MINUTES

Creative Scotland Board Meeting
Thursday 2 May 2013 – 2.15pm
Easterbrook Hall, Dumfries

Present:

Sir Sandy Crombie (SC)  (Chair)
Peter Cabrelli (PC)
Steve Grimmond (SG)
Sandra Gunn (SGunn)
Professor Robin MacPherson (RM)
May Miller (MM)
Fergus Muir (FM)
Barclay Price (BP)
Richard Scott (RS)
Ruth Wishart (RW)

In attendance:

Iain Munro (IM)  Acting CEO
Caroline Parkinson (CP)  Director of Creative Development
Kenneth Fowler (KF)  Director of Communications & External Relations
Ian Stevenson (IS)  Interim Director of Finance
Janine Hunt (JH)  Interim Director of Operations
Karen Lannigan (KL)  Head of HR
Alastair Wilson (AW)  Scottish Government
Vickie Ambrose (VA)  Senior PA

1.0  Private session

1.1  A discussion took place with regard to the business of Creative Scotland.

2.0  Previous Minutes and Matters Arising

2.1  Minutes of the Board meeting held on 21 March 2013
It was agreed that this item would be deferred to a later meeting.
## 3.0 Apologies and Declarations of Interest

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| 3.1    | **Apologies**  
       | Apologies were received from Gary West. |
| 3.2    | **Declaration of Interest**  
       | None. |

## 4.0 Executive update

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| 4.1    | **ICT New Business Systems update**  
       | Janine Hunt provided an overview of this item. A new Project Manager is to be secured to assist with the development and delivery of the new system. It was estimated there will be approximately a further 4 months of work required to ensure we have the most robust fit for purpose system. This is to ensure that thorough testing process takes place and that the website interfaces correctly with the new system. Janine Hunt took an action to provide the Board with the time saving benefits of the new system.  
**Action to Janine Hunt** |
| 4.2    | **HR update**  
       | It was reported that two internal promotions had taken place from Portfolio Manager level to Interim Creative Directors and that both members of staff have lots of energy and great ideas. It was noted that there were consequential opportunities for staff to be recruited into their posts. It was also reported that a Business Affairs Manager had been recruited externally with legal background to cover contractual and procurement work. |
| 4.3    | It was also noted with some concern that a temporary member of staff supporting Business Affairs had been unexpectedly absent from work and without explanation. Both Creative Scotland and the Agency had been unable to contact the member of staff. The emergency contact information provided had not yet yielded any response. |
| 4.4    | **YMI**  
       | Iain Munro reported that CS is in communication with the Scottish Government regarding the 12/13 YMI budget and a year end planned balance of £600k. As a Restricted Fund, the timing of draw down versus activity and spend has created a year end accounting issue which we are attempting to resolve. |
| 4.5    | **Film & Television**  
       | Incoming TV Drama productions were scouting locations and Creative Scotland had provided warehouse build space options and support for location hunting. Caroline Parkinson was working with agencies to assist with a list of sites to be seen. If a Scottish site is agreed, it was noted this could have a positive effect on the Scottish economy and the creation of jobs. |
5.0 **Draft 3 Year Plan, Annual Plan, Performance Management Framework**

5.1 **Draft 3 Year Plan**
KF provided an overview of this Report and added that the language used reflects the output from the staff sessions and external Open Sessions.

5.2 A discussion ensued with regard to the 3 Year Plan, Annual Plan and Performance Framework.

5.3 It was agreed to focus on the Annual Plan and take longer to develop the 3 Year Plan when the CEO is in post.

5.4 Sir Sandy Crombie asked for volunteers from the Board to support the Executive in taking forward the Annual Plan. The following Board members volunteered:

Robin MacPherson  
Richard Scott  
Ruth Wishart

5.5 The remaining Board members agreed to provide any further written feedback within the next week.

5.6 In common practise with other public sector bodies, it was suggested that in the development of the 3 Year Plan document, this could be shared publicly in final draft form before sign off. Further consideration would be given in the planning process.

6.0 **2013/14 Budget**

6.1 Ian Stevenson provided an overview of the Report which highlighted the final refinements from the Draft Budget Report presented at the March 2013 Board meeting and the updated budget for approval. A capital budget was requested and this Report also considered the alignment of budget with the Annual Plan.

6.2 **Expenditure**
An Operations Plan is currently being worked on which will underpin how Creative Scotland plans its expenditure.

**The Board approved the 2013/2014 Budget.**

7.0 **Estates Strategy**

7.1 It was agreed that this item would be deferred to a later meeting.
### 8.0 Open Sessions – presentation on key themes

#### 8.1 Kenneth Fowler presented an overview.

#### 8.2 It was highlighted that the Open Sessions were welcomed by the Sector and that a range of social media had been used.

#### 8.3 Summary

Whilst there remains some criticism, it has become more constructive. It was noted that key feedback across all Open Sessions was in relation to the Board Commitments published in December 2012 and the good work being done to address these.

#### 8.4 Kenneth Fowler highlighted the following areas requiring attention:

- Recognition that Creative Scotland are dealing with operational complaints
- Desire to see Creative Scotland restate its purpose in plain English
- Debate with regard to Creative Industries
- Clarity of Creative Scotland and Scottish Governance roles
- Culture being present in the National Indicators
- Permitting the public to attend Board meetings
- Creative Scotland officers being based in other parts of the country (regional coverage)

#### 8.5 What next?

The output from the Open Sessions and staff sessions have helped shape the language Creative Scotland are using and we will be publishing key findings from these in due course.

### 9.0 Committee documentation

#### 9.1 It was agreed that this item would be deferred to a later meeting.

### 10.0 Board Events/Shows

#### 10.1 It was agreed that this item would be deferred to a later meeting.

### 11.0 Delegated Authority Levels

#### 11.1 Ian Stevenson provided an overview of the paper, which outlined proposed changes to the current delegated authority arrangements to reflect recent management changes and provide operational flexibility.

**The Board approved the recommendation.**
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| 12.1  | **Creative Scotland Reception event, Easterbrook Hall**  
The Board were provided with a list of confirmed RSVPs for the evening’s Reception event and a brief discussion took place regarding the following points: |
|       | • Sir Sandy Crombie would welcome the guests followed by Iain Munro |
|       | • An opportunity for the Board and Senior Management Team to meet with the local arts, screen and creative industry’s community |
|       | • Three additional members of Creative Scotland staff were scheduled to attend the Reception event. It was noted that they had created positive relationships through the Place Partnership over the past 18 months and that Dumfries & Galloway were a good model to work to for current and future Place Partnerships |
|       | • Creative Place Awards – it was noted that a number of organisations in Dumfries & Galloway had been shortlisted for these awards over the past two years. |

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