

MINUTES OF BOARD MEETING: 13th March 2018

11am, Tuesday 13th March 2018

Boardroom, Northern Ireland Screen, 21 Alfred Street, Belfast

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

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

Apologies: Ian Parsley, Brian Dolaghan and Tracey Walsh (Invest NI – Observers)

1.0 Minutes of the Board meeting of 5th December 2017

1.1 The minutes of the December meeting were agreed, signed and the action points reviewed.

1.2 The Chairwoman noted the following matters arising from the minutes:

- The Board Effectiveness exercise was helpful and identified that most Board members were content with the operation of the Board and the support received. The Chairwoman noted an appetite for more strategic engagement and appropriate training. Members were also offered the opportunity to sit in as an observer on Committees they are not members of to enhance understanding of work carried out across the organisation.
- An advertisement for Board appointments will issue from the Department on 21st March;
- The position of non-executive Director, Northern Ireland for BBC remains vacant.
- USBF/ILBF iPlayer content feedback has been received. This will be analysed and circulated to the Committee. We need to be seen to be encouraging engagement with the iPlayer content more proactively.

1.3 The minutes were agreed and signed.

2.0 Chairwoman's business

2.1 The Chairwoman and CEO met with Warner Horizon and reported the successful completion of filming of Krypton at the new Harbour Studios.

3.0 Chief Executive's Report

3.1 The CEO omitted to mention in his report the visit by Kenneth Branagh to receive the Freedom of Belfast last month. His visit cemented the ongoing collaborative work through Film Hub and was a great opportunity to pursue links between education, culture and working in the industry.

3.2 The CEO also noted the large number of projects we are currently involved in, namely: the Belfast Film Centre for which we have completed the Strategic Outline Case with the assistance of SIB; Digiskills, which has been removed from DfC as a project and passed to DE which has in turn passed it to CCEA; our new Games Hub which we are seeking

to co-locate with the highly compatible Belfast Immersive Lab of Digital Catapult; the digitisation and access programme for the UTV Archive in conjunction with PRONI and the BFI; the potential expansion of Belfast Harbour Studios; the Ulster University led bid to the Arts and Humanities Research Council's Creative Industries Innovation Fund for a Creatives Industries Cluster; and the Game of Thrones Exhibit which is making progress with private investors becoming interested.

- 3.3 The CEO also informed the Board that Krypton would start transmission on 21st March 2018 and that we will make a request for a preview to be shown to the Board on or around this date.
- 3.4 The Chairwoman noted Channel 4's intention to shift part of their physical footprint out of London with the creation of three regional hubs. It is envisaged that two will be located in England and one elsewhere. The Chairwoman suggested we consider a proposition with Belfast City Council to consider Belfast once Channel 4's requirements are confirmed.
- 3.5 The Chairwoman noted that clarification of funding from Department for the Economy for 2018-19 should be received this week.

4.0 Performance Indicator Report

- 4.1 The CEO confirmed Performance Indicators are broadly good with a focus on culture and education areas. The level of delivery across schools is very strong despite the number of schools engaging having plateaued.

5.0 Finance, Audit and Governance

Risk Register for Approval

- 5.1 Transitional arrangements will remain on the Risk Register until the MSFM is fully in place. Risks on GDPR and reduced staffing capacity due to Linda Martin's absence were added to the register and will be monitored closely.
- 5.2 In light of the recent developments the Board thought it important to consider the regulations and practices in place regarding the safeguarding of young people in the industry. It was agreed that a proposal would be brought to the Board in June.
- 5.3 The Board approved the Risk Register.

Audit and Risk Committee Update

- 5.4 The Committee met last week introducing the new external auditors, Moore Stephens, who were appointed by the Audit Office as a sub-contractor. The proposal for Internal Audit to become a function of the Department will be brought to the next Board meeting after it has been discussed and monitored further.
- 5.5 It was noted that the next Board meeting would consider a proposed Internal Audit Plan from DfE's Internal Audit department. The Committee will also consider this ahead of the next Board meeting.
- 5.6 The Audit and Risk Committee Terms of Reference were brought to the Board with very few changes which were agreed. The Chair of the Committee thanked Laurence McKeown for his work on the Committee over the past few years.

Management Accounts to 28th February 2018

5.6 The Management Accounts were presented to the Board for review with the following significant variances highlighted:

- Linda McGuinness noted that there were counter balancing changes to both Invest NI and DfC income that took the overall figures back to close to the projected budget;
- DfC has allocated additional funds to education project areas from the September monitoring round;
- The Digiskills project has not been approved due to the unavailability of a Minister;
- Other income includes the contribution from facilitators who participate in skills training.

5.7 The Management Accounts were approved by the Board.

Outline Budget 18-19

5.8 The budget has been adjusted to reflect an indication of our confirmed budget for 18-19. Arts Council NI, DCMS and BFI have all confirmed funding. Formal confirmation will be notified to the Board once received.

Strategic Resources Committee Update

5.9 The Chairwoman updated the Board on the recent Committee meeting.

GDPR Briefing

5.10 Linda McGuinness briefed the Committee on the requirements to be put in place ahead of the deadline for GDPR compliance. This issue has been added to the Risk Register and the CEO will reassure the Committee that the necessary work has been implemented before the deadline of 25th May.

6.0 Other Committee Updates

Education Policy Working Group (EPWG)

6.1 Adeline Dinsmore updated the Board on the recent meeting of the EPWG and noted their concern over the transfer of Digiskills to CCEA. The CEO will be meeting the Deputy Secretary of Education later this week and will note our concerns.

Investment Committee

6.2 The Board were shown a number of clips of projects recently in production.

Skills/Training

6.3 All training schemes are currently going well.

ILBF

6.4 The clip for Rocky Ros Muc was circulated to the Board as requested at the last meeting. The Committee had awarded the inaugural ***Ciste Cuimhneacháin Aodáin Mhic Phóilin***

to Imagine Media to develop a documentary on the former ILBF chair at the last Investment Committee meeting.

USBF

- 6.5 The Committee are beginning to see positive changes since restructuring in 2017. A number of very successful documentaries had been recently broadcast. There is a question over whether the USBF and the ILBF could at least be index linked.

7.0 Draft Belfast Film Centre SOC for approval

- 7.1 The Strategic Investment Board was appointed to carry out the Strategic Outline Case for public funding for the Belfast Film Centre. The report is thorough and captures a number of ideas. The next stage of the process will hopefully be co-funded through DfC and Belfast City Council and approval from the Board is needed to progress to this stage.
- 7.2 The Chairwoman suggested a Steering Group be set up to drive the project, with other stakeholders, potential funders and statutory bodies involved.
- 7.3 The Board supported the next step subject to confirmation of funding by Belfast City Council and the Department for Communities.

8.0 Any Other Business

- 8.1 The Chairwoman asked if an overall marketing engagement plan could be drawn up and presented at the next Board meeting.
- 8.2 The Chairwoman thanked Laurence McKeown for his service over the last few years, noting the professional skills and guidance he has brought to the Board and to the Audit and Risk Committee.

Point	Detail	Actioned by
1.2	Analyse USBF/ILBF content feedback and circulate to the Board	Aine Walsh/ CEO
3.3	Request Krypton preview for Board members to see	CEO
3.4	Consider a proposition with Belfast City Council to bid for a Channel 4 regional hub in Belfast	Chairwoman/ CEO
5.4	Proposal to be brought to the June Board meeting on Internal Audit becoming a function of the Department	Chairwoman
5.5	Proposal to be brought to the June Board meeting to consider an Internal Audit Plan from DfE's Audit department	ARC
5.8	Notify the Board once formal confirmation of the 18-19 Budget is received	CEO
8.1	Draw up overall marketing engagement plan and present at June Board meeting	Moyra Lock

Signed: 
(Chairwoman)

Date: 5 June 2018