes which had now gone live and are online:</p> <ul style="list-style-type: none"> • Quality Arts Production • Touring, Festivals and Arts Programming • Public Engagement • Professional Development • Artists Bursaries • Public Art • Film and Television • International <p>4.3 These are a continuation of some existing programmes between April and October 2014 until we have introduced the new open project funding programme as one of the three simplified routes to funding.</p> <p>4.4 Officers are finalising the regular funding programme for organisations wishing to receive three year funding from April 15 and will launch the guidance and application material on 9 April 2014 alongside the strategic plan. A series of roadshows have been planned across Scotland as part of the roll-out of the new plan and new funding approach. Janet Archer advised that training will be provided to staff in how to support organisations who wish to apply, also in assessing applications.</p> <p>4.5 <u>National Theatre of Scotland (NTS)</u> Janet Archer highlighted that she had agreed to write a letter of support for NTS's capital ambition which could be used to encourage trusts and other funders. It was noted that Creative Scotland have pledged to work strategically with NTS.</p> <p>4.6 <u>Film</u> A report on progress was given to the Board. Creative Scotland is working with Scottish Enterprise and the Scottish Government to progress the tender process.</p> <p>4.7 <i>Creative Scotland Director of Film and Media</i> - Janet Archer advised that Natalie Usher had been appointed as the new Director of Film and Media which had been very well received. Janet Archer added that she is very</p>

	<p>much looking forward to welcoming Natalie to Creative Scotland and working with the team. This now concludes the appointments to the senior leadership team.</p>
4.8	<p><u>Creative Industries mapping brief</u> When this is complete, Janet Archer will ensure it is circulated to the Board. There is positive progress with the SCIP partnership. Action to Janet Archer</p>
4.9	<p><u>Estates</u> Ruth Wishart enquired with regard to section 8.1 as to whether the landlord could be contacted in tandem with the other actions being taken. Ian Stevenson agreed to action this. Action to Ian Stevenson</p>
4.10	<p><u>Sunset Song</u> Janet Archer advised that HM Revenue & Customs (HMRC) had recently posted a notice that Enterprise Investment Schemes (EIS) will no longer support co-productions which has caused some unsettlement in the Film Sector. Through discussions with the British Film Industry, Creative Scotland agreed to fund £150k from the Film Budget. This is in addition to the funding of £300k + development funds. It was noted that Scottish Government are in discussion with HMRC with regard to the decision that was taken.</p>
5.0	Strategic Plan
5.1	<p>Janet Archer provided a summary of the updates made since the last Board meeting taking into consideration the comments received. It was noted that the companion pieces will be published alongside the Annual Plan.</p>
5.2	<p>The Plan will be presented digitally together with a pocket sized version. The companion pieces will be published at a later date and will be updated annually. The purpose of the companion pieces is to coalesce the thinking from the sector reviews and to highlight the achievements and development opportunities within respective sector areas.</p>
5.3	<p>Janet Archer highlighted a comment made by Ms Hyslop at the last Board meeting with regard to the Strategic Plan containing a sense of ambition over the next 10 years. Janet Archer provided the Board with proposed wording in relation to where Creative Scotland would like to be in 10 years time for inclusion in the plan.</p>
5.4	<p>Areas of discussion:</p> <ul style="list-style-type: none"> • Repetition and duplication needs addressed • Difference between access and accessibility e.g. Gaelic • Scotland’s diversity and distinctiveness • Flows really well • Check for succinctness • Quotes – demographic coverage as well as specialism

	<ul style="list-style-type: none"> • Check language • Publication timescale for the Strategic Plan and companion pieces • Quality, clarity and consistency of companion pieces
5.5	Janet Archer advised that a timeline is being followed and that further comments will need to be included quickly to meet the deadline prior to Gaelic translation. Ruth Wishart agreed to assist in the final edit.
5.6	It was noted that the final version of the plan (following approval from the Board) will be sent to Ms Hyslop for sign-off.
5.7	Kenneth Fowler provided a presentation with regard to communication and publication timescales of the plan and respective companion pieces.
5.8	Board members were asked to provide Kenneth Fowler with any comments before close of business on Friday 21 March 2014.
6.0	Budget
6.1	Ian Stevenson provided a summary of the budget papers and the following areas were discussed: <ul style="list-style-type: none"> • Updates from previous Board budget papers • Lottery reserves • Targeted funds • Cash flow
6.2	The Board approved the budget recommendation, including two Annual Clients omitted from the paper presented to the previous Board meeting.
7.0	V&A Capital Application Stage 2
7.1	Iain Munro provided a summary of the assessment and recommendation paper.
7.2	The Board approved the recommendation to support the request to a total of £5m.
8.0	Proposed Finance and General Purposes Committee
8.1	Sir Sandy Crombie provided a summary of the paper.
8.2	The Board were asked to agree to create a new Finance and General Purposes Committee incorporating the functions of the Remuneration and Governance Committee. The Board agreed
8.3	Barclay Price agreed to review the membership of the Audit & Risk Committee and the Finance and General Purposes Committee to ensure appropriate membership including the potential for co-options. Barclay Price agreed to report back to the next Board meeting. Action to Barclay Price

8.4	<u>Audit & Risk Committee membership</u> Richard Scott was nominated to be a member of the Audit & Risk Committee.
8.5	A discussion ensued with regard to the use and benefits of technology in regard to Board/committee meetings and supporting papers.
9.0	Glasgow 2014 Cultural Programme
9.1	It was agreed at the last Board meeting that further information would be provided to the Board in relation to Glasgow 2014 Cultural Programme.
9.2	<p>Leonie Bell joined the meeting and provided a presentation highlighting the following areas:</p> <ul style="list-style-type: none"> • Architecture of the Programme – Culture 2014 and Festival 2014 • Overarching Narrative – Culture 2014 is an unprecedented national programme of extraordinary work by world leading and emerging Scottish and international artists • Aims of the Programme • Accessibility • Over 800 events encompassing 187 projects and exhibitions throughout Scotland • Big Big Sing • Generation – 25 years of contemporary art in Scotland • Get Scotland Dancing • Culture 2014 key moments • Festival 2014 • International Connections • Artform spread • Timeline
9.3	It was noted that updates are being provided via the website www.glasgow2014.com/culture and Twitter.
9.4	<p>Discussion areas:</p> <ul style="list-style-type: none"> • Public awareness levels • National cultural programme • Branding • Media Partnerships and visibility outwith Scotland
10.0	Arts Trust of Scotland – Andrew Kerr, Chair attended
10.1	Andrew Kerr was welcomed to the meeting and introductions were made.
10.2	Janet Archer commenced by providing a summary of the relationship between Creative Scotland and the Arts Trust of Scotland and future options with regard to planning and support.

10.3	Andrew Kerr provided some background information and advised on behalf of the Arts Trust that he was happy with the recommendation proposed.
10.4	The Board agreed in principal to the recommendation of working with the Arts Trust of Scotland to enable the Trust to partner with the Saltire Society and become part of a new Trust currently being established whose purpose reflects the aims of both organisations.
10.5	The value of this new arrangement was acknowledged as: <ul style="list-style-type: none"> • The potential to grow a fund for Scotland which would be bigger than the sum of its parts • This would be achieved through legacies and individual giving as well as potential partnerships with other trusts working in Scotland • The opportunity for Creative Scotland staff and Board to be better utilised as development partners as opposed to assessors, potentially growing resources through public and private sector partnerships • This approach would potentially increase levels of funding available for the arts and creative industries in Scotland • Creative Scotland is unlikely to attract philanthropic giving as a public body, therefore the Saltire proposal provides an attractive route to increasing provision.
11.0	Board Skills Audit
11.1	The Board agreed to update the Skills Matrix.
12.0	Any Other Business
12.1	None.
13.0	Date of Next Meeting
13.1	Tuesday 3 June 2014, 11am-3pm – Waverley Gate, Edinburgh