

## **MINUTES OF BOARD MEETING: 26<sup>th</sup> February 2013**

**11:00am Tuesday 26<sup>th</sup> February 2013**

**Northern Ireland Screen, Alfred House, Belfast**

**Present:** Rick Hill (Chair), Brian McMahon (Vice Chair), Tim McKane, James Penny, Michael Catto, Adeline Dinsmore, Laurence McKeown, Fiona MacMillan, Aódán MacPóilin, Michael Kuhn (via conf call)

**In attendance:** Richard Williams (CEO), Linda Martin (Head of Finance), Andrew Reid (Head of Production), Áine Walsh (Head of ILBF), Bernard McCloskey (Head of Education), Marie Shivers (minutes)

**Apologies:** Maurice Hayes, Jennifer Johnston, Ian Parsley, Moyra Lock (Head of Marketing), Elsie Brown (Operations Manager), Arthur Scott (DCAL – Observer)

There were no conflicts of interest raised by members of the Board.

### **1.0 Chair's Opening Remarks**

- 1.1 The Chair updated the Board on the issue of staff terms and conditions, noting his recent meeting with the DCAL Permanent Secretary and the recent unionisation of staff members with NIPSA. He now proposed to give DCAL one more week to reply to his letter before taking the matter to OFMdfM and the Head of the Civil Service. The Board agreed this course of action, and also suggested an immediate conversation with the Permanent Secretary notifying her of this intention.
- 1.2 The Chair also updated the Board on the recruitment of his successor, noting that a reasonable number of applicants had applied. The Chair will keep the Board updated.

## **2.0 Minutes of the Board meeting of 26<sup>th</sup> November 2012**

2.1 The minutes were agreed and signed.

## **3.0 Management Accounts**

3.1 Linda Martin presented the management accounts to the Board noting that they are on track for year end, although there is still a lot of work to do. Additional funding of £900k was received for the Screen Fund, and £400k from DCAL for education activities. Overheads were on track and expected to break even.

3.2 The Board approved the Management Accounts.

## **4.0 Review of Risk Register**

4.1 The CEO's Quarterly Assurance Statement of Internal Control was considered and noted.

4.2 The CEO delivered the Risk Register talking through the red risks. The staff review already being discussed, and future Invest NI funding was progressing, with the hope that it will be confirmed soon.

4.3 The Board approved the Risk Register.

## **5. CEO's Report**

5.1 The CEO noted that we were in good shape in terms of next year's finance – more so than normal at this stage – with a considerable uplift for CLCs, positive meetings regarding Arts Council funding, a strengthened relationship with the BFI including agreement on development funding, and considerable optimism that Invest NI will receive approval for the £7 million 2013-14 budget.

5.2 CEO outlined possible incoming large-scale productions that were currently in the pipeline.

- 5.3 Discussions have started to begin shaping the next Strategy document. CEO intended to bring this document to the next Board meeting.
- 5.4 Ofcom will shortly be undertaking a review of public service broadcasting, which will include the Irish Language and Ulster-Scots Broadcast Funds.
- 5.5 The BFI's Screening Literacy Film Seminar will take place in Derry in June and will launch the results of a European film education survey carried out by the BFI in 30 European countries. The Review of A Wider Literacy will also be announced at this event.

## **6. PI Report**

- 6.1 CEO noted that 2 Performance Indicators raised concern: FilmClubs was inevitably behind target given the delay in securing funds, and the percentage of NI resident crew on supported productions was below target, albeit this should rise due to 2 projects being in the final stages of attaching crew.
- 6.2 The Board was content with this report.

## **7. Operating Plan 2013-14**

- 7.1 CEO briefed the Board on the Operating Plan, noting that this was the final plan under the current 4-year Strategy.
- 7.2 The Board approved this document.

## **8. Committee Updates**

### Irish Language Broadcast Fund

- 8.1 Áine Walsh noted that Scup, a comedy written by Colin Bateman, aired tomorrow on TG4. Concern was noted that the BBC was not trailing Scup. CEO and ILBF

will be meeting with the BBC to discuss concerns regarding the promotion of ILBF-funded projects.

- 8.2 Imagine Media have been shortlisted for two awards at the upcoming Celtic Media Festival in April.
- 8.3 The Chair confirmed he had written to the BBC thanking them for enabling Roisin Kelleher to be seconded to Northern Ireland Screen to cover Áine's maternity period.

#### Investment Committee

- 8.4 Michael Kuhn reported a busy period with 8 wide ranging projects awarded since the last Board meeting.

#### Ulster-Scots Broadcast Fund

- 8.5 The Fund had now caught up with funding commitments from its inception in 2010.
- 8.6 A recruitment process was currently underway to reappoint the Committee.

#### Exhibition Sub-Committee

- 8.7 The third meeting of the Committee took place in early February. A number of issues were still to be resolved.
- 8.8 QFT had been endorsed to become the regional hub for exhibition funding.

#### Education Policy Working Group

- 8.9 Adeline Dinsmore noted that the Future Classrooms event was being held on 1<sup>st</sup> March. This was an opportunity to look at best practice for learning.

8.10 As a result of the Stormont family day in May, the DFA may become a permanent fixture at Stormont.

Skills Panel/Training

8.11 CEO noted that Creative Skillset is to review the concept of academies.

Finance & Audit Committee

8.12 The Vice-Chair updated the Board on the Finance & Audit Committee's meeting, noting that a result of 'substantial' had been awarded for a recent Review of Risk Management Operations. Only 2 minor policy points had been noted.

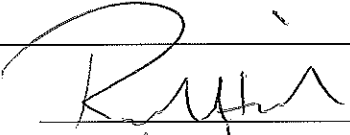
**8. Any Other Business**

8.1 No other business was discussed.

**8. Date of Next Meeting**

8.1 The dates of the next Board meeting, due to be held in May, and subsequent 2013/14 dates will be emailed to the Board in due course.

<i>Point</i>	<i>Detail</i>	<i>To be action by</i>
1.1	Staff issues to be escalated to OFMdfM if progress not made	Chair
1.2	Chair to update board on progress of appointment of new Chair	Chair
5.1	Invest NI approval	CEO
8.1	Meeting BBC on ILBF promotion	Áine

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

Date: 31/5/13 \_\_\_\_\_