

MINUTES OF BOARD MEETING: 10th March 2015

11am, Tuesday 10th March 2015

Northern Ireland Screen, Alfred House, Alfred Street, Belfast

Present: Rotha Johnston (Chair), Jennifer Johnston, James Penny, Laurence McKeown, Ian Parsley, Sinead McCartan, Adeline Dinsmore, Mike Catto, Fiona MacMillan, Aodán MacPóilin, Tim McKane, Arthur Scott, DCAL

In attendance: Richard Williams (CEO), Linda Martin (Head of Finance), Andrew Reid (Head of Production), Moyra Lock (Head of Marketing), Bernard McCloskey (Head of Education), Marie Shivers (minutes)

Apologies: Michael Kuhn, Áine Walsh (Head of ILBF)

Conflicts of Interest

No conflicts were declared.

1.0 Minutes of the Board meeting of 10th December 2014

1.1 The minutes of the December meeting were agreed and signed.

1.2 The Chairwoman updated the Board on the status of action points noting that: further work is needed on the review of representation of women in the sector and Fiona MacMillan and Richard will be meeting this week to take forward; a meeting with the DETI Minister has yet to be arranged; and updates to funding templates had been completed for all funds except ILBF and USBF.

2.0 Chairwoman's business

2.1 The Chairwoman noted the recent success of Boogaloo & Graham at the BAFTAs and Oscar Academy Award shortlist and will send a congratulatory letter on behalf of the Board. A positive outcome had been achieved regarding the DCAL cuts and the Chairwoman thanked those who were involved in engaging the public to respond to the consultation. The SRC met today and may schedule a further meeting to agree the response to Invest NI's funding letter. A meeting will also be requested with Alastair Hamilton and Brian Dolaghan of Invest NI to discuss this issue further. The Chairwoman noted the BBC Trust's current consultation on arrangements for the BBC's supply of television and radio content and online services. Information will be circulated to the Board requesting input for a reply ahead of the deadline of 31st March. Nothing further has been received from the Minister regarding Board appointments. Concern at the delay has been relayed to the Department. The Chairwoman will discuss again with the Minister this week and will update the Board.

3.0 CEO's Report

- 3.1 The CEO noted a recent Sunday Life story regarding Game of Thrones. There has been some Facebook traffic but little interest from other media. No response will be given from Northern Ireland Screen.
- 3.2 The need to address a Game of Thrones legacy was discussed. This could be either a temporary or permanent experience but needs to be planned while Game of Thrones is still in production or the opportunity will be lost. Marketing are currently liaising with HBO and Tourism NI to explore opportunities.
- 3.3 The CEO informed the Board that he and the Chairwoman will be meeting the BBC at the end of March to sign the BBC Partnership Agreement which is a positive step forward. The Partnership Agreement will be forwarded to the Board for their information.
- 3.4 The CEO presented to the Board on performance in the first year of the Strategy. Some points to note from the presentation and following questions were: the Sectoral Priorities approach laid out in Opening Doors has been successfully rolled out; the vast majority of the Partnerships detailed in Opening Doors have been sustained or developed; we are behind on large-scale production spend as a result of a lack of studio space; there is increased activity on gaming and digital with the recruitment of the Digital Executive; and animation, independent film and television drama are all going strongly. The Board noted missed opportunities with a range of success stories particularly on the Education areas that a PR company could promote. It was also noted that for such a small organisation we have accomplished a huge amount within the first year of the Strategy.

4.0 Finance, Audit and Governance

- 4.1 The Chair of the Audit and Risk Committee reported to the Board noting that a substantial rating had been received on the Internal Audit reviews and a timetable of reviews for 15/16 has been finalised. The audit strategy and timetable had been agreed for 2014-15 audit and accounts. Accounts are on schedule to be signed before the summer recess. A schedule for members of the Executive to attend TPO Board meetings for the next year has been drawn up. The risk register was reviewed in detail including a paper detailing the make up of performance targets.

5.0 Management Accounts to 31 January 2015

- 5.1 The following areas were highlighted: Full year forecasts are showing that all major funds will be cash-flowed in full by the end of the financial year and that expectations are that this forecast will be met by 31 March. Reductions in allocation of income from DCAL were agreed mid-year. Further funding has become available for limited projects in January to March 2015. ILBF is on target to cash-flow the full £3m in the year. General overheads and professional fees include enhancement work on IT infrastructure of £17k additional CPD procurement charges and a provision to cover other professional fees of £19k.

6.0 Review of Risk Register

- 6.1 The CEO summarised the Risk Register updating the Committee on the position with Invest NI funding. Under the infrastructure risk, we continue to actively look for additional studio space following the loss of the Britvic facility. Progress on the new studios has slowed further due to restructuring at TQ. This risk has been converted to red as the impact on achieving strategy targets could be significant.

7.0 Chair of SRC Report

- 7.1 The Chairwoman as Chair of the SRC reported on issues from the last meeting noting that the Committee had looked at the accounts and the proposed budget for 15/16 which is consistent with the Strategy. The Staff Survey had concluded and results collated. There are opportunities for further development and issues of concern that will be addressed and an update will be given at the next staff meeting. The Board were content with this proposed action.

8.0 Committee Updates

- 8.1 EPWG - Bernard McCloskey noted that a fantastic response had been received from the consultation and as a result CLC funding will not be cut in 2015-16.
- 8.2 Investment Committee – Andrew Reid updated the Board on recent activity noting a large number of local indigenous projects likely to happen next year and noting the good work by Donal Phillips, the recently recruited Digital Executive.
- 8.3 ILBF - Aodan noted good attendance at the recent 10 year celebration at the Linen Hall Library.
- 8.4 USBF – Nothing to add to the points already discussed in CEO's Report.
- 8.5 Skills Panel/Training - CEO noted that Creative Skillset have dropped out of funding for Aim High 3. This is hoped to be temporary and that they may be back on board in due course.

9.0 Approval of Operating Plan

- 9.1 The Board approved the draft Operating Plan. This will now be submitted to the DCAL Minister for approval.

10.0 Approval of Budget 2015/16

- 10.1 Following recommendations from the Audit and Risk Committee and the SRC the Board approved the 2015-16 budget noting that office overheads, in particular professional charges and Audit fees, have had to increase.

11.0 Any Other Business

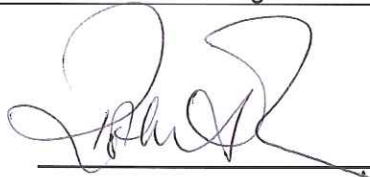
11.1 No other business was discussed.

12.0 Date of Next Meeting

12.1 The next Board meeting is presently scheduled for Tuesday 9th June 2015.

<i>Point</i>	<i>Detail</i>	<i>To be actioned by</i>
1.2	Further work to be completed on the representation of women in the industry	RW/FMcM
1.2	Set up meeting with DETI Minister in New Year	RW
2.1	Send a congratulatory letter on behalf of the Board to Michael Lennox and team on the recent success of Boogaloo & Graham	Chairwoman
2.1	Request meeting with Alastair Hamilton and Brian Dolaghan at Invest NI to discuss funding	CEO
2.1	Input to the BBC Trust's consultation on arrangements for the BBC's supply of television and radio content and online services	CEO to request views from Board members
2.1	Chairwoman to follow-up with DCAL on the issue of Board appointments and update the Board	Chairwoman
3.3	Forward Partnership Agreement to Board members	CEO
7.1	Issues of concern and areas for further development as a result of the staff survey to be addressed and an update given at the next staff meeting	CEO and LM

Signed:



Date:

9 June 2015
