

MINUTES OF BOARD MEETING: 17th September 2015

11am, Tuesday 17th September 2015

Northern Ireland Screen, Alfred House, Alfred Street, Belfast

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

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

Apologies: Jennifer Johnston, Ian Parsley, Denis McMahon (DCAL Permanent Secretary)

Conflicts of Interest

No conflicts were declared.

1.0 Minutes of the Board meeting of 9th June 2015

- 1.1 The minutes of the June meeting were agreed, signed and the action points reviewed.
- 1.2 The Chairwoman welcomed Elaine Sperber and Greg Maguire to the Board.

2.0 Chairwoman's business

- 2.1 The Chairwoman reported no further update regarding Invest NI and DCAL funding although she did note a further recent cut to DCAL funding which Northern Ireland Screen had been unaffected by. The development of Take 2 film studios had not progressed but a studio development at the North Foreshore funded by the Belfast Harbour in partnership with Belfast City Council was progressing rapidly. Issues around securing the Britvic facility were currently being discussed with Bombardier. She also noted that Ballykelly was also being promoted as a film studio.

3.0 CEO's Report

- 3.1 The CEO updated the Board on his recent visit to the Toronto International Film Festival where three Northern Irish films premiered reporting that Northern Ireland Screen's networking event had been a success. Future attendance at Toronto will depend on the number of projects being premiered. The CEO reported recent problems with drones being flown over a Game of Thrones set, noting the assistance received from the PSNI. The CEO updated the Board on ILBF/USBF funding noting that no decision will be forthcoming until after the Comprehensive Spending Review on 25th November, although he remains hopeful of a positive

result. Michael Kuhn noted a worrying review of the BFI and the CEO confirmed that DCMS had asked the BFI to profile cuts over 25%.

- 3.2 The CEO noted that a recent review of progress against the Partnership Agreement with the BBC was positive with the original projected network production spend rising from 2.1% to 3.4%. The Chairwoman undertook to write to the Director General on the next steps. A key meeting with HBO on the Game of Thrones Legacy Project is set for October with location the key issue of focus for HBO.
- 3.3 A further meeting is needed to discuss additional ideas for upgrading the website and to fast track the work required, although challenges with CPD regarding procurement remain. Tim McKane will meet with Marketing to take this forward.

4.0 Finance, Audit and Governance

- 4.1 The Audit and Risk Chairwoman reported on the focus that has been placed on Northern Ireland Screen attendance at TPO board meetings and that the Conflicts of Interest Good Practice Guide was reviewed. As a result, Linda Martin, alongside the Committee, will update the guidance and forms for approval at the next meeting. The Chair also noted a substantial result from the last audit review.
- 4.2 Linda Martin took the Board through the Management Accounts to 31st August 2015 forecasting a full cash-flow with no major variances except she noted that the cash-flow still indicated the reduced level of Invest NI funding.
- 4.3 The Risk Register was considered. The Board sought and received assurance that while the ILBF and USBF may make provisional offers ahead of secured future funding, it will be clear that these offers are subject to funds becoming available and no legal obligations will be entered into. The CEO also noted that Northern Ireland Screen will be impacted upon by the expected departmental changes and that we need to be ready to manage the transition.
- 4.4 It was agreed that Linda Martin would look at scenario planning for a further decreased DCAL budget next year.
- 4.5 The Chairwoman noted that all points from the last meeting of the Strategic Resources Committee had been discussed already. Behaviour and Values, and Raising Concerns Policies were discussed and it was noted that a follow-up staff survey would be discussed at the next meeting.

5.0 Committee Updates

- 5.1 EPWG – Adeline Dinsmore notified the Board of continued concerns regarding general education funding and the loss of support for the school curriculum. The CEO updated the Board on his and Bernard's recent meeting with Gavin Boyd, the Interim Chief Executive of the Education Authority. The EA's current focus is on managing the merger of the previous five Education Boards but there is an understanding of the benefits of our work, especially the work of the Creative Learning Centres.

- 5.2 Investment Committee – Andrew Reid briefed the Board on projects awarded since the last meeting. The CEO noted the PI Report and Investment Reports highlighting a number of projects we are currently tracking.
- 5.3 ILBF - Aodan MacPoilin noted that audience research had been undertaken but was yet to be analysed by the ILBF Committee. He also noted that the ILBF was in discussion with the Education Authority on making ILBF supported content available on C2K for education purposes.
- 5.4 USBF – The CEO noted that programming supported by the USBF continued to be well received by audiences. He also noted that the term of the Committee members was up and that a process to reconstitute the Committee should begin once it was confirmed that funding to continue the USBF was in place. He further noted that USBF programming was not sufficiently flagged up as being funded by the USBF at the point of broadcast.
- 5.5 Skills Panel/Training – The next Creative Skillset Board meeting will take place on 24 September. Nothing further to add.

6.0 Revision of Lottery Fund Guidelines

- 6.1 As a result of recent questions from members of the public on funding for students, the Lottery Fund Guidelines have been amended to clarify who is eligible for funding. The Board approved this revision.

7.0 NI Film Centre

- 7.1 The CEO circulated the BFI supported consultancy work on the development of a city centre located cultural cinema to also act as a focal point for both education and industry. The document circulated gives a sense of what the consultants are exploring. So far the key stakeholders are enthusiastic. The Board noted the challenges around raising funding for capital projects and the associated risks.

8.0 For Noting

- 8.1 The BBC/Northern Ireland Screen Partnership Agreement Update, the Pensions Discretion Policy May 2015, the Marketing Calendar and the NIAO Conflicts of Interest Good Practice Guide were noted by the Board.

9.0 Any Other Business

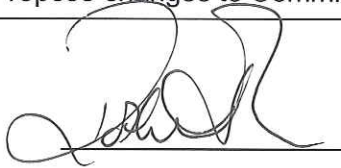
- 9.1 Proposed dates for 2016 meetings will be circulated after the meeting.
- 9.2 The Chairwoman will have initial discussions with members and will propose changes to Committee membership in the next couple of weeks.

8.0 Date of Next Meeting

8.1 The next Board meeting is presently scheduled for Tuesday 8th December 2015 at 11am.

<i>Point</i>	<i>Detail</i>	<i>To be actioned by</i>
3.2	Chairwoman to write to BBC Director General to keep up commitment to Partnership Agreement	Chairwoman
3.3	Meet to fast track further work to Northern Ireland Screen's website	Tim McKane/ Moyra Lock
4.1	Update Conflicts of Interest Good Practice guide to include more information	Linda Martin/Fiona MacMillan
4.4	Look at scenario planning for possible further funding cuts	Linda Martin/ Richard Williams
5.3	Look into ILBF Audience Research in more detail to be discussed further at the next meeting	Aodan MacPoilin
9.1	Circulate dates for 2016 meetings	Marie Shivers
9.2	Propose changes to Committee Membership	Chairwoman

Signed:



Date:

8 December 2015