

MINUTES OF BOARD MEETING: 11th March 2016

11am, Friday 11th March 2016

Northern Ireland Screen, Alfred House, Alfred Street, Belfast

Present: Rotha Johnston (Chairwoman), Michael Kuhn (via phone), Laurence McKeown, Adeline Dinsmore, Mike Catto, Fiona MacMillan, Aodán MacPóilin, Tim McKane, Sinead McCartan, Elaine Sperber, Greg Maguire, Jennifer Johnston, Ian Parsley

In attendance: Richard Williams (CEO), Linda Martin (Director of Finance and Corporate Services), Andrew Reid (Head of Production – via phone), Moyra Lock (Head of Marketing), Bernard McCloskey (Head of Education), Ceara Murray (Head of ILBF), Marie Shivers (minutes), Tracey Walsh (Invest NI – Observer)

Apologies: James Penny, Bernard McCloskey (Head of Education), Aine Walsh (Head of ILBF), Denis McMahon (DCAL Permanent Secretary), Patricia McAuley (DCAL), George McKinney (Invest NI – Observer)

Conflicts of Interest

Greg Maguire and Fiona MacMillan both declared interests, neither of which were deemed to be conflicts by the Board.

1.0 Minutes of the Board meeting of 8th December 2015

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

2.0 Chairwoman's business

2.1 The Chairwoman reported on a meeting that morning with DETI officials involved in the restructuring of NI government departments. The Chairwoman praised the Executive for their continued hard work on closing projects nearing year-end. This is a difficult challenge, not helped by the lack of sound stages and the difficulty around securing Britvic, but we are currently on track for a full spend.

- 2.2 Belfast Harbour Studios is progressing with the construction company to be confirmed shortly and the build on track for completion by October 2016.

3.0 CEO's Report

- 3.1 As economic development was the focus of this Board meeting, the CEO proposed a focus on Into Film and the CLCs at the next Board meeting. Marketing activities planned for 2016/17 will also be presented at the next meeting.
- 3.2 The CEO reported on Northern Ireland Screen's exploration of the role it might play in expanding Coding and Computerised Thinking education. It was agreed that this should also be a focus of the next meeting.
- 3.3 The CEO noted that he would be providing the DCAL Minister with assistance on her Charter Renewal position. Based on previous Charter papers this would be circulated to the Board.
- 3.4 He also noted that Northern Ireland Screen is leading an application to the Creative Europe Audience Development Fund as a member of the European Film Literacy Advisory Group. The proposal involves 25 European partners working together to share good practice regarding the use of short film in education.

4.0 Finance, Audit and Governance

- 4.1 Fiona MacMillan updated the Board on the recent Audit and Risk Committee meeting noting that the new member of the Committee had suggested adding additional commentary to the Risk Register.
- 4.2 Linda Martin took the Board through the Management Accounts to 31st January 2016 noting no major variances and forecasting a break even position by year end. The Board approved the Accounts as presented.
- 4.3 The Risk Register was considered. Transitional arrangements could now be changed from red, and interruption to service provision should also be revised downwards.

- 4.4 The Chairwoman noted that transitional arrangements and the Scheme of Delegation will be discussed in detail at the next Strategic Resources Committee meeting. She provided the Board will an update on HR issues.
- 4.5 Linda Martin presented the budget for 16/17 noting that the Screen Fund budget is in year 3 of the 4 year Letter of Offer based on the Opening Doors strategy. The October monitoring round will again confirm the balance of available funding from £8m to £10.7m. DCAL funding has yet to be confirmed but indicative figures show a 5.7% reduction on prior year funding to £1.763m. The Skills budget increases in year 3 of the strategy to £700k. The Strategy includes additional Marketing provision of £100k for a large-scale event or project. This will be added to budget if required. Overheads have reduced in real terms due to a reduction in the number of staff, although an incremental increase in staffing costs has resulted in a break even position. We are requesting £50k capital funding to replace the server to enable us to maintain IT security, and for an updated Exchequer accounting package.
- 4.6 The CEO noted that our funding was currently in a stable position but the forthcoming shift to a new sponsor department would bring with it budgetary risks. There may also be an opportunity for a change in governance procedures as the departmental structural changes are agreed.
- 4.7 The Board were content with the draft Operating Plan.

5.0 Committee Updates

- 5.1 EPWG – Adeline Dinsmore reported on the last EPWG meeting.
- 5.2 Investment Committee – Michael Kuhn noted there was nothing to add to the CEO's Report on Investment Committee decisions. The CEO thanked the Funding and Finance teams for their hard work on closing the long list of impressive productions ahead of year end.
- 5.3 ILBF - Aodán MacPóilin welcomed Áine Walsh back from maternity leave. He noted a heavy load of applications for the forthcoming round closing on 18th March and informed the Board that Wwoofáil California had been selected for

the Young People Category at the Celtic Media Festival. Aodán welcomed the confirmed funding by DCMS.

5.4 USBF – Ian Parsley noted that an evaluation of the Fund was currently underway with a first draft report due in May. Six projects were awarded at the last meeting and the Committee remains keen to broaden the range of projects to include more language projects. Ian welcomed the confirmed funding by DCMS.

5.5 Skills Panel/Training – The CEO updated the Board regarding the downsizing of Creative Skillset resulting in the closure of the NI and other nations' offices.

6.0 Overview of Opening Doors 2 Years In

6.1 The CEO presented on Year 2 of the Strategy. Overall we are on target to hit our targets with TV drama and animation particularly successful.

7.0 Game of Thrones Map App

7.1 The Design Zoo gave the Board an overview of the new Game of Thrones Tourism Map App which has just been released in Playstore and will soon be released on iTunes in the run-up to Series 5 box set release in mid-March. The Board noted this tremendous opportunity for the tourism industry and outlined the fantastic development around our relationship with HBO. The Chairwoman thanked Moyra, her team and the team at Design Zoo for producing the App.

8.0 Any Other Business

8.1 No other business was discussed.

9.0 Date of Next Meeting

9.1 The next Board meeting is presently scheduled for Tuesday 7th June 2016 at 11am.

<i>Point</i>	<i>Detail</i>	<i>To be actioned by</i>
3.1	Discuss Into Film and Creative Learning Centres in detail at the next meeting	
3.1	Marketing events in 2016/17 to be presented at next meeting	Moyra Lock
3.2	Discuss the exploration of the role of expanding Coding and Computerised Thinking education	
3.2	Circulate draft position on Charter Renewal to the Board	CEO
4.3	Update Risk Register	Linda Martin

Signed: _____

Date: _____

17 June 2016