



ALBA | CHRUTHACHAIL

MINUTES

Board meeting 25 March 2021 – 10.00 to 12.00 Via Teams

Present:

Robert Wilson (RW)	Chair
Ewan Angus (EA)	Board Member
David Brew (DB)	Board Member
Duncan Cockburn (DC)	Board Member (From 11am)
Stephanie Fraser (SF)	Board Member
Philip Long (PL)	Board Member
Sarah Munro (SM)	Board Member (from 11.30)
Elizabeth Partyka (EP)	Board Member
David Strachan (DS)	Board Member

In Attendance:

Iain Munro (IM)	Chief Executive
Isabel Davis (ID)	Executive Director (for item 6)
Ian Stevenson (IS)	Director Finance (for items 7, 8 and 9)
Lyndon Jones (LJ)	Minutes

1.	Apologies and declarations of interest
1.1	There were no apologies, it was noted that DC would join the meeting at 11am.
1.2	EP updated the Board that she was now Chair of the Ofcom Advisory Committee for Scotland.
2.	Previous notes and minutes
2.1	<u>Board meeting 24 February 2021</u> The minutes were approved as an accurate record of the meeting.

2.2	<p><u>Matters arising, including approvals outwith</u> There were no matters arising. There were two approvals outwith meetings, minor wording enhancements to Refreshed Strategy, and Annual Review Introduction 2019/20. The two approvals were formally ratified.</p>
3.	Committee Updates
3.1	<p><u>Screen Committee – agenda 2 March</u> The Chair reported that the Committee had discussed the submissions to Ofcom on the independent sector quota and public service broadcasting, collaborating with SG on both submissions. Discussion took place about the recent announcement from the BBC on their proposal to ensure that more production activity moved to nations and regions. There were positive talks with the BBC Director of Nations and Regions in that regard, although still concern to ensure Scotland generated content was a priority. As agreed at the last Board meeting, the plans for the Kelvin Hall were discussed in detail and approved. Also, agreement had been reached that Screen Scotland would have input into the overall delivery strategy.</p> <p>A further screen update would be provided under item 6 when ID joins the meeting.</p>
3.2	<p><u>Audit and Risk – agenda 23 March</u> The Committee discussed the results of various internal audits. All generally satisfactory but it was noted in the EDI Audit that the last year Gender Pay Gap data had not been published, as a result of oversight during the pandemic. This was being addressed currently. It was also noted that, although not a statutory requirement, a full Equal Pay Audit was also being undertaken.</p> <p>The Grant Management audit had received a satisfactory rating, and flagged the Board approval to be covered under AOB today. The Board were appraised that the Financial Controls and systems received top grading on all fronts, noting the transition to digital payments and volume of payments had been a significant pressure and managed well.</p> <p>The Committee discussed the proposed internal audit programme for 2021/22, noting that it included activity paused from the previous year as a result of the pandemic. Audit Scotland indicated their workplan would follow a similar approach to last year. This puts pressure on the timescales for the production and review of the Annual Reports and Accounts with the Audit and Risk Committee, and the subsequent Board approvals process, to enable formal submission to the Westminster and Holyrood Parliaments, required before Christmas.</p> <p>Items 7 & 8 on the agenda today were discussed at the Committee meeting and included the A&R comments for Board approval today.</p>
4.	Chief Executive Report
	<p>RW updated the Board that the appointments of the new members had been announced and further enhanced the current Board skillset. Two young Board observers would be progressed also. New Board members would be assigned to the various Committees, with additional co-opted financial expertise for each of F&GP and A&R Committees also being progressed.</p>

	<p>IM noted within his report the proposed re-opening guidance for Scotland. The Board recognised the approach was balancing health protection with an incremental opening-up of society, activities and the economy, however, remained concerned that the ongoing uncertainty and impacts for the creative sector would continue to be hard to manage and would require further support.</p> <p>The CTEEA appearance had been gone well and Creative Scotland’s pandemic response to support the sector was welcomed. The Committee’s final report had been circulated to the Board for noting.</p> <p>IM noted the proposed changes to the Creative Industries Advisory Group, with a request that the Terms of Reference be shared with the Board for information.</p> <p>The Board discussed the concerns about the proposed name change for the Creative Industries Federation and Creative England.</p> <p>The Board noted the update on the success of Crowdmatch and discussed the potential for further development.</p> <p>Final items to note included the extra F&GP Committee meeting that was taking place on Friday to discuss the 2021/22 pay review; the Register of Interests would be circulated to all Board members to update; IM had attended an NDPB Forum meeting and was pleased to note that CS’s response to the pandemic and delivery of emergency support had been highlighted by the Scottish Government as an exemplar; IM also noted the importance of public bodies addressing Race Equality, particularly in employment, and was being discussed with HR and EDI teams.</p> <p>DC joined the meeting.</p>
<p>5.</p>	<p>Emergency Funds update</p>
	<p>IM updated the Board on the current position on the distribution of emergency funds. He noted that since the last Board meeting, the three theatres where the Board had approved the distribution of further additional funding (APA, Capital Theatres and Eden Court), the local authority funding position had been confirmed.</p> <p>Hardship funding for freelancers continued to be processed, with top-up funds available to previous recipients, along with first time applicants. The Independent Cinema Recovery and Resilience fund had received additional resources which were currently being processed, and CS was leading the development of a new £1m fund called the Creative Digital Initiative to support businesses to build their digital capacity. The fund was being delivered in partnership with enterprise and skills bodies.</p> <p>Discussions would continue to take place as required in advocating for further resources to sustain the sector however, the pre-election period means it was likely that announcements of any further Covid-19 related funds would only be possible after 6 May.</p>

	The Board wished to express their sincere thanks again to all staff at Creative Scotland for the dedication and hard work they had put into working through all the emergency funds and sector support in the last year.
6	Screen Scotland Update
	<p>ID joined for this agenda item.</p> <p>Highlighting some of the current projects, ID spoke about the partnership with the Edinburgh International TV Festival. Screen Scotland are members of an advisory group with the Royal Lyceum Theatre working with their Alumni group on transition between theatre to TV and screen and digital content. The Bath Road Studio continues to progress positively. Understanding the new Subsidy Control Regime continues to help ensure Screen Industries benefit.</p> <p>Skills development will be a major priority for 2021/22, supported by key partners and planning for a significant investment uplift.</p>
7.	Risk Update
	<p>IS joined for this agenda item.</p> <p>The Risk Register was presented to the Board for their consideration on all risks above Board appetite. It was noted that a number of risks had been recontextualised around the ongoing COVID pandemic. The fragility of the sector continues to be of considerable concern.</p>
8.	Delegated Authority and Budget Control Guidelines
	<p>IS remained for this agenda item.</p> <p>The paper recommended maintaining the current approach and levels of delegation which flow from the Board to the CEO, working with the SLT. It was noted that awards made by the Scottish Government to specified organisations via Creative Scotland require Board approval prior to announcement, and the A&R Committee had endorsed the corresponding amendment to make that clear. However, it had concluded that the suggested change regarding grants to devolved funding intermediaries should not be made, and that any payments over £500k should therefore continue to require Board approval.</p> <p>These amendments came with the endorsement of the A&R Committee.</p> <p>All agreed with the delegated authority and budget control guidelines, adjusted accordingly.</p>
9.	AOB
	Approval of awards to three Hardship funding partners, Help Musicians, Visual Arts Scotland and BECTU. The total value of grants handled by each of the three partners at the closure of their involvement in the fund was over £500,000, requiring Board approval. The Board approved the awards.

	EP relayed a request from the Green Team to highlight that CS was working with the Royal Geographical Society of Scotland to host a virtual Climate Change Summit on 14 May. All Board members would receive an invitation to attend the event. In addition, any Board members interested in facilitating any of the sessions should note their interest, or pass on any suggested contacts. (Post meeting note: email sent with full details).
10.	Date of next meeting
	20 th May 10.00 to 14.00 Via Teams.

Rebecca Wilson