

MINUTES

**Board Meeting
20 July 2022
10.00 – 13.00
Teams and Hilton Hotel
North Bridge, Edinburgh**

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 Hendry (DH)	Board Member
Stephanie Fraser (SF)	Board Member
Carol Main (CM)	Board Member
Elizabeth Partyka (EP)	Board Member
David Strachan (DS)	Board Member

Apologies:

Duncan Cockburn (DC)	Board Member
Philip Long (PL)	Board Member
Sarah Munro (SM)	Board Member

In Attendance:

Iain Munro (IM)	Chief Executive
Anne Langley (AL)	Executive Director, Operations
Isabel Davis (ID)	Executive Director (for items 6 & 7)
Kenneth Fowler (KF)	Director Communications & External Relations (for items 8 & 9)
Clive Gillman (CG)	Director Creative Industries (for item 9)
Alastair Evans (AE)	Interim Director Strategy (for item 9)
Andrew Diffin (AD)	Manager, Azets (for item 9)
Elizabeth Young (EY)	Partner, Azets (for item 9)
Lyndon Jones (LJ)	Minutes

AL was welcomed to the Board meeting, ahead of her officially joining Creative Scotland as Executive Director, Operations on the 28 July.

1.	Apologies and declarations of interest
1.1	Apologies Apologies were noted from Duncan Cockburn, Philip Long and Sarah Munro.
1.2	New declarations of interest / relevant to agenda CM noted that she would be reviewing Edinburgh International performances and potentially Edinburgh Fringe Society performances for The List magazine. Considering potential agreement of the Board Code of Conduct (item 4) it was suggested that current register of interests for each Board member be circulated to ask Board to review and update.
2.	Previous minutes
2.1	The draft minutes of the Board meeting from the 26 May were approved as an accurate record of the meeting.
2.2	Matters arising – Aberdeenshire YMI grant award Following Board approval of the YMI grants at Board level in the May meeting, the Aberdeenshire Grant was resubmitted for additional approval as confirmation had been received that one aspect of delivery of the project was now viable and required the balance (£26k) of the formula fund grant allocation. All content to approve the final balance of £26k.
3.	Committee Updates
3.1	Agenda – Screen Committee, 31 May 2022 Focus of the meeting had been on budget and funding awards. Review of the ScSc Risk Register was considered with particular focus on the items above Committee appetite. These centred on Staff retention, crew skills, recognising this was a UK wide issue, and sustaining sector growth. It was noted that the Board would be undertaking a review of the full Risk Register on the 4 August where this would form part of the discussion. The Chair noted that the Economic Value of Screen in Scotland report had been published, and wished to extend his thanks to the Communications Team on the coverage it had received. The Board discussed a fatality at the Bath Road Studios which involved a member of the crew appointed by the production, currently being investigated by HSE and the Police. The Board were assured that as this was a third party production, ScSc/CS were not required to take any action or put in place any intervention measures.
3.2	Agenda – Finance and General Purposes, 6 July 2022

	<p>Along with general updates, the Committed concentrated their discussion on the Resource Spending Review, with that paper provided to the Board for information. The Staff Pay Review was discussed and ongoing dialogue with Unions noted. SG Pay Policy Unit are exploring if anything further can be done to provide additional support to the public sector negotiations. The Committee also discussed current office and home working practices, balancing the short-term whilst recognising the longer-term plans needed consideration.</p>
3.3	<p>Agenda – Audit and Risk, 16 June 2022</p> <p>The approved minutes of the A&R meeting of the 31 March are available and will be circulated outwith the meeting. The June meeting covered regular updates, which included the new internal Auditors Azets reviewing digital and FFF work and the supportive role of Azets within that. There would be a two-stage approach to their review and input. Also noted that Azets would join the meeting for item 9 at this meeting. Production and circulation of minutes was discussed and would be reviewed in light of any revisions to the Terms of Reference for the Board and Committees.</p>
4.	Board Code of Conduct
	<p>Following the discussion at the May Board meeting, the concerns raised by the Board around the revised model Code of Conduct potentially inhibiting their Board role, a suitable proposal in discussion with DB and IM had been discussed with SG and was now presented to the Board for their approval. The revised wording would continue to enable Board members to fulfil their roles externally.</p> <p>All in agreement to adopt the revised Code of Conduct and publish it on the website.</p> <p>It was also agreed to keep a register of Board members attendance at external events where they represented Creative Scotland.</p>
5.	Chief Executive Report
	<p>With the focus of the paper being covered in more detail in other agenda items, IM provided an update on the status of the legal appeal regarding the delivery of the National Lottery 4th licence. Overall National Lottery income was being sustained. CS is still engaged with SG regarding potential reductions in in-year budgets, with expenditure that hasn't been contractually committed paused whilst SG makes decisions on available budgets. Particularly notable is the impact of the pause on the YMI formula fund. RSR outcomes will place further pressure on budgets, with more information anticipated from the Scottish Government draft budget in December. The impact on the Future Funding Framework would be discussed in item 9. CS would continue to guard against the use of National Lottery funding as a form of substitution for cuts in Scottish Government funding.</p>
6.	Screen Scotland update
	<p>ID joined for this agenda item.</p> <p>The publication of the Economic Value of Screen in Scotland report had been well received and provided a strong baseline to continue the work of ScSc. The report has led to more conversations with Local Authorities. The BFI is due to publish its</p>

	<p>National Lottery funding plan in September. Film and TV costs were continuing to escalate, especially with the cessation of the UK Govt 'Restart' scheme. Skills remain a top priority for ScSc, working with the Screen Training Alliance, plus the ScSc Head of Education working on a secondary school level qualification. Production requests to Scotland continue to be strong.</p>
7.	Screen Approval
	<p>ID remained for this item. As this potential approval related to an ongoing live but unresolved production matter, the papers were not yet ready for Board discussion. It was agreed that these would be circulated outwith the meeting and an electronic decision made, if required.</p>
8.	Gaelic Language Plan
	<p>KF joined for this agenda item. As an NDPB, CS has a statutory duty to support the delivery of the aims of the National Gaelic Language plan. The Board were presented with the draft version of the plan, requesting approval to take to external consultation, before final approval from the Board at the October meeting, and then subsequent submission to Bòrd na Gàidhlig. The draft plan represented a continuation of many of the actions set out in Creative Scotland's previous plan and is designed to be flexible and adaptable to the current budget circumstances. Early comments from the Board would be reflected through the plan, these included what measurements would be used to understand Gaelic activity, also awareness training would be provided to both Board and Staff.</p> <p>Board was content to approve the draft plan for consultation.</p>
9.	Future Funding Framework
	<p>KF remained for this agenda item and was joined by CG and AE.</p> <p>The papers provided to the Board were the proposed 'user journey' to the multi-year process and the draft funding criteria. As background to the papers and contextualising the current situation, the impacts of COVID, current global affairs, fiscal environment, climate change, EU exit and current SG spending commitments were all challenging the timelines and plans, which had led to an adjustment to the current timeline, now proposing going live in early 2023. The sector was still recovering from the pandemic with less resilience overall.</p> <p>The Board discussed and agreed with the analysis of the risks and uncertainties in the wider environment, and then walked through the user journey for the Multi-Year process. Work was continuing to build the detail of the process, drafting guidance and forms, design of the assessment process, digital development, external engagement, along with internal training and support for staff. The external engagement was important to provide potential applicants with an understanding of what would be expected of them from Stage 1 onwards. It is expected that demand will be much greater than available funds, and there will be a need to ensure a strategic overview, including in the balance of artform, location,</p>

	<p>size, diversity of organisations and their work. Quality assurance will be carried through all aspects of the process. Aftercare for those unsuccessful in the process will also be built in.</p> <p>Further updates would be brought back to the Board meetings in October and December, with a request to see the different potential scenarios of approach as applicants move through the process.</p> <p>Also requested was any Board feedback on the draft Funding Criteria be sent to AE direct.</p>
10.	AOB
	<p>It was noted this was the last meeting of EA. He was formally thanked for his contribution on the Board, particularly his strong counsel and support in the Screen Committee and the formative early years of Screen Scotland.</p> <p>RW noted that due to a diary issue he wished to move the Strategy Day and Board meeting from the 13th and 14th October. It was agreed that the Strategy day be deferred to an alternative date, with the Board meeting moving to the 26th October. Updates to the calendar invites would be sent.</p>
11.	Date of next meetings
	<p>Board Risk Register workshop – 4 August</p> <p>Board Strategy day – postponed from the 13 October.</p> <p>Board meeting – moved from 14 October to 26 October.</p>

Rebecca Wilson