



ALBA | CHRUTHACHAIL

## MINUTES

### Board meeting 1 October 2021 – 09.30 to 12.30 Corstorphine Suite, Hilton Hotel, Edinburgh

#### Present:

Robert Wilson (RW)	Chair
Malath Abbas (MA)	Board Member
Ewan Angus (EA)	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
Elizabeth Partyka (EP)	Board Member

#### In Attendance:

Iain Munro (IM)	Chief Executive
Isabel Davis (ID)	Executive Director (for item 5)
Clive Gillman (CG)	Director Creative Industries (for items 6&7)
Ian Stevenson (IS)	Director Finance (for item 8)
John Campbell (JC)	Digital Transformation Director (for item 9)
Lyndon Jones (LJ)	Minutes

#### Apologies:

Yahya Barry (YB)	Board Member
David Strachan (DS)	Board Member

<b>1.</b>	<b>Apologies and declarations of interest</b>
1.1	Apologies were noted from YB and DS
1.2	There were no new declarations or any relevant to the agenda.
<b>2.</b>	<b>Previous minutes</b>

2.1	Board meeting 19 July 2021 The minutes would be updated to include the amounts approved by the Board for items 8 and 11. With those inclusions the minutes were approved.
2.2	Matters arising There were no matters arising.
<b>3.</b>	<b>Committee Updates</b>
3.1	Audit and Risk Committee 26 August 2021 The Chair noted that the minutes were in draft form, pending Committee sign-off. Reporting back on the meeting itself, discussions included moves towards increased transparency following an audit recommendation, with agreement to the publication of all Committee minutes on the CS website, alongside the already published Board minutes. The Committee had been provided with a full set of clean Certificates of Assurance from the Senior Leadership Team which would be reflected in the Annual Accounts. Due to the late timing of the external audit, there is a tight timescale for the production of the Annual Report and Accounts, and an additional A&R Committee meeting would be arranged in October to review the draft. It would also provide the Committee with an opportunity to hold a full Committee induction session for members. The Committee Chair also highlighted that the November A&R meeting would discuss the Screen Scotland Risk Register and complete the annual Self Evaluation of the Committee performance in order to report back to the Board. Additionally, it was noted that the internal auditors were in the final year of their current contract with Creative Scotland and the process to tender for the next three years was underway with DB and CM on the review panel. The final recommendation would come back to the Board.
3.2	Screen Committee 21 September 2021 In the absence of the Chair at today's meeting, EA reported to the Board that the meeting had taken place discussing general updates. Further information would be provided during item 5.
<b>4.</b>	<b>Chief Executive Report</b>
	<p>IM reported that the structure of his report had changed to reflect the refreshed CS Strategic priorities. IM and RW noted the positive meeting with the Cabinet Secretary and Culture Minister, and the agreement to a proposed series of induction and briefing meetings to be arranged for the remainder of the year on the range of work undertaken by CS. It was also noted that the CS Communications team were holding fortnightly meetings with the SG Culture Communications team to ensure both teams are equally briefed and informed ahead of any public announcements, including sharing each other's Communications grids.</p> <p>The report noted the budget and spending review processes were underway, with SG announcing a draft budget for 2022/23 on 9 December, with a move to multiple year budgets through the spending review anticipated to conclude in the spring. Also discussed was the recent publication of the Programme for Government.</p> <p>The Board were also asked to promote the Our Creative Voice advocacy campaign which had been very well received since the launch at the beginning of September.</p>

	<p>Also discussed was the commissioning of evaluation of the COVID-19 Emergency Funding. IM reported that financial information from the regular meetings with RFO's highlighted their ongoing fragility and pointed to the continuing low financial resilience of the sector.</p> <p>The Board noted the very successful launch of the Creative Freelancers Guide, which had received the greatest number of views on the website.</p> <p>Following careful planning, the Edinburgh Office would re-open to staff on 18 October to a maximum capacity of 30%. Glasgow Office would follow once available after COP 26 events at the Lighthouse.</p>
<b>5.</b>	<b>Screen Scotland Update</b>
	<p>ID joined for this agenda item. Points of note included the continued interest and demand for production space. Productions had also enabled further work with the sector on skills development and training and development initiatives. ID added the quality of educational courses needed to match with the new context of sector growth. DC offered to discuss further after the meeting.</p> <p>The proposal for privatisation of Channel 4 continued with evidence provided from across the sector, noting concerns.</p> <p>ID reported that Brexit continues to challenge the industry and is reflected in the Screen Scotland Risk Register.</p> <p>The summer had seen a successful hybrid Film Festival, and successful online TV Festival. Looking ahead, ScSc would also be hosting in Edinburgh and St Andrews, the ACE European Film Directors in November.</p>
<b>6.</b>	<b>Funding Framework</b>
	<p>CG joined for this agenda item, with IS as an observer, and presented the current progress of the work, reflecting the funding review findings and recommendations, and connecting with the refreshed strategic framework.</p> <p>The Board fully discussed progress, noting the concern for clarity on the criteria to be used in decision making, care on the handling and communication of the changes, and process transition arrangements. The scope for new entrants was discussed, and exit strategies for any organisations unsuccessful in securing regular funding. It was noted there was detailed development on a range of work streams planned for the next few months to enable full clarity and detail to be progressed, and address the points raised by the Board.</p> <p>Due to the priority of this work, it was agreed that this would be a standing item for the next set of Board meetings. CG agreed to share the presentation with the Board and be available for any questions they may have.</p> <p>(Post meeting the presentation was circulated).</p>
<b>7.</b>	<b>Disbursement of funds for the Creative Digital Initiative (CDI)</b>

	<p>CG and IS remained for this agenda item.</p> <p>The CDI fund was developed to provide creative and cultural businesses with the ability to develop their digital capabilities, prompted by the challenges COVID-19 had imposed. Using funds from SG, CS had led the Creative Digital Initiative group comprising HIE, South of Scotland Enterprise, Skills Development Scotland, Scottish Enterprise, and Business Gateway/Digital Boost. Since the original plan, further significant support was available via the Digital Boost initiative, resulting in a recast of the levels of funding to be channelled through the other partners for the CDI.</p> <p>The Board approved the disbursement to Scottish Enterprise of an additional £225k of Scottish Government funds held by Creative Scotland for the delivery of the Creative Digital Initiative. This makes the total award to Scottish Enterprise £531,000.</p>
<b>8.</b>	<b>Risk Register</b>
	<p>IS joined for this agenda item.</p> <p>Due to limited time remaining in this meeting, this item was deferred to the November meeting.</p>
<b>9.</b>	<b>CS Digital Services Offer, Business Plan</b>
	<p>JC joined for this agenda item</p> <p>Further to the July Board meeting where the Board agreed to support the initial proposal to create a subsidiary company to offer to the wider public sector the digital platform and tools developed by CS, the Board were presented with the proposed Business Plan for approval. Legal input had been received in the development of the plan. The Company would be not for profit and need to register for VAT. The initial timeline would see set up through to March 2022 and implementation thereafter.</p> <p>The Board were happy to approve the business case.</p>
<b>10.</b>	<b>AOB</b>
	There were no items for AOB.
<b>11.</b>	<b>Date of next meeting</b>
	25 <sup>th</sup> November 2021.

*Rebecca Wilson*