

MINUTES OF BOARD MEETING: 27th November 2012

11:00am Tuesday 27th November 2012

Northern Ireland Screen, Alfred House, Belfast

Present: Rick Hill (Chair), Brian McMahon (Vice Chair), Maurice Hayes, Tim McKane, James Penny, Michael Catto, Adeline Dinsmore, Jennifer Johnston, Laurence McKeown, Fiona MacMillan, Aódán MacPóilin, Ian Parsley, 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), Elsie Brown (Operations Manager), Marie Shivers (minutes)

Apologies: Bernard McCloskey (Head of Education), Moyra Lock (Head of Marketing), 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 reported on his meeting with the DCAL Minister noting his acceptance of her request to extend his term as Chair for a short period; that she indicated her wish for the issues around staff terms and conditions to be resolved before his term of office closed; and her strong support of FilmClubs. The Board thanked the Chair for his agreement to continue as Chair for a further six months.
- 1.2 The Chair reported positively on the official opening of the new sound stages by OFM/dFM and the subsequent visits to Titanic Studios by Arlene Foster and the newly appointed Secretary of State.
- 1.3 The Chair outlined the Board Member appraisal process and noted that there may be changes to this procedure in the new year.

2.0 Minutes of the Board meeting of 11th September 2012

- 2.1 The minutes were agreed and signed.
- 2.2 CEO updated the Board on the action points.

3.0 Management Accounts

- 3.1 Linda Martin took the Board through the accounts noting that cash-flow was on target for year end. Lottery and ILBF funding are fully committed, USBF was currently underspent, but this will have caught up by the end of 2013, overheads are slightly over but mainly on target and will be managed within the budget. There were still issues regarding FilmClub funding with only the first year funding agreed. Agreement for reduced funding from DCAL for years 2 and 3 is currently being discussed.
- 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 Elsie Brown presented a briefing note on Equality Issues. The Chair requested that each Board Member read these notes carefully and the Vice Chair noted that the Board had an obligation to act on the Equality Issues not merely note them.
- 4.3 The CEO delivered the Risk Register talking through all of the red risks.
- 4.4 The Board sought assurance that the risk relating to staff terms and conditions was addressed. The CEO reported that, as agreed, a business case had been written and that he awaited a response from the internal consultants on his concerns regarding the original staff review. The Chair noted again that the DCAL Minister had expressed interest in reaching an outcome within the next six months.
- 4.6 The Board approved the Risk Register.

5. CEO's Report

- 5.1 The CEO noted that for a range of reasons, including the new High End Television Drama Tax Credit and the Animation Tax Credit, it was time to re-look at Northern Ireland Screen's strategy.
- 5.2 Michael Kuhn noted the importance of the tax credits but stressed that Northern Ireland would have to be very aggressive as there would be enormous competition within the UK resulting from the introduction of the tax credit, and we would be competing with studios like Pinewood and Leavesden.
- 5.3 James Penny stressed the importance of both developing skills and selling their availability in Northern Ireland.
- 5.4 It was agreed that development of a new strategy would begin immediately with themes and draft sections to be taken to the various committees ahead of a clear focus on the strategy at the February Board meeting.
- 5.5 Raised by Fiona MacMillan, it was agreed that Northern Ireland Screen should prepare lines to take ahead of the release of the CAL Committee's report on the Creative Industries, due in January.

6. PI Report

- 6.1 CEO noted that 2 Performance Indicators raised concern: FilmClubs was inevitably behind target given that funds were still not secured, and the percentage of NI resident crew on supported productions was below target, albeit he expected to reach target by the end of the year.

7. Committee Updates

Exhibition Sub-Committee

- 7.1 Laurence McKeown reported the Committee's view that it is important to stress that the cultural festival organisations are the access points to the industry and that this was a point that needed to be stressed to the DCAL Minister. He reported that the Committee had agreed that Northern Ireland Screen should back the QFT as the lead partner in a bid to the BFI for BFI hub status, but that there remained concern regarding the extent to which Queens limited the QFT. He also reported that the Committee thought Northern Ireland Screen should consider redistributing its cultural organisation funding once Hub status was secured.
- 7.2 The Board agreed to give the executive, in consultation with the Exhibition Sub-Committee, flexibility to develop the best framework of support as the situation with the BFI became clearer.
- 7.3 Laurence suggested that it was now time for Northern Ireland Screen to host a meeting of all the exhibition partners to discuss future plans and ensure that there was a feeling of transparency.

Education Policy Working Group

- 7.4 Adeline Dinsmore noted that FilmClubs had already been considered and updated the Board on the delayed Studio On move to the Ulidia Building, and on the considerable work being done on reviewing A Wider Literacy.

Investment Committee

- 7.5 Michael Kuhn updated the Board on recent Investment Committee activity.

Irish Language Broadcast Fund (ILBF)

- 7.6 Maurice Hayes noted the ILBF section of the CEO's report. He welcomed Áine Walsh back from maternity leave and thanked Roisin Kelleher for managing the ILBF so well in Áine's absence. The Chair will write to the BBC thanking them for Roisin's assistance.

Ulster-Scots Broadcast Fund (USBF)

- 7.7 Ian Parsley updated the Board on recent USBF activity noting that the current interim Committee will come to an end in February 2013. The Board agreed that he should seek to reconstitute the USBF Committee including 3 independent members and a direct nominee from both the BBC and Ulster-Scots Agency. He expressed his wish to ensure that the new Committee had a more adequate gender balance. Ian also noted the intention to revise the current USBF priorities.

- 7.8 The Board delegated authority to Ian, in conjunction with the executive, to undertake the processes necessary to appoint a new Committee.

Skills Panel/training

- 7.9 No additional comments were noted.

Finance & Audit Committee

- 7.10 The Vice-Chair updated the Board on the Finance & Audit Committee's meeting, noting that the important issues had already come up across the Board meeting agenda.
- 7.11 The Vice-Chair informed the Board that Fiona MacMillan had volunteered to act as Deputy Chair of the Finance & Audit Committee. The Board then appointed Fiona to the position of Deputy Chair of the Finance & Audit Committee.

8. Any Other Business

- 8.1 CEO will ask Marketing Dept to create an online forum to enable people to comment on areas for the new strategy to be discussed at the February Board meeting.

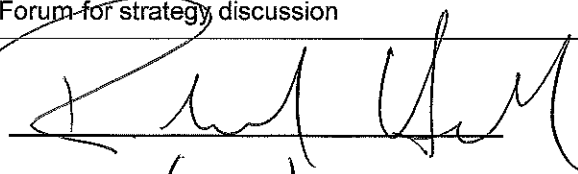
8. Date of Next Meeting

- 8.1 The next Board meeting, which was due to be held at 11:00am on Tuesday 18th February 2012, will now take place at 11:00am on Tuesday 26th February.

<i>Point</i>	<i>Detail</i>	<i>To be action by</i>
4.2	Equality Issues Note to be read	Board
5.4	Begin strategy preparation ahead of February Board meeting	CEO
5.5	Prepare lines in response to CAL Committee report	CEO/Moyra
7.3	Call meeting of Exhibition organisations	CEO
7.6	Chair to write to BBC re Roisin Kelleher	Chair
7.7	Reconstitute USBF Committee	Ian Parsley/CEO
8.1	Create online Forum for strategy discussion	CEO

Signed:

Date:


26/2/13