

**MINUTES**  
**Creative Scotland Board Meeting**  
**2 February 2018, 10am to 1pm**  
**Board Room, Creative Scotland**

**Present:**

Ben Thomson (BT)	Chair
Barclay Price (BP)	Deputy Chair
Sheila Murray (SM)	Board Member
David Brew (DB)	Board Member
Ian Aitchison (IA)	Board Member (until 12.30)
Erin Foster (EF)	Board Member (until 2pm)
Karen Forbes (KF)	Board Member
Karthik Subramanya (KS)	Board Member
Cate Nelson-Shaw (CNS)	Board Member
Lyndon Jones (LJ)	(note taker)

**In attendance:**

Janet Archer (JA)	Chief Executive
Iain Munro (IM)	Deputy Chief Executive
Ian Stevenson (IS)	Director, Finance
Kenneth Fowler (KF)	Director, Communications
Clive Gilman (CG)	Director, Creative Industries
Philip Deverell (PD)	Director, Strategy
Karen Lannigan (KL)	Director, HR and Office Services
Claire Byers (CB)	Interim Director, Arts & Engagement
Suzy Glass (SG)	Project Manager

**Apologies:**

No apologies were received.

<b>2.0</b>	<b>Minutes of Meeting of 14 December 2017 and 18 January 2018</b>
	Notes from the 14 December, typo on scenarios.  Any Board conflict of interest should be reported again. In addition to those recorded in January, BP confirmed his wife undertook some small financial work for Lung Ha.

<b>3.0</b>	<b>Review of RFO process</b>
	<p>The meeting was called to enable the Board to take stock of Creative Scotland’s 2018-21 RFO decisions and consider whether to increase the RFO budget to include further organisations for this period.</p> <p>The Board reaffirmed its commitment to fund 116 organisations as approved at the January 18 Board meeting.</p> <p>The Board then considered three options.</p> <ul style="list-style-type: none"> <li>• Make no changes to the network and emphasise the role of strategic funds</li> <li>• Increase the number of organisations using scoring and balancing criteria to establish priority, consistent with published RFO process</li> <li>• Reintroduce theatre touring organisations to allow for a longer lead in time to respond to the outcomes of the Touring Review.</li> </ul> <p>The Board decided not to pursue the first option.</p> <p>To understand the other options, it was asked how funding would be found to support each.</p> <p>It was stated that the budget envelope could increase by moving up to £1m a year from targeted funds. This would maintain other routes to funding at the same level as 2017-18. The touring fund was discussed, and it was acknowledged that while its premise has been accepted, the theatre community wanted to be involved further in the process of developing it. The Board would decide how to approve in due course, responding to the theatre community’s needs. They also see this as a separate process to RFO.</p> <p>It was stated that the 44 organisations recommended for funding, but had not been included had been reviewed again, with particular consideration given to sectoral impact and balancing criteria of diversity, range of artforms, creative areas and roles, size and type, geographical spread and financial health. This gave the board five recommendations to bring into the current list of RFO network. Catherine Wheels, Lung Ha, Dunedin, Visible Fictions and Birds of Paradise.</p> <p>These and other organisations were debated fully ensuring that the integrity of the initial process was followed. The Board wanted assurance that the process was being followed, not just reaction to external comments.</p> <p>They also asked if including additional organisations in the RFO network would lead to further requests from others. The Executive affirmed that this would likely be the case, however gave assurance that legal advice had been taken and provided published guidelines were followed, there was no risk of judicial review.</p> <p>The third option was discussed, and it was felt that organisations that did not fit into theatre would voice their concerns.</p> <p>Voting on decisions took place with seven Board members including the Chair in attendance, which meant the Board remained quorate. The Board approved funding for Catherine Wheels, Dunedin, Lung Ha, Birds of Paradise and Visible</p>

	<p>Fictions. The Board also voted to increase Stellar Quines to their current level of funding for the 2018-21 period.</p> <p>The Board retained the position that most organisations coming out of RFO would receive 6 months transition funding, however three touring organisations would receive twelve months. The Executive confirmed there is no legal issue with this.</p> <p>The Director of Finance confirmed that the net addition would be £2 million. The Board approved reallocating this level of funding to the Regular Funding budget.</p>
<b>4.0</b>	<b>Communications</b>
	<p>KF stated the next steps would be to draft a statement to go out early next week. That statement would be shared with the board for approval. Government will be briefed, and decisions communicated to organisations prior to the announcement.</p> <p>CS staff would be notified on Monday morning. KL asked that it be recognised that staff had faced some strong opinion on the outcome of the RFO decision.</p>
<b>5.0</b>	<b>Board resignations</b>
	<p>BT confirmed that the Cabinet Secretary had received resignation letters from Maggie Kinloch and Ruth Wishart. Both had asked that their three-month notice be waived. Both had been asked to respect confidentiality relating to previous attendance at Board meetings.</p>
<b>6.0</b>	<b>Any Other Business</b>
	<p>BT confirmed that he could confirm that the Cabinet Secretary would announce the new Chair as Robert Wilson, he had agreed verbally to the position. A recruitment campaign for other vacancies would start once the new Chair was in position.</p> <p>Thanks were given again to BT for his tenure. BT thanked everyone for their contributions and for what had been achieved over the past seven months including significant additional funding for Screen and the Arts.</p>
<b>6.0</b>	<b>Date of next meeting</b>
	<p>Next meeting is scheduled for the 15<sup>th</sup> February. It was agreed to hold part of the meeting as an informal session for the new Chair to meet the board and staff of CS.</p>