

MINUTES OF BOARD MEETING: 4th December 2018**11am, Tuesday 4th December 2018****The Pixel Mill, Ormeau Baths, Ormeau Avenue, Belfast**

Present: Rotha Johnston (Chairwoman), Adeline Dinsmore, Mike Catto, Elaine Sperber, Jennifer Johnston, Fiona MacMillan, Michael Kuhn (via telephone), Greg Maguire

In attendance: Richard Williams (CEO), Andrew Reid (Head of Production), Bernard McCloskey (Head of Education), Aine Walsh (Head of ILBF), Linda McGuinness (Acting Director of Finance), Marie Shivers (PA to CEO)

Apologies: Ian Parsley, Jennifer Johnston

No conflicts of interest were noted.

1.0 Minutes of the Board meeting of 5th June 2018

1.1 The September minutes were agreed and signed.

1.2 There were no matters arising from the minutes. All action points were completed except for the complaints meeting which will be convened in due course. Mike Catto will forward NMNI's complaints procedure once the relevant pieces of the document have been compiled.

2.0 Chairwoman's Business

2.1 The Chairwoman noted the outcome of the Voluntary Exit Scheme. She noted the contribution made by the staff concerned and confirmed one staff member had already left and the remaining 3 members will leave over the next 3 months.

2.2 In relation to Board appointments the Department had confirmed that there is no movement on new appointments and that the Department will be contacting Board members shortly to request extensions.

2.3 The Chairwoman noted the Capital Fund Comparison Report circulated that had been circulated in advance of the meeting. The Board agreed that the Chair should write to the Permanent Secretary indicating Northern Ireland Screen's willingness to utilise capital funding should he wish and forwarding this advice on the relevant precedents as to how we would account for capital funding.

2.4 The Chairwoman noted the good attendance at the launch of a book of Aodan MacPoilin's essays at Blackstaff Studios last night.

3.0 Chief Executive's Report

- 3.1 The CEO highlighted a lot of good news including the short film Stigma winning at Cork, excellent viewing figures and reviews for Death and Nightingales and Mrs Wilson which recently aired on BBC2 and BBC1 respectively, and the airing of Big Mountain's My Family's Secrets Revealed on Channel 4.
- 3.2 As a result of the recent staff voluntary exits, plans for re-organisation of the staffing structure is underway. It was agreed that the Strategic Resources Committee terms of reference would be reviewed to clearly reflect responsibility for oversight of staff grading once the Department agreed its position.

Performance Indicator Report

- 3.4 The PI Report is in good shape despite the slow figures for large-scale production. These figures will improve soon due to a new project being financed within this financial year, and will show approximately £38m which, for year 1 of the strategy, is satisfactory.
- 3.5 The CLCs are rolling out the pilot animation academy as well as a parallel cultural project celebrating and raising the profile of the development of animation and animation companies within Northern Ireland.

4.0 Finance, Audit and Governance

Risk Register for Approval

- 4.1 The Chief Executive noted a number of changes to the risk register: the Game of Thrones legacy project is now being led by Tourism NI and we will continue to assist where needed; the VES risk was amended to include recruitment of new posts.
- 4.2 The Board agreed that the Board appointment's risk should be amended to 'red', and that a risk relating to DCMS funding for ILBF and USBF should be added.
- 4.3 The Board approved these amendments.

Audit and Risk Committee Update

- 4.3 The Chair of the Audit and Risk Committee noted that Jennifer Johnston had joined the Committee, the Internal Audit team had issued the first two completed audit reports, both receiving 'satisfactory' outcomes, and she would be attending a meeting of DfE Audit and Risk Chairs on Friday.

Management Accounts to 31st August 2018

- 4.4 The Management Accounts were presented to the Board. The following significant variances were highlighted:
- Screen Fund cashflow is under budget due to project timing: 50% of the annual year cash budget was released at the end of October;

- Exceptional income and expenditure has been posted on the face of the Income and Expenditure Statement to show the return of funds to Invest NI from the prior year;
- Education and Heritage budget has a number of variances due to the reallocation of the original budget. All funds will be cash-flowed by year end;
- VES was finalised in October with funds confirmed at £240k. Staff exits will be staggered between November 2018 and March 2019;
- Other income has increased due to facility income not being included in the original budget.

4.5 The CEO added that we are in much stronger shape that would normally be the case for this time of year and the figures show substantially more committed funds than cash-flowed.

Strategic Resources Committee Update

4.5 The Chairwoman noted the recent Strategic Resources Committee meeting had taken place. The Equality Statement and Disability Action Plan are in the process of being updated. These will be reviewed by the SRC before being brought to the Board for approval before Christmas.

5.0 Committee Updates

Investment Committee

- 5.1 Andrew Reid noted it had been a very busy period with a number of projects filming and nearly 100 trainees engaged on projects to date this year.
- 5.2 The Board commended the Annual Production Report summarising the year's commitments, noted its importance and suggested the addition of ILBF and USBF projects. The Report will be updated for the next meeting to include ILBF, USBF and all other additional projects to the end of the financial year.

Irish Language Broadcast Fund

- 5.3 The Fund had awarded £1.2m across a range of projects at its last meeting.
- 5.4 The Celtic International Fund had met and awarded funding for two dramas.
- 5.5 The Canadian co-development initiative recently awarded 4 projects. The initiative is open to all funds depending on the nature of the project.
- 5.6 The DCMS Summary Report for ILBF funding was circulated to the Board who approved its submission to DCMS.

Ulster-Scots Broadcast Fund

- 5.7 The Fund is going well. Audiences have responded well to content airing during the last quarter.
- 5.8 The CEO reported an issue with the BBC not always crediting USBF content appropriately. The Board agreed that the Chairwoman should meet with each Committee and the marketing team to discuss practical steps forward and take these to the BBC.
- 5.9 The USBF funding document was circulated to the Board who approved its submission to DCMS requesting additional funding.

Education Policy Working Group

- 5.10 The Education Policy Working Group will now be called the Screen Education and Careers Working Group reflecting its focus on the two main strands of its work. A review of its current membership is also taking place to help strengthen industry's voice on the group.
- 5.11 The Creative Schools Partnership Project Evaluation Report was recently published and is a valuable document to read. The Report will be circulated to the Board.

Skills/Training

- 5.12 Aim High 5 was launched by Lord Hall at the recent Belfast Media Festival. There are well over 110 trainee opportunities within the year, a huge amount in terms of creating new entrant opportunities. It is important that we profile these opportunities more and will enhance the coverage by the end of the year.

6.0 BBC Partnership Agreement

- 6.1 All areas of focus within the current Agreement are down on the previous agreement. There has been progress in some areas, especially TV drama, but the current figures need to be reflected back to the BBC at the highest level with our concerns that we are behind with only one year left to catch up. Our relationship with BBC NI is good, but we need further commitment from London.
- 6.2 The Chairwoman suggested she write to Lord Hall on behalf of the Board noting the progress made so far, but also encouraging the need to refocus and realign on the way forward. The Board agreed.

7.0 Update on NSPCC

- 7.1 Work with the NSPCC was progressing, albeit slowly. Training with members of staff and new entrants will be undertaken in due course. Andrew Reid will update the Board again in more detail at the next meeting.

8.0 Any Other Business

- 8.1 The Chairwoman thanked the Board for their continued commitment and wished them a peaceful and relaxing Christmas period

8.2 No other business was discussed..

9.0 Date of Next Meeting

9.1 The date of the next meeting is scheduled for **Tuesday 12th March at 11am.**

Point	Detail	Actioned by
1.2	Compile NMNI complaints procedure as a guide for the first meeting	Mike Catto
2.3	Write to the Permanent Secretary regarding the treatment of allocation of funds	Chairwoman
4.2	Amend the Board Appointment risk on the Risk Register to 'Red'	CEO
4.5	Approve the Equality Statement and Disability Action Plan once they have been reviewed by the Strategic Resources Committee	Board
5.2	Update the Annual Production Report to include ILBF, USBF and all additional projects to the end of the financial year for the next meeting	Andrew Reid
5.8	Chairwoman to meet with Committees and marketing team to discuss steps forward and take issues to the BBC	Chairwoman
5.11	Circulate the Creative Schools Partnership Project Evaluation Report to the Board	Marie Shivers
6.2	Write to Lord Hall on behalf of the Board noting our concerns regarding slow progress on the Partnership Agreement	Chairwoman
7.11	Update the Board on the NSPCC document at the next meeting	Andrew Reid

Signed: 
(Chairwoman)

Date: 12/3/2017