



ALBA | CHRUTHACHAIL

MINUTES

Board Meeting 24 February 09.30 – 14.00 Via Teams

Present:

Robert Wilson (RW)	Chair
Ewan Angus (EA)	Board Member
David Brew (DB)	Board Member
Duncan Cockburn (DC)	Board Member
Stephanie Fraser (SF)	Board Member
Philip Long (PL)	Board Member
Sarah Munro (SM)	Board Member
Elizabeth Partyka (EP)	Board Member
David Strachan (DS)	Board Member

In Attendance:

Iain Munro (IM)	Chief Executive
Isabel Davis (ID)	Executive Director, Screen Scotland (for item 6)
Kenneth Fowler (KF)	Director of Communications (for item 7)
Scott Donaldson (SD)	Head of Film Education (for item 7)
Gary Cameron (GC)	Interim Director, Strategy (for items 8 & 9)
Ian Stevenson (IS)	Director, Finance (for items 10 & 11)
David Smith (DWS)	Director, Screen (for item 11)
Lyndon Jones (LJ)	Minutes

1.	Apologies and declarations of interest.
1.1	There were no apologies.
1.2	There were no new declarations of interest. It was noted that DC would absent himself from item 11, funding approval of APA, Eden Court and Capital Theatre.
2.	Previous Minutes and Notes

2.1	<p><u>Board meeting 26 November and matters arising.</u> The minutes were approved as an accurate record of the meeting. There were no matters arising.</p>
2.2	<p><u>Board call 14 January and matters arising.</u> The notes were approved as an accurate record of the call. There were no matters arising.</p>
3.	Committee updates
3.1	<p><u>Draft Minutes, Screen Committee 17 November 2020</u> Verbally reported at November Board meeting.</p> <p>Reconstituted Screen Scotland Partnership Group meeting has also been held and worked well, with strong engagement from the partners.</p>
3.2	<p><u>Minutes, A&R Committee 19 November 2020</u> Verbally reported at November Board meeting.</p> <p>Nothing further to note for the November meeting beyond that previously reported. Internal Audit had provided assurance that the homeworking period financial control systems were working effectively.</p>
3.3	<p><u>F&GP Committees, Minutes, 25 November 2020</u> Verbally reported at November Board meeting.</p> <p><u>Minutes, 3 February 2021</u> Items discussed included the membership of the Committee using the Board skills matrix. Whilst there is no skills gap, it was felt that once the appointment of new Board members is confirmed, an increase to the numbers on the Committee is requested. The Committee Terms of Reference were reviewed, and an amended version presented to Board for approval in item 4.2. The Committee self-assessment was also discussed, acknowledging that whilst there were no gaps in the make-up of the Committee, further members to the group would look to add complementary skills. The draft Budget was discussed and is presented later in the Board meeting.</p> <p>Blended working was discussed, with the Committee agreeing that external expertise would be required to deliver a long-term approach, and Board representation would be a good addition to join any proposed working group. The 2019/20 Annual report was discussed and would be presented to the Board later in the agenda. Finally, the Committee had discussed the staff Pulse Survey, noting sometimes divergent responses reflecting the very individual circumstances and pandemic experience for each member of staff.</p> <p>The Chair of the Committee also noted an additional meeting would be organised to consider the annual pay review for 2021/22.</p>
4.	
4.1	<u>Annual Report, Finance and General Purposes Committee</u>

	<p>The Annual Report of the Committee concluded the Committee had operated effectively and provided the Board with appropriate assurance in discharging its role. One point in the report was clarified as relating to the scoring of the skills matrix, which would also be clarified in the notes of the Committee meeting.</p>
4.2	<p><u>Finance and General Purposes Committee Terms of Reference annual review</u></p> <p>Two proposed amendments were made, 4.3.5 to include terms and conditions of employment and staff structure at an organisation level, and 7.1.3 added if other Board members joined any Committee meetings they would be identified as observers. The Board agreed the amendments and noted the request for additional membership once the recruitment round for new Board members had been completed.</p>
5.	Chief Executive Report
	<p>The Board were provided with an update on the current status of the emergency funds, noting the full value distributed via CS to date was approximately £73m. The announcement of the Culture Collective awards had been well received. The second round of GRMV fund would be announced later today and the process had supported the majority of organisations that applied, providing support to the end of June. The Board noted that the majority of funds were to be distributed within the current financial year, with the exception of the Culture Collective as this was an 18-month programme of work. Conversations continue with SG on ongoing need and were in the final stages of approach to further hardship funding, using and building on the data set held within the system from earlier hardship funding would provide the possibility of quick turnaround for the majority of applicants, whilst also maintaining appropriate due diligence. The Board expressed concern about the need for resources to support a further stabilisation, alongside funds to help organisations explore and transition into potential new business models.</p> <p>The Board discussed the recent conversation with SG around the scope of previous COVR Funds and recognised that the Framework Agreement needs a review to ensure that it is up to date.</p> <p>The digital transformation programme was discussed, with positive interest from external organisations on adaptations for their own specific business needs. Assurance was also provide following the recent cyber attach on SEPA, all CS systems had been tested and confirmed as robust.</p> <p>The report noted the current Strident state aid claim, and separate FOI complaint which CS were waiting for outcomes from before considering next steps.</p> <p>A Board recruitment update was provided, interviews had taken place and the next stage was for Ministerial consideration of four candidates, with the hope for appointments to commence from April. Separately, consideration was being given to the potential for two young people to join Board meetings with observer status, and it was again acknowledged the request for non-Board members to be recruited to the Committees.</p> <p>The positive response to the appointment of the Equalities Advisory Group was noted. The development of advocacy work continues with the campaign beginning</p>

	<p>in May. It was agreed that an update around the work on post Brexit activity would be brought to the May meeting.</p> <p>Finally, the Board were asked to complete the data protection training, a note with the link to be sent out.</p>
6.	Screen Scotland update
	<p>ID joined for this agenda item.</p> <p>The Board were appraised on the current progress of the Bath Road Studios. The continued strong interest in productions coming to Scotland was also noted. This would interplay with the Skills Strategy and the drive to create a strong Scottish production base with enhanced capacity for the longer term. Advocacy work continues with a spotlight on cinemas and the drive to align with the position in England, noting much depended on the timing of the release of commercial films as well as any parameters for re-opening. Screen RFO support also continues. A development fund in conjunction with public partners, Access Scotland, is open as an initiative for TV Producers to work with the partners venues as locations, providing extra value to commissioners.</p> <p>The Board were asked to note that the opening of the Glasgow Film Festival would take place this evening as a totally online event with an exciting programme.</p>
7.	Towards a Sustainability Plan: CS response to climate emergency
	<p>KF and SD joined for this agenda item.</p> <p>The paper provided the background and update to the work already undertaken by the Green Team. In developing greater ambitions on delivering targets, it set out an action plan and was seeking Board support for the plan and proposed resource requirements, both human and financial, to deliver an effective strategic and tactical response to the climate emergency.</p> <p>The paper proposed the commissioning of external expertise to support CS to scope the ambition, which would be brought back to the Board for approval. The paper also reflected that CS has a role to play within the wider landscape of public bodies. It was agreed that there needs to be a clear separation between the actions of CS as an organisation, and those of the sector. Work would continue to partner with Creative Carbon Scotland.</p> <p>The Board were content to approve the approach and looked forward to the next update.</p>
8.	Strategic Priorities and Funding Framework
	<p>GC joined for this agenda item.</p> <p>The current update was provided to the Board through the paper and GC spoke to the changes since last discussed, noting the challenge of the ongoing pandemic on implementation. As well as internal discussions, there had been conversations externally with sector bodies leads to test the thinking and next steps. Those conversations had been supportive of the importance of this work and the clarity it would bring.</p>

	<p>The Board welcomed the progress and noted the importance of local provision to the overall ecology and asked for clearer reference to that as it would remain a key driver for CS to help address local need. The importance of CS development role, not just through funding, was noted. The future funding framework would be more responsive to working with different organisations based on their context, needs and opportunities. Capturing outcomes from the people and organisations supported would be important to track progress against the refreshed strategic priorities. Budgetary pressures were a significant factor in being able to successfully introduce and transition through the new funding model, recognising some organisations would need time-limited support and different forms of finance, and others would require longer term support. Planning confidence was key.</p> <p>Next steps would be to discuss and develop operational delivery, sharing the work and direction externally through stakeholder engagement. It was also suggested that CS undertake conversations with the Charity Sector for any learning points on this revised approach.</p> <p>The Board approved the refreshed strategy and funding framework direction, subject to final wording refinements to reflect CS role in helping support local provision across Scotland. Revised wording would be circulated outwith the meeting for approval.</p>
<p>9.</p>	<p>2019/20 Annual Review</p>
	<p>GC remained for this agenda item. The designed copy of the Annual Review was shared with the papers and the draft had previously been discussed at the F&GP Committee. There was a discussion on some of the key messages on stability being different to some of the statistics, especially around attendance, and it was asked that this should be reviewed. It was agreed that this would be reviewed and addressed through the Chief Executive introduction.</p> <p>Revised introduction would be circulated for approval.</p>
<p>10.</p>	<p>Budget 2021/22</p>
	<p>IS joined this agenda item. The paper provided the Board with the detail of Creative Scotland's draft Scottish Government budget allocation, to present the 2021/22 draft budget and the 2021/22 RFO awards for approval.</p> <p>IS provided context to the figures in the budget and the relationship between SG budget and National Lottery income. There is no figure currently allocated against further SG emergency support as it is anticipated this will become clearer once the UK budget is announced. The Screen Scotland budget is included in the overall figures but also provided separately for information.</p> <p>Focus was given to the proposal for a fourth year of RFO funding equating to one third of the original three-year settlement figures for each RFO. There was a discussion on the approach to managing risk and the payment of RFO funding,</p>

	<p>given the ongoing financial fragility of organisations. The contracting process would progress next steps with annual review discussions and information requests on activity and financial plans for the year ahead. Current year funding agreements would be extended for three months to enable 2021/22 Q1 payments to be made in April whilst annual review and forward planning information takes place through May to enable 2021/22 final contracts to be put in place.</p> <p>The Board approved the Budget and approach to RFO awards.</p>
11.	Funding Approvals
	<p><u>Kelvin Hall</u> IS remained for this item and DWS joined. The paper addressed the background to the request from SG that CS administer ringfenced money for the proposal to create TV studio space in Kelvin Hall through Glasgow City Council, with primary use for entertainment programmes and high-end TV drama. The growth in the entertainment genre had been identified by all the broadcasters, supporting the need for space.</p> <p>The Board discussed the need for a robust business plan to understand the detail of the proposals be assured on viability. It was also noted that the award would be contingent on a lease agreement between Glasgow City Council and an approved operator, which was in advanced discussions and expected to be approved shortly.</p> <p>The Board agreed to support the grant award in principle, with detailed scrutiny delegated to the Screen Committee for final approval and reported back to the Board.</p> <p>SF and SM left the meeting.</p>
	<p><u>APA, Capital Theatre and Eden Court</u> DC declared an interest in this item as a Board member of APA and absented himself from the meeting.</p> <p>The papers requested Board approval of the three awards, in line with governance arrangements and approval levels. Concerns were raised that the awards had been announced by SG before Board approval had been given and wished to ensure that appropriate assessment had been undertaken on financial viability to ensure the organisations did not fall into insolvency. It was confirmed this was the case based on current information. The Board requested a condition that the grant awards were subject to confirmation of Local Authority support at current year levels, as a minimum.</p> <p>The Board approved the awards with the condition outlined.</p>
12	Any other business
	There were no items for AOB
13.	Date of next meeting

	25 March 2021 Teams invite to be circulated.

Rebel Wilson

Approved