**MINUTES**

**Scotland’s Creative Industries Partnership (SCIP)**

**Thursday 4th May 2017– 10:30-13:00**

**Boardroom, Creative Scotland, Waverley Gate, 2-4 Waterloo Place, Edinburgh.**

**Present:**

Janet Archer Creative Scotland **(CS)** (Chair)

Laura Holton Scottish Government **(SG)**

David Hartley Scottish Enterprise **(SE)**

David Smith Scottish Enterprise **(SE)**

David Martin Skills Development Scotland **(SDS)**

Andre Reibig Scottish Funding Council **(SFC)**

Jim Galloway Scottish Local Authorities Economic Development Group **(SLAED)**

Heather Stuart VOCAL (the national association for culture and leisure managers)

Natalie Usher Creative Scotland **(CS)**

Clive Gillman Creative Scotland **(CS)**

Helena Ward Creative Scotland **(CS)**

Gillian Herd Creative Scotland **(CS)** Minute-taker

**Apologies:**

Michelle Sweeney (MS) VOCAL (the national association for culture and leisure managers)

Kenneth Clark (KC) Scottish Development International (SDI)

Stephanie Cymber (SC) Scottish Government (SG)

Morgan Petrie (MP) Creative Scotland (CS)

Hugh Lightbody (HL) Business Gateway (BG)

Iain Hamilton (IH) Highlands and Islands Enterprise (HIE)

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| **1.0** | **Introductions and apologies** |
| 1.1 | The Chair welcomed the Group and provided the apologies. |
| **2.0** | **Minutes of meeting of 2nd February 2017** |
| 2.1 | The Minutes of the meeting of 2nd February 2017 were approved. |
| **3.0** | **Matters arising from meeting of 3rd November and 2nd February** |
| 3.13.1.13.1.2 3.1.3 | All actions were completed apart from:*Creative Scotland has spoken to Scottish Government Digital Director re: a Creative Industries presence on mygov.scot. Creative Scotland will follow up.* **Action: CS***British Irish Council Creative Industries Work Sector are developing a paper on measuring the creative sector across all eight administrations which links to Measuring Impact through the SCIP Plan. SG will share the BIC paper when appropriate.* BIC are meeting today to finalise the paper, and SG will share with SCIP as soon as possible. **Action: SG***It was agreed that CS should pursue the suggestion of Bòrd na Gàidhlig being included further. Creative Scotland to have a conversation with Shona MacLennan of Bord na Gaidhlig.*  |
| **4.0** | **Partner Updates** |
| 4.14.24.34.44.54.64.74.8 | SLAEDJG noted that he had stood down as Chair of SLAED at the recent AGM, and Pamela Smith is now in place as Chair. JM reported that SLAED has asked him to act as the link to SCIP on behalf of SLAED. SCIP agreed that JG should continue to attend SCIP meetings on behalf of SLAED, and feedback to SLAED business groups and subgroups around Creative Industries and Tourism. Each SLAED subgroup has a copy of the SCIP Action Plan. It was agreed that JG would present an item at a future SCIP on SLAED and its subgroups. **ACTION:JG**Scottish GovernmentLH is taking maternity leave shortly, and Carolyn Rae has been appointed as her replacement. Carolyn will be at the next SCIP meeting.Xpo NorthCS gave a verbal update on XpoNorth which is planned for 7th and 8th June. Programme is coming together with lots of activity planned, and several CS staff from Music, Screen, Comms and SLT are attending. https://xponorth.co.uk/SDSCreative Industries Skills Forum are continuing to meet and work on implementing recommendations in the Skills Investment Plan. Recommendations will be refreshed and approved by their Board, and SDS will report back to SCIP.Foundation Apprenticeships has gone live, with consultations with local colleges and universities happening throughout Scotland. There is ongoing discussion around the BBC Academy. SCIP discussed this in the context of skills, and it was agreed skills should be discussed in more detail at a future SCIP. SDS and CS will meet to discuss key people to be involved in the Creative Industries Skills Investment Plan Skills Forum, and to highlight which people should be approached in the skill conversation. **ACTION: SDS and CS**CS/SE Partnership AgreementMuch of this work is being absorbed into the SCIP Action Plan, and there is a meeting of CS/SE soon to review progress. Work around the Screen Unit was not originally included in the partnership agreement, and as this has become a major part of the partnership it was suggested that this should now feature in any reporting.Screen UnitA Project Director, Rachel Gwyon, has been appointed, and will be working in part from CS. Richard Findlay, the CS Chair has been appointed as SRO for the Project. The Project Director will be invited to attend a future SCIP to update. Creative Industries Advisory GroupSG had previously circulated approved minutes, and noted that HL would be attending the next meeting as an observer representing Business Gateway. Culture Enterprise Office and MadeBrave both presented at the first session. SG invited any feedback for the Advisory Group from SCIP colleagues.Thematic priorities that arose were:* Timing of business support intervention
* Colleges and university creative courses

There was discussion around higher education providers operating in a commercial context. UK Industrial Strategy Green PaperCS and SE have responded. SG did not submit a formal response, but will come back to SCIP with thoughts.CS is to check with SCIP members not in attendance if they responded, and collate responses so that these can be circulated collectively. **ACTION:CS**Discussion took place around the potential UK Industrial Strategy creative sector deal. Skills to be put on a future agenda for more fulsome discussion. **ACTION: CS** |
| **5.0** | **Shared Action Plan** |
| 5.1 |  CS had written to SCIP members ahead of the meeting in response to the challenge with meeting the agreed deadlines. The letter included four points:* Have we identified the right work programme?
* Have we got the leadership right for each area of work?
* Do individual agencies have adequate resources to deliver against it?
* If not, what should we do to address this? Amend the plan? Build in new resources?

The Chair opened the table up for responses. The group noted there were issues around capacity and resource, as for some Leads this was extra work to core business. A need for programme management and admin support resourcing, or a Project Manager role was discussed, and for better discussion between SCIP meetings to be facilitated. Sense checking the Plan in regard to resourcing and also mapping existing resources is essential. Thinking around what can be delivered in 2017/18, and what is a priority for 2018/19 needs to happen.It was agreed that each group Lead would relook at their actions, and decide what is achievable with current known resources, identify if there is a genuine need for extra resources, and cost out the resources required to implement the work and fill the resource gap. This feedback should be returned to CS within two weeks of this meeting. **ACTION: ALL**Once SCIP have fed back, the group will re-look at resourcing and publication in terms of including dates/timelines. A public event will be planned for 18 months’ time, to share/report on 2017/18 work from Shared Plan, and to inform on 2018/19 priorities. SCIP will also engage the Creative Industries Advisory Group on future planning.  |
| **6.0** | **AOB** |
| 6.1 | There was no AOB. |
| **7.0** | **Date of next meeting** |
| 7.1 | Thursday 3rd August 2017 - 10:30-13:00 – Boardroom, Creative Scotland, Waverley Gate. |

4/5/2017