



ALBA | CHRUTHACHAIL

MINUTES / GEÀRR-CHUNNTAS

Board meeting
26 November 2020 – 10.00 to 13.00
Via Teams

Present / An Làthair:

Robert Wilson (RW)	Chair
Ewan Angus (EA)	Board Member
David Brew (DB)	Board Member
Duncan Cockburn (DC)	Board Member
Stephanie Fraser (SF)	Board Member
Philip Long (PL)	Board Member
Sarah Munro (SM)	Board Member
Elizabeth Partyka (EP)	Board Member
David Strachan (DS)	Board Member

In Attendance:

Iain Munro (IM)	Chief Executive
Isabel Davis (ID)	Executive Director, Screen Scotland (for item 6)
Ian Stevenson (IS)	Director, Finance (for items 8 & 9)
Gary Cameron (GC)	Interim Director, Strategy (for item 10)
Lyndon Jones (LJ)	Minutes

1.	Apologies and declarations of interest
1.1	There were no apologies
	Existing declarations of interest were noted. No new declarations.
2.	Previous notes and minutes
2.1	<u>Board call 26 October and matters arising</u> The notes were approved as an accurate record of the call. There were no matters arising.

	<p><u>Matters arising 24 September Board meeting</u></p> <p>It was requested that the notes of the Screen Scotland Partnership Group be circulated to Board members for information. Under item 3.2 it was requested that DB be recorded as an attendee of the F&GP Committee meeting that took place on 9 September.</p>
3.	Committee Updates
3.1	<p>Screen Committee – 17 November</p> <p>Formal meeting of refreshed Committee structure. The Committee discussed the Bath Road Studio, highlighting that work continues to prepare for the first production. Acknowledging the wider production need, there are ongoing discussions around securing further studio space in Scotland. The Skills Working Group had held their first meeting. Further updates would be covered in item 6.</p>
3.2	<p>Audit and Risk Committee – 19 November</p> <p>Main agenda items to discuss and approve the Annual Accounts and Audit reports. Some comments to be made on the Chair and Chief Executive introduction which can be covered at item 8. There was a discussion on the project delivery plan for the Annual Report, Accounts and Annual Review, also on medium to long term financial sustainability planning. The Committee discussed its annual performance reporting with a recommendation to return to the current proposal which had paused due to COVID. There was a discussion on the need for the completion of DPIA's around legacy systems within CS that are being phased out due to the implementation of the Digital Transformation programme. IM to assess the risk and report back to the Committee.</p>
3.3	<p>Finance and General Purposes Committee – 25 November</p> <p>The Committee signed off their Annual Review, which will be formally reported at the next full Board meeting, and will be undertaking a review of the ToR. The Committee will review the Board Skills Matrix. The Management Accounts and budgets were discussed, including in relation to the reserves position. KPI's were discussed and an update on outcome indicators would be brought back to the February Committee meeting. Staff welfare and support during the continued homeworking environment was discussed.</p>
4.	Annual Report and Terms of Reference review
4.1	<p>Annual Report – Audit and Risk Committee</p> <p>The Annual Report concluded the Committee had operated effectively and provided the Board with the assurance that the Annual Reports could be signed off. The Board noted that some internal audit recommendations remain outstanding and a completion date set for the end of the current financial year. There was management assurance that the audit points would be addressed in the timescales agreed.</p>
4.2	<p>Terms of Reference review – Audit and Risk Committee</p> <p>Two amendments were made, 4.18 amended to review and approve all relevant policies. The quorum remained at three, with a request that once the new recruitment round for Board Members has been completed, another member can</p>

	be appointed to the Committee. For note this request was echoed by the Chair of the F&GP Committee.
5.	Chief Executive Report
	<p>(SM joined the meeting)</p> <p>From the report, the Board were asked to note that the advocacy work was progressing, and thanks were given to the Board members who had participated. The timeline had been refreshed and anticipated to go live in the new year. The report provided a brief update on environmental issues, highlighting a fuller report to come to the February Board meeting. The second wave of the Audience Intentions report had now been completed, once findings were compiled and analysed the report would be shared with the Board. Further reports to note were the Sector Survey going live next week, and the Pulse Survey with staff was underway. Board recruitment was noted and would be advertised shortly. Once published the details would be circulated to the Board. The link to the SG Arts debate had been included in the report for viewing, with note that the Cabinet Secretary had been extremely complimentary about CS within her statement. The date of the CS evidence session to the CTEEA Committee had moved to the 4th February. Following the recent equalities discussion at Board, the recruitment for the Equality Advisory Group would be going live shortly.</p> <p>The Board thanked IM for the report.</p>
6	Screen Scotland Update
	<p>ID joined for this agenda item.</p> <p>Remedial works on Bath Road Studio continued, ahead of the first production. Incoming production into Scotland was strong and as previously noted, there was a need for further space to manage demand. Sector skills development is a high priority and sector discussions were underway. All partners will need to help affect change. It was noted that overnight there had been a DCMS announcement made of a screen fund as an alternative to funds previously provided via the Creative Europe route. More information would be shared when fully understood. Positive conversations had taken place with the Chair of CMI to understand their forward plans.</p> <p>The Board thanked ID for the update.</p>
6.1	<p>Screen Approval – Short Circuit Initiative</p> <p>The Board were asked to approve the additional COVID related costs to <i>Short Circuit</i>, the film talent development programme.</p> <p>All were content to approve the additional cost.</p>
7.	COVID 19 – Funds update
	<p>An overview of the current funds was provided. It was acknowledged that the GMVF distributed previously and providing support up to end of October now highlighted a further need. The Independent Cinema Recovery and Resilience Fund was recognised externally as a very successful process. COVR Fund had closed and</p>

	<p>was positively received, ongoing conversations with SG on the redeployment of the underspend. Both Hardship Funds were ongoing, with Screen about to reopen, after a short pause, to allow applications from previous and new applications. Arts and Creative Industries remained open to receive new applications. The support for Youth Arts was ongoing with further announcements soon for support through Small Grants Scheme and Time to Shine, all enabling work through to the next financial year. Work continues to develop and refine the Open Fund for Individuals with a view to open early next financial year. The Culture Collective initiative has received 148 expressions of interest, with 68 invited to apply with a total request of £14m. Heavily oversubscribed in both volume and value, decisions would be made early next year.</p> <p>Staff remained focussed on delivery but were under considerable pressure and required careful support and flexibility. The Board wished to extend their appreciation to all staff for the important work they were undertaking.</p>
8.	Annual Report and Accounts
	<p>IS joined for this agenda item.</p> <p>The Board were requested to approve both Creative Scotland and The National Lottery Annual Report and Accounts for 2019-20. Both sets had been reviewed by Audit Scotland and the A&R Committee and were due to be laid before both Parliaments before Christmas. The Board was asked to note that the accounts also covered Screen Scotland Limited for the first time. They were also asked to note and discuss the recommendations from Audit Scotland. These included setting targets for performance indicators and further consideration of the wider publication of not only Board minutes but supporting papers and public meetings. It was agreed that Board would discuss this at a future meeting.</p> <p>The Board offered some additional comments which would be shared with Audit Scotland for incorporation.</p> <p>The Board approved both sets of accounts.</p>
9.	Risk Register update
	<p>IS remained for this agenda item.</p> <p>Following the discussion at the September Board meeting, the Risk Register had been updated to reflect Board priorities. These had been reviewed by the A&R Committee and the five top risks were shared with the papers.</p> <p>The Board discussed the risks and fed back comments on content and ratings, recognising the Covid-environment was difficult to predict and manage. Risks would continue to be carefully monitored and revised by the SLT, A&R Committee and Board.</p>
10.	Strategic Priorities and Funding Framework update
	<p>GC joined for this agenda item.</p> <p>The Board were presented with the current status of the revisions to the Strategic Plan. It was noted that the working group had been established and were meeting</p>

	<p>every two weeks. The group were revisiting previous progress on the strategy and funding refresh and would develop a revised framework in the changed context arising from Covid.</p> <p>The next steps would be to bring to the Board early next year, including consideration given to the outcomes of the Scottish Government budget announcements in January.</p>
11.	Board and Committee Meeting Schedule 2021/22
	The draft Board and Committee schedule was discussed, and some suggested changes were agreed. The final version would now be circulated to all Board members and stored on SharePoint.
12.	AOB
	<p>It was noted that there would be a virtual Christmas social gathering of staff on the 16 December and all Board members were invited.</p> <p>It was agreed to hold the next Board call in early January.</p>
13.	Date of next meeting
	Board call 14 th January for an hour.

Rebecca Wilson