

**MINUTES OF BOARD MEETING: 12<sup>th</sup> September 2018**

**11am, Tuesday 12<sup>th</sup> September 2018**

**Boardroom, Northern Ireland Screen, 21 Alfred Street, Belfast**

**Present:** Rotha Johnston (Chairwoman), Adeline Dinsmore, Mike Catto, Elaine Sperber, Jennifer Johnston

**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, Fiona MacMillan, Michael Kuhn, Greg Maguire, Moyra Lock (Head of Marketing)

No conflicts of interest were noted.

**1.0 Minutes of the Board meeting of 5<sup>th</sup> June 2018**

1.1 The June minutes were agreed and signed.

1.2 There were no matters arising from the minutes. Andrew Reid noted he had initial discussions on independent film with Michel Kuhn and with the NSPCC on the harassment policy and will update the Board further at the December meeting. All other action points were completed.

**2.0 Chairwoman's Business**

2.1 The Chairwoman noted the resolution and sign-off of the MSFM. This will shortly be available on the website and Marie will circulate to Board members.

2.2 No further update on Board appointments. The Chairwoman noted her appreciation of all Board members for their agreement to extend their appointments if this issue is not resolved by December. The Chairwoman asked the Board to appoint Jennifer Johnston to the Audit and Risk Committee and Greg Maguire to the Investment Committee in light of the reduction of Board members on these committees. The Board approved these appointments.

2.3 The Chairwoman thanked Board members for their annual reviews which will be forwarded to the Department with a request for the Chairwoman to meet to discuss Board issues.

2.4 The Chairwoman indicated her wish to broaden board involvement in the complaints procedure. Mike Catto volunteered as he has recently completed a similar exercise and the Chairwoman suggested Fiona MacMillan's assistance as Chair of the Audit and Risk Committee, along with herself. The panel will meet and bring proposals to the December meeting. Mike Catto to request a copy of the current NMNI policy if possible.

### **3.0 Chief Executive's Report**

- 3.1 Six months into the new Strategy a lot is happening; the Pixel Mill will be open for business in November; a number of overseas trips including Cartoon Forum, the Fact/Ent trade mission and TIFF are currently underway; Krypton is preparing for season 2 and Derry Girls was the talk of the town at the recent Edinburgh TV Festival. Phase 2 of the Strategy will officially launch on 4 October at the Europa Hotel with the DfE Permanent Secretary.
- 3.2 The Channel 4 Hub announcement not to take Northern Ireland forward was disappointing but the bid process strengthened our relationship with Channel 4. Good news that Sean Doyle, resident in Belfast, has become a C4 Commissioner.
- 3.3 Exciting news that the Arts and Humanities Research Council bid was successful and that our new games hub, The Pixel Mill, should benefit from the funding flowing through the AHRC Creative Clusters Programme.
- 3.4 The CEO noted concerns that the universities' city deal proposal was inconsistent with the Belfast Film Centre plans. It would be worthwhile inviting Paul Moore, to our December meeting.
- 3.5 Work on the Game of Thrones Legacy is ongoing.
- 3.6 The skills budget has doubled this year and a new skills assistant has been recruited to help Paula Campbell, the Skills Executive.
- 3.7 Revised education and cultural Performance Indicators were circulated to the Board. The Chair noted it would be useful to have the full report at each meeting and thanked the Executive for the significant work that goes into producing the level of detail contained within this document.
- 3.8 It was agreed that a briefing on the Phase 2 Strategy should be sent to the relevant spokesperson for each political party.
- 3.9 The Chairwoman suggested holding the December Board meeting at The Pixel Mill subject to suitable accommodation being available.
- 3.10 The CEO reported on the recent events relating to Fine Point Films. He noted that the events could not impact on Northern Ireland Screen's dealings with Fine Point.

### **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 infrastructure and strategy fund risks have been removed, the transitional arrangements risk has been downgraded as a result of finalisation of the MSFM, and the VES scheme application has been added.
- 4.2 It was agreed that the Strategic Resources Committee would meet once an indication on VES was received.

#### Audit and Risk Committee Update

- 4.3 In the absence of the Chair of the Audit and Risk Committee, the Chairwoman updated the Board on the outcome of the recent meeting where the risk register, GDPR update, Internal Audit update and DAOs were discussed.

#### Management Accounts to 31<sup>st</sup> August 2018

- 4.4 The Management Accounts were presented to the Board noting that the Screen Fund cash-flow was under budget due to project timing. Cashflow remains stubbornly slow year on year due to systemic realities. The first year of a strategy tends to be slower although we do currently have better visibility than at the same period in the last strategy. There were no other variances to note.

#### Strategic Resources Committee Update

- 4.5 The Chairwoman noted the recent Strategic Resources Committee meeting had taken place. There were no specific areas to note from this meeting.

### **5.0 Committee Updates**

#### Investment Committee

- 5.1 The Chairwoman noted it would be useful to have an update on the BBC Partnership Agreement at the next meeting. Andrew Reid noted it was a very busy period with a number of projects filming and a slight shortage of crew.
- 5.2 The Board were shown clips of projects recently in production.

#### Irish Language Broadcast Fund

- 5.3 The recent funding deadline has closed with the next Investment Committee meeting taking place in October. The ILBF Trainee Graduation ceremony will take place at The Mac on 26<sup>th</sup> September.

#### Ulster-Scots Broadcast Fund

- 5.4 The Fund is going well. The Man Who Charmed the World was broadcast at the weekend to be followed by We The People next weekend. iPlayer audience figures from the BBC capture strong audience following for USBF supported content. The Committee also recently discussed how to improve the Fund further and considered, but at least for now, decided against a further consultant's report.

#### Education Policy Working Group

- 5.5 Nothing further to add to the report except to say that there is still considerable discussion round the move of Nerve Belfast to the Girls Model School.

#### Skills/Training

- 5.6 Nothing further to report.

**6.0 Any Other Business**

- 6.1 The Board meeting dates for 2019 have been agreed and will be circulated to members.
- 6.2 Declan Keeney will present the Moving Image Arts Impact Study to Northern Ireland Screen on Wednesday 19<sup>th</sup> September. An invitation will be forwarded to Board members.
- 6.3 Consultancy work on the use of capital funds is being commissioned.
- 6.4 No other business was discussed.

**7.0 Date of Next Meeting**

- 7.1 The date of the next meeting is scheduled for **Tuesday 4<sup>th</sup> December at 11am.**

Point	Detail	Actioned by
1.2	Provide a further update at December meeting on actions from the June meeting: Harassment Policy and an initiative to close the gap in independent British film	AR
2.1	Circulate signed MSFM to Board members	MLS
2.3	Forward Board annual reviews to the Department with a request for meeting with Chairwoman	MLS
2.4	Set up a Panel to review the Complaints Procedure and bring proposals to the December meeting	RW/MLS
3.4	Invite Paul Moore to the December Board meeting	Chairwoman
3.7	For all future meetings include the full Performance Indicator Report in the papers	LMcG/MLS
3.9	Explore the possibility of holding the December meeting at the Pixel Mill	MLS
5.1	Update on the BBC Partnership Agreement at the December meeting	CEO
6.1	Circulate 2019 Board meeting dates	MLS
6.2	Forward invitation to Moving Image Arts Impact Study presentation to members	MLS

Signed: \_\_\_\_\_

(Chairwoman)

Date: \_\_\_\_\_

4/12/2018