



ALBA | CHRUTHACHAIL

MINUTES

Board Meeting 13 February – 10.00 to 14.00 Board Room – Waverley Gate

Present:

Robert Wilson (RW)	Chair
Iain Aitchison (IA) until 12.30	Board Member
Ewan Angus (EW)	Board Member
David Brew (DB)	Board Member
Karen Forbes (KF) until 12.30	Board Member
Cate Nelson-Shaw (CNS)	Board Member
Elizabeth Partyka (EP)	Board Member
David Strachan (DS)	Board Member

Apologies:

Erin Forster (EF)	Board Member
Sheila Murray (SM)	Board Member
Karthik Subramanya (KS)	Board Member

Ian Attendance:

Iain Munro (IM)	Acting Chief Executive
Ken Miller (KM)	Director, Communications
Ian Stevenson (IS)	Director, Finance
Isabel Davis (ID)	Executive Director, Screen (for item 9)
Phillip Deverell (PD)	Director, Strategy (for item 7 and 10)
Andrew Leitch (AL)	Creative Industries & Capital Projects Officer (for item 7)
Janice Kelly (JK)	Project Manager, Organisational Development (for item 10)
Lyndon Jones (LJ)	Notes

	Private Session – Board members only (no minute taken)
1.	Apologies and introductions
	Apologies as noted. KM was welcomed to his first meeting as Director, Communications whilst Kenneth Fowler is on secondment to the Scottish Government.

2.	Declarations of interest
	<p>DB – Board member of MG Alba – for item 9 DS – Director of Strategy, Tern TV – for item 9 EP – Lay Member of Court, Edinburgh Napier University – for item 9</p>
3.	Minutes of Meeting of 18 December 2018
	<p>The Minutes of the meeting 18 December had been previously circulated and were approved.</p> <p>The agenda item on Risk Register proposed for the meeting today was moved to the March meeting to afford the time needed for a full discussion, as well as a full complement of Board members. The Internal Auditors, Henderson Loggie, would also join the meeting in March. It was also noted that it may be necessary to extend the time of the Board meeting. The Risk Register would also be reviewed at the Audit and Risk Committee on the 7th March before coming to the Board meeting.</p>
4.	Committee Minutes
	<p>It was requested that the final notes from Finance & General Purposes Committee and Screen Committee from December should be included in the Board papers for reference.</p>
4.1	<p>Screen Committee – 22 January It was proposed that this update was covered in item 9.</p> <p>Agreed with the Chair.</p>
5.	Chief Executive Report
	<p>IM spoke to the report which brought matters of corporate concern to the attention of the Board. Background information relating to individual sections could be found on the Board SharePoint for reference.</p> <p>The Board welcomed the format and style. The report prompted conversations on the impact of Brexit including ongoing conversations with Scottish Government on 'no deal'. Staff concerns were discussed, and IM reported that these were being handled through HR conversations.</p> <p>It has been agreed to adopt the BFI Diversity Standards in line with industry best practice and will be piloted initially through 2 funds, the Film Development Production Fund and Festival Fund which will require applications to address two of the four criteria. These are, On Screen Representation, Project Leadership and Creative Practitioners, Industry Access and Opportunity and Opportunities for Diversity in Audience Development. This will then be assessed through the BFI certification process and will become part of the decision-making process for the awards.</p> <p>The report also highlighted that there may be a requirement for electronic Board approval of High Value Screen Awards due to the speed required on some</p>

	<p>occasions to secure the productions. Interest in major productions shooting in Scotland has increased and the Board is required to approve awards over £500,000.</p> <p>The launch of the NYAAG report was noted and CS will continue to support and help the NYAAG engagement with partners and peers. The Board were asked to note the forthcoming Creative Industries meeting with Scottish Enterprise and the Scottish Government, as strategic partnership working is further developed. Alongside this, DS reported that Screen Committee meetings would now request updates from the Creative Industry partners as part of strategic working. IM would feedback to the Board on the forthcoming meetings he will be attending in Dublin with the fellow Arts Councils and then the world summit of international arts councils and cultural agencies (IFACCA) in Malaysia and Singapore.</p> <p>It was noted that the Data and Analytical service procurement for the sector was progressing. The Board were asked to note the 25th anniversary of the National Lottery in November. A legal and contracts review in Screen was underway, highlighting ways for better working that also offer models for implementation throughout the whole organisation.</p> <p>IM highlighted that there are some current issues with a small number of RFO's and CS is in dialog with them and partners to work through them. There will be a paper brought to the March Board meeting providing a summary update on RFO's and identifying themes that have come out of the 2018/19 annual review meetings.</p> <p>The recruitment process for the Director of Screen would go live this afternoon. EP offered to be a participant in the interview process.</p>
<p>6.</p>	<p>2019/20 Budget Planning</p>
	<p>The Board were updated on the current planning proposals for 2019/20 and were asked to agree on the key strategic funding areas totaling c£15m. Taking into account that the funding review is yet to be finalised and the publication of the SG's Culture Strategy will follow later in the year, it was proposed that 2019/20 funding follows areas of strategic focus, aligning with the principles of social, cultural and economic benefit. This approach would be discussed at the March F&GP Committee and final approval sought from the Board meeting in March.</p> <p>The Board approved the budget framework and approach.</p>
<p>7.</p>	<p>Citizen's Theatre redevelopment – additional capital funding request</p>
	<p>PD and AL joined for this agenda item.</p> <p>PD gave the background to the request from CT for additional funds to help with the funding gap they currently have with their redevelopment project. All funders for the original costs had been approached and had either been confirmed or were going through decision making processes.</p>

	<p>PD highlighted that CS no longer held a capital redevelopment fund so any additional contribution would need to be found by reductions in other budgets. He also confirmed that CS had consistently refused all previous requests made for capital project additional funding requests.</p> <p>The Board were sympathetic to the request but as CS has no capital budget would be unable to support. It was agreed that CS would look at other ways of revenue support and further updates would be brought back to the Board.</p>
9.	Screen Scotland
9.2	2018-19 Budget reallocation
	<p>ID joined for this agenda item.</p> <p>One of Screen Scotland's 6 objectives is to grow and improve Scotland's screen infrastructure. The Board was requested to approve the cinema equipment fund, with a total value of £1.8 million over a two-year period, created from some Screen Scotland budget reallocation.</p> <p>The fund would focus on updating cinema equipment to give audiences access to the highest quality production values and experience. The focus would be on independent cinemas. The proposal had been approved at the January Screen Committee meeting and if approved by Board would then be presented to SG for their approval. Launching the fund would take place in February.</p> <p>The Board approved the new fund and the budget amendment.</p> <p>IA and KF left the meeting.</p>
9.1	General update, include studio
	<p>ID reported that overall the work continues at pace with all five partners. Good progress on the Business plan. The Broadcast Content Fund is projected to be fully spent with final awards to be announced by the end of the year. ScreenSkills has invited Isabel Davis to sit on the Film Skills Council to represent Scotland and the nations.</p> <p>Studio A confidential update was provided on the tender process. The intention is still to be able to announce an operator by the end of April. Enquiries for large scale production venues had increased significantly as a result of the studio announcement, highlighting demand.</p>
9.3	BBC MOU
	<p>Screen Scotland and the BBC share many of the same aims for growing the screen sector in Scotland. Agnieszka Moody had worked closely with the BBC on how both organisations can work more collaboratively in the next three years. The BBC has made commitments to include strengthening of the talent pool across all genres in Scotland and increasing network presence of content and talent from Scotland.</p>

	<p>The BBC has committed funds worth £2m with Creative Scotland investing £500k in the first year. It was proposed that the MOU would be signed by Tony Hall and IM on the 24th February. Once signed the operational phase of the partnership would begin.</p> <p>It was requested if reference to Scottish indigenous languages could be explicitly included.</p> <p>All agreed that it was a strong piece of work and showed collaborative working.</p>
10.	Organisational development
	<p>PD and JK joined for this agenda item.</p> <p>PD reported that the work was progressing well. Staff from across the organisation had engaged in different parts of the process and 7 emerging themes had come out of the workshops - Learning and Growing, Connecting Externally, Community and Belonging, System and Processes, Strategic Focus, Funding and Leadership.</p> <p>The work streams would now bring people together to discuss them in more detail and develop solutions. The process would also recognise where there is already work underway, e.g. the funding review.</p>
10.1	Progress update and Open Change contract extension request
	<p>A request was made to the Board to extend the contract for Open Change for a further six months. The current contract was due to finish at the end of March and the piece of work they had been contracted for would be completed. As the process had developed it was clear that the service design model they applied worked very well for CS and it was hoped that extending their contract for a further six months would allow the process to become embedded into our thinking and give CS the tools for continuous change.</p> <p>It was confirmed that the additional cost had available budget.</p> <p>The Board approved the extension of contract.</p>
11.	AOB
	<p>It was agreed that an initial meeting of the Nominations Committee would take place in March. The current terms of reference and skills matrix would be shared with the Committee in advance of the meeting.</p> <p>The annual declarations of interest would be sent out to all Board members with a request for early completion to enable publication in April.</p> <p>It was suggested that the March Board meeting be extended in length from 10am – 4pm to allow for a full conversation on Risk. IM would look at the agenda for the meeting to ensure that timings and topics were appropriately covered.</p>
12.	Date of the next meeting
	28 March 2019

--	--

Rebel Wilson

Approved