

MINUTES OF BOARD MEETING: 27th September 2013

11am Friday 27th September 2013

Northern Ireland Screen, Alfred House, Belfast

Present: Rotha Johnston (Chair), Brian McMahon (Vice Chairperson), Michael Catto, Adeline Dinsmore, Jennifer Johnston, Michael Kuhn (via conference call), Fiona MacMillan, Aodán MacPóilin, Tim McKane, Ian Parsley, James Penny, 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), Bríd Falconer (Head of ILBF), Elsie Brown (Operations Manager), Rebecca Mairs (minutes)

Apologies: Laurence McKeown

1.0 Conflicts of Interest

1.1 Jennifer Johnston is helping Film Nation with their implementation plan for Northern Ireland. Film Club is funded by OFMDFM through Northern Ireland Screen. The Board agreed that no action was required.

1.2 Rotha Johnston is a Pro-Chancellor at Queen's University Belfast. The Board agreed that no action was required.

2.0 Chairperson's Opening Remarks

2.1 The Chair welcomed the Board.

2.2 The Chair informed the Board that Maurice Hayes will be stepping down as both a Board member and as Chair of the ILBF Committee. The Chair would like, on behalf of the Board, to write a letter to Maurice Hayes thanking him for his commitment and to send him a personal gift as a token of appreciation. This was agreed.

2.3 It was agreed that Aodán MacPóilin would take over as Chair of the ILBF Committee.

2.4 The Chair reported on her regular meetings with the Senior Management Team and CEO and also on meetings with DCAL on the Zero Budgeting Exercise and Invest NI on the time critical nature of the strategy appraisal.

2.5 She also reported on a meeting with Aideen McGinley, the BBC Trustee for Northern Ireland. The Board agreed that she should write to the new BBC Director General to request a meeting on network commissioning.

- 2.6 The Chair noted with satisfaction the publication of Northern Ireland Screen's Adding Value Report and expressed the thanks of the Board to Moyra Lock and her team for producing the Adding Value Report.
- 2.7 The Chair expressed her gratitude to Rick Hill and the Board for their work on the new Strategy document. In order to engage further with key stakeholders within the industry and in government, the Chair proposed that a briefing event be held at Northern Ireland Screen on the new Strategy in order to gain feedback and support.
- 2.8 She also proposed that the Permanent Secretary of DETI and the CEO of Invest NI should be invited to Northern Ireland Screen to hear a presentation of the new Strategy.
- 2.9 As the organisation has expanded markedly the Chair proposed that the Board review Committee structures. The Board agreed that this should be addressed at the next Board meeting.

3.0 Minutes of the Board meeting of 31st May 2013

- 3.1 The Board noted that its discussion on Staff Terms & Conditions was not captured in the draft minutes and asked for it to be added.

4.0 Minutes of the Board meeting of 19th June 2013

- 4.1 The minutes were agreed and signed.

5.0 Management Accounts

- 5.1 The Board approved the Management Accounts.

4.0 Review of Risk Register

- 4.1 The CEO reported on the Risk Register. The Staff Terms and Conditions issue remains a high risk; the risk to ILBF and USBF funding remains medium, but could be increased to a high risk if further time elapses before the funding is secured. The VAT appeal is unresolved, but it is hoped that a satisfactory conclusion will be reached soon.

- 4.2 The Board approved the Risk Register.

5.0 Approval of Qtr 1 Assurance Statement

- 5.1 The Quarterly Assurance Statement was considered. The Board noted with satisfaction that the issues around the appropriate wording for board approval

had been resolved. The Chair supported this document and the Board agreed to materially accept the document subject to a minor change in wording.

6. CEO's Report

- 6.1 CEO thanked the Board for their positive responses to the Adding Value Report. This report was designed to create a platform for discussion about future funding and has received a positive response across industry and other stakeholders.
- 6.2 CEO noted with satisfaction that Belfast Film Festival's tie-in with the Police and Fire Games over the summer had had a great response from the public and visitors.
- 6.3 CEO informed the Board that the new Strategy document had been presented to Invest NI and their appointed consultants Cogent. There has been regular communication with Cogent and Invest NI and they are content to date that all information required for the economic appraisal has been supplied. All feedback from Invest NI has been positive. The deadlines for completion of the draft economic appraisal are Monday 14th October, and final by Monday 28th October. The CEO and Board re-emphasized the need for approvals to be in place by December 2013 in order to continue with business as usual. A break in funding will have a detrimental impact on the ability to attract future productions.
- 6.4 CEO reported on the Zero Budgeting Exercise with DCAL. The Board has received the document submitted to DCAL in August 2013, which seeks to stabilize funding in order to sustain the important work already being done.
- 6.5 There have been a significant number of engagements and connections with the UK City of Culture 2013. *Hollyoaks* is currently shooting in Derry~Londonderry and the CEO acknowledged Moyra Lock's work in attracting this production to the city. The largest scale production engagement with City of Culture is *Puffin Rock* and the CEO is delighted that production will be starting before the end of the year. The documentary *Stroke City* is another significant project for City of Culture.
- 6.6 The issues surrounding the Staff Terms and Conditions remain extremely challenging.
- 6.7 DCAL is soon to start a review of Northern Ireland Screen as a government 'arms length' body.
- 6.8 CEO reported that OFCOM is consulting on a new license agreement for Channel 4. He agreed to circulate a proposed submission.

7. PI Report

- 7.1 CEO noted that the PI Report showed that there were lower-than-target Heads of Departments on supported productions but that this was discussed at the last meeting.

7.2 The Board was content with this report.

8. Committee Updates

Irish Language Broadcast Fund

8.1 Bríd Falconer reported ILBF issues. The next ILBF funding decision meeting will be at the end of October.

Investment Committee

8.2 Michael Kuhn reported on the Investment Committee. He emphasized the importance of capitalising on the growth and success of the production sector and the need for stable funding to do this.

8.3 Michael Kuhn and Andrew Reid were encouraged by the first cut of *Robot: Overlords*.

Ulster-Scots Broadcast Fund

8.4 Ian Parsley informed the Board that a new USBF Committee had been recruited and that the Committee had re-assessed its criteria for applicants to the fund.

Exhibition Sub-Committee

8.5 Moyra Lock indicated that the CEO's report covered Exhibition update.

Education Policy Working Group

8.6 Adeline Dinsmore reported that the Education Policy Working Group did much work over the summer on the new Strategy and funding. It also held meetings with key stakeholders.

8.7 The Screening Literacy event in Derry~Londonderry on 4th June was very exciting and included great recognition for the work already being done.

8.8 The Working Group thanked Jennifer Johnston for her report on behalf of Film Nation.

Skills Panel/Training

8.9 CEO noted that the second group of Aim High trainees were now in their third month and that the scheme seems to be going very well. The first group of Aim High trainees have now all secured work.

Finance & Audit Committee

8.10 The Vice-Chair updated the Board on the Finance & Audit Committee's meeting and reported that the audit of the Director's Report and Financial Statements had been substantially completed.

8.11 DCAL representative updated progress on the issue of Staff Terms and Conditions and expressed disappointment that the matter was not yet resolved. DCAL continues to support the Board's position and has the full support of its Minister. He reported that DFP had requested further information.

8.12 The Board requested that the Chair communicate the Board's concern forcefully and to request a speedy resolution with a target date of 1 November 2013.

9. Any Other Business

9.1 CEO updated the Board on the Opening Doors Strategy 2014-2018. A completed draft Strategy with integrated Cultural and Education strategy will be sent out to the Board ahead of the next Board Meeting.

10. Date of Next Meeting

10.1 The next scheduled Board meeting was due to be held in December to accommodate annual accounts deadlines. This will now be moved to January. A revised date will be emailed to the Board in due course.

| <i>Point</i> | <i>Detail</i> | <i>To be action by</i> |
|--------------|--|------------------------|
| 2.5 | Letter to BBC Director General | Chair |
| 2.7 | Key Stakeholder Event for new Strategy | CEO |
| 2.8 | Strategy presentation for DETI Permanent Secretary & Invest NI CEO | CEO |
| 2.9 | Committee Review | Chairs & Board |
| 8.11 | Staff Terms & Conditions | Chair |
| 9.1 | Completed draft Strategy to be sent to Board | CEO |

Signed: _____

Date: _____

24 January 2014