



ALBA | CHRUTHACHAIL

## MINUTES

### Board meeting 20 May 2021 – 10.00 to 13.40 Via Teams

#### Present:

Robert Wilson (RW)	Chair
Malath Abbas (MA)	Board Member
Ewan Angus (EA)	Board Member
Yahya Barry (YB)	Board Member
David Brew (DB)	Board Member
Duncan Cockburn (DC)	Board Member
Stephanie Fraser (SF)	Board Member
Duncan Hendry (DH)	Board Member
Philip Long (PL)	Board Member
Carol Main (CM)	Board Member
Sarah Munro (SM)	Board Member (until 12.40)
Elizabeth Partyka (EP)	Board Member
David Strachan (DS)	Board Member (until 12.05)

#### In Attendance:

Iain Munro (IM)	Chief Executive
Isabel Davis (ID)	Executive Director (for items 7 & 8)
Joan Parr (JP)	Interim Director Arts and Engagement (for item 9)
Kate Deans (KD)	Culture Officer, Arts & Engagement (for item 9)
Gary Cameron (GC)	Interim Director Strategy (for item 10)
Kenneth Fowler (KF)	Director Communications (for item 10 & 11)
Ian Stevenson (IS)	Director Finance (for item 3.1, 4.1 & 12)
Lyndon Jones (LJ)	Minutes

<b>1.</b>	<b>Apologies and declarations of interest</b>
1.1	Welcome to new members

	Robert Wilson formally welcomed new Board members Malath Abbas, Yahya Barry, Duncan Hendry and Carol Main to their first Board meeting. Was a round of introductions by all Board members.
1.2	<p>Apologies</p> <p>There were no apologies. It was noted that DC would need to step out of the meeting until 11am to deal with work matters.</p>
1.3	<p><u>New Declarations of Interest or relevant to the agenda</u></p> <p>Malath Abbas, Director of Biome Collective, Trustee of Scottish Game Developers Association, Duncan Hendry, Chair of Lung Ha Theatre Company, Board member Eden Court Theatre Inverness, Board member Edinburgh International Jazz and Blues Festival, and Campaign Board Member King's Theatre Edinburgh (Fundraising Committee for the redevelopment of the King's Theatre). Carol Main, Chair: The Night With..., Vice-Chair of Traditional Music Forum, Governor of Royal Conservatoire of Scotland, Director, Live Music Now and Board Director of European Federation of National Youth Orchestras.</p>
<b>2.</b>	<b>Previous minutes</b>
2.1	<p><u>Board meeting 25 March 2021</u></p> <p>Suggested amendment related to item 8 on the agenda, delegated authority to ensure alignment with what the Audit Committee agreed to recommend.</p> <p>All were content with the suggestion and with those amendments made, the minutes were approved.</p>
2.2	<p><u>Matters arising</u></p> <p>There were no matters arising.</p>
<b>3.</b>	<b>Committee Updates</b>
3.1	<p>Finance and General Purposes</p> <p><u>Minutes 26 May – Pay Review</u></p> <p>The sole agenda item for the Committee was the detail of the pay review. The Committee agreed the basic pay award along with the agreed approach to progression. It was noted that the basic award would be paid in May salaries and CS were now in discussion with the Unions on their pay claim. It was asked if there was any impact on the Living Wage and salary scales at CS, it was confirmed that the base of the grade was still above the Living Wage.</p> <p><u>Minutes 28 April</u></p> <p>IS joined for this agenda item.</p> <p>The Committee meeting included normal updates and had reviewed the amendments to the budget previously approved at the February Board meeting. These recommendations were endorsed by F&amp;GP and were now being presented to Board for its approval. A subsequent paper presented to Board highlighted the changes and explained the rationale. The approach to the Create Digital Initiative fund was discussed around the governance and partnership with other NDPB's.</p> <p>Formal approval from the Board was given on the budget amendments.</p>

3.2	<p><b>Audit and Risk</b>  <u>Minutes 23 March</u>  The Committee meeting had been reported at the March Board meeting, noting that due to COVID related delays of the external audit timetable, there is the possibility of needing to call special meetings in the autumn to be able to formally agree the annual sets of accounts.</p>
3.3	<p><b>Screen Scotland</b>  <u>Minutes 9 April – budget discussion</u>  As the meeting had focused on the Screen budget, the Chair noted to the new Board members the Screen Scotland overall process with regards to funding and the mix of financial requests, and strategic partnerships. It was also noted that there was a continued process regarding Partnership meetings.</p>
<p><b>4.</b></p>	
4.1	<p><b>Board Terms of Reference (annual review)</b>  The paper proposed no changes in the broad terms of reference for the Board. However, as the Board sets the budgets, the Executive creates the detailed budget envelopes, allowing the F&amp;GP and Screen Committees to scrutinise those budgets and present to Board for approval. It is proposed that the terms of reference for both F&amp;GP and Screen Committee more explicitly reflect their remit of scrutiny rather than approval. IM would discuss with Committee Chairs, with the final set of Committee ToR's brought back to the Board for approval.</p> <p>All agreed the approval of the Board Terms of Reference and proposal to update the Committee Terms of Reference.</p>
4.2	<p><b>Committee Appointments</b>  The paper proposed the addition of Board members onto Committees,</p> <p>Finance and General Purposes Committee, proposed new members: Duncan Hendry and Mal Abbas, with one external Committee member to be recruited.</p> <p>Audit and Risk Committee, proposed new members: Carol Main, Yayha Barry, with one external Committee member to be recruited.</p> <p>It was noted that the recruitment pack for the external representatives onto the Committees had been drafted and was with the Chairs for approval.</p> <p>Screen Committee, Proposed new members: Sarah Munro and Mal Abbas</p> <p>Nominations Committee would remain with two members from the body of Board members when required.</p> <p>All content with the proposal.</p> <p>(DC re-joined the meeting)</p>
5.	<p><b>Chief Executive Report</b></p>

	<p>The appointments of the Cabinet Secretary for Constitution, External Affairs and Culture and Minister for Culture, Europe and International Developments were noted. The first meeting of the Chair with the Cabinet Secretary is scheduled for 3 June. Wider engagement with the cultural agenda of all political parties was also noted.</p> <p>Within the rest of the report, it was noted that the Framework Agreement between SG and CS was currently being discussed with the aim of bringing to the July Board meeting for agreement. Work on Funding for Individuals and Organisations was discussed and would need a Sector wide statement that provided the context and signalled the timelines and changes to the funding framework.</p> <p>The Board noted their disappointment that Creative UK would continue with their proposed name change but agreed that CS would work with them as appropriate.</p> <p>Recognising the City Region Deals, the Board were updated on the capital development at Hospitalfield. With the Tay City Deal confirmed, CS would now release the second part of its capital award towards Phase 2 of the overall Hospitalfield redevelopment programme.</p> <p>It was also noted that since the CEO report was produced, there had been a brief technical issue with the portal for the current RFO annual review submissions. This had affected a small number of organisations as they submitted their returns. The problem had been promptly resolved and an apology made to those affected.</p> <p>Finally, the announcement on Tuesday of the cancellation of the Royal Edinburgh Military Tattoo was discussed. Some activity by other Festivals during the summer was still being planned, likely to be a blended offer of digital and small-scale live events. A discussion took place on the approach to opening-up events as restrictions ease, and concerns were noted on the ongoing and long-term impacts for sectoral recovery, particularly in relation to the performing arts. It was anticipated that recovery would take time and require medium to long-term further financial resources to avoid critical financial failure of some cultural organisations.</p>
<b>6</b>	<b>Emergency Funds update</b>
	<p>It was anticipated that some further emergency funds would be made available through CS to run another round of PERF and COVR funds. Discussions continue with SG around the scope and purpose of the funds, subsidy control, resourcing and timescales. The Board requested that they are briefed during the development stage to be fully informed and able to feed in their views.</p>
<b>7.</b>	<b>Screen Scotland update</b>
	<p>ID joined for this agenda item.</p> <p>Infrastructure continues to develop with the busy production activity. The Bath Road development continues successfully, with the proposed long-term approach being discussed with the Board in July. Work continues on Screen regulatory issues, and cinemas are re-opening but with ongoing financial challenges. The</p>

	position on quarantine exemptions and test to release were of concern to ensure Scotland remains competitive in a UK context.
<b>8.</b>	<b>Screen decision – Short Circuit</b>
	<p>ID remained for this agenda item.</p> <p>Request for Board approval of Short Circuit Year Two, an award with a maximum potential value of £600,000 comprised of project funding of £500,000 and two contingency awards: one. up to £50,000 towards access costs; and the second. up to £50,000 towards the costs of compliance with COVID-19 safe working guidelines.</p> <p>The Board approved the award.</p> <p>(DS made his apologies and left the meeting)</p>
<b>9.</b>	<b>International Working</b>
	<p>JP and KD joined for this agenda item.</p> <p>The Board paper presented the strategic approach to international working, using the four themes of import, export, cultural exchange and cultural diplomacy. The impacts of Brexit, Covid pandemic and climate change in a global context were all discussed. International working is also mentioned in the National Culture Strategy and recognised as an important theme for Governments.</p> <p>An International Officer will be appointed to co-ordinate work across the whole of CS, with partners, and the sector. Developments will also be supported through the CS international working group. Close working was taking place with the other bodies in the home nations, especially in relation to EU exit outcomes. Relationships would also continue to develop the partnerships already in place, such as the British Council, IFAACA, ISPA and UK Cultural Diplomacy Group.</p> <p>The Board discussed the approach to strengthening international relationships and noted the Scottish International Hubs, along with SDI and Visit Scotland, all of which CS continue to engage with. The climate change context was also discussed.</p> <p>The impact of the closure of the Creative Europe desk was of particular concern, noting that during 7 years, there had been 57 major project partnerships supported across the country. Whilst it highlighted the scale of loss, the connections made with and through staff still existed. The four Home Nations work, along with bilateral funding arrangements, also ensure productive connections remain. It was noted the impact of creative gaming had not been included in the report, which had the ability to engage and could provide another connection. Sector engagement was also key and being able to share information would be a strong development.</p> <p>The Board thank JP and KD for the report and supported the direction and approach.</p>
<b>10.</b>	<b>Annual Plan 2021/22</b>

	<p>GC joined for this agenda item. KF also attended.</p> <p>The Board were presented with the current draft of the Annual Plan and were asked to approve.</p> <p>It was suggested to enhance the narrative on outcomes for each priority, linking and recognising how funding is explicit in delivering wider priorities, and reference 2020/21 context more. It was suggested inclusion of a brief explanation of each fund. GC would address these points in the published version.</p> <p>The data on audiences was discussed and how that would impact and feed into the plan, asking if the internal survey could be also reflected in the report. The screen section was also updated and would be included in the final version.</p> <p>The next steps would be to incorporate the feedback today, sharing that version with the Board and move to publishing in June.</p>
<b>11.</b>	<b>Advocacy</b>
	<p>KF presented this agenda item on the planned approach to advocate for culture that would speak to a range of audiences. A number of tools had been developed to form a toolkit to be used across all sectors. A dedicated platform would be in place with its own visual identity, supported by real-life stories to influence further creative participation. The primary audience is the general public to show how culture and creativity are a vital part of everyday life. The real-life stories will show rich content, breath of artform, location and scale. Ongoing developments continue through an internal working group and Programme Board made up of cultural sector representatives, Board members and Scottish Government official.</p> <p>Launch date set for Summer with media focus, feature piece with RW, along with a plan to engage with the new Ministers.</p> <p>There was a discussion on how best to ensure the advocacy reaches those who do not normally engage or participate. The available budget would be used wisely. Also, as this tool would be for everyone to use, there would be a tactical approach through organisations to target audiences, bringing wider voices in that would help the message grow. The small screen should be another method to achieve reach and impact as a very clear way of engaging with Scottish content. There was also agreement that engagement through language would also widen the scope of engagement, whilst noting that this was already planned to be part of the case studies to be used at launch.</p> <p>The Board thanked KF for the presentation and looked forward to further reports.</p> <p>(SM made her apologies and left the meeting).</p>
<b>12.</b>	<b>Risk Register</b>
	<p>IS re-joined for this agenda item.</p> <p>The paper provided the Board with the Corporate risks that are assessed to be above the Board risk appetite level. There has not been an Audit and Risk</p>

	Committee meeting since the March Board meeting, so the regular detailed review by the Committee would take place at its next meeting in June.
<b>13.</b>	<b>AOB</b>
	There were no items for AOB.
<b>14.</b>	<b>Date of next scheduled meeting</b>
	<b>19 July 2021</b> <b>10.00 – 14.00</b>

*Rebecca Wilson*

Approved