

MINUTES OF BOARD MEETING: 8th December 2015

11am, Tuesday 8th December 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, Jennifer Johnston, Ian Parsley

In attendance: 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), Tracey Walsh (Invest NI – Observer)

Apologies: Denis McMahon (DCAL Permanent Secretary), George McKinney (Invest NI – Observer)

Conflicts of Interest

No conflicts were declared.

1.0 Minutes of the Board meeting of 17th September 2015

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

2.0 Chairwoman's business

2.1 The Chairwoman congratulated the CEO on his recent RTS award and paid tribute to the work that he and the organisation have and continue to do. CEO has been in contact with Stirling Productions regarding the recent tragic accident on Boucher Road and both the Chair and CEO plan to meet with Stirling to pass on to them and the families of those injured our deepest concern and sympathy on behalf of the Board.

2.2 Invest NI have confirmed £10.7m funding for 15/16. Progress is being made on the new studios at North Foreshore. The CEO and Aodán MacPóilin presented to the CAL Committee on ILBF/USBF Funding and performance of both the Funds and the Chairwoman and CEO met with members of the DUP on the language funds.

2.3 The Chairwoman and CEO discussed a broad range of issues with the DETI Permanent Secretary and also hope to hear more details about departmental reconfiguration in the New Year.

3.0 CEO's Report

- 3.1 The CEO updated the Board on the recent tragic accident on Boucher Road involving cast and crew involved in a Stirling production for RTE.
- 3.2 The CEO noted that Stephen Fingleton won best Director at the Independent Film Awards, two digital projects were featured in the App Store – Dog Biscuit and Leonardo's Cat – and a first look at Stellify's game show, Can't Touch This, indicates that it could be a great success.
- 3.3 Planning and development of studios at North Foreshore continues with a projected completion and handover date in October 2016. Approval for the lease for Britvic is in progress and will go to DETI and DFP this week. Andrew Reid's and Moyra Lock's recent trip to LA confirmed that there are a large number of projects looking for studio space.
- 3.4 On course to meet all KPI targets by end of year. A full presentation will be carried out at the next meeting in March.
- 3.5 The CEO noted that as part of the public sector-wide move into publically owned buildings, Northern Ireland Screen is likely to relocate to an alternative location within the government estate.. The Chairwoman restated that dilapidation costs are a concern which need to be brought to the attention of DCAL as there is no capacity in the current budget for these. The issue was raised with DCAL at the last accountability meeting and will be raised again with the department. The Board asked the CEO to set out Northern Ireland Screen's business needs in relation to office space.

4.0 DCAL 2016-17 Funding Proposals (5% and 10% Reduction)

- 4.1 Linda Martin provided background to the DCAL funding scenarios presented and noted that the present planning assumption for 16/17 was 5%, but this could change. Savings pro-formas were requested by DCAL for both 5% and 10%. The budget is likely to be confirmed early next year. As we have contractual obligations to those affected, we need to notify them as soon as possible once the position has been confirmed. The Board agreed with the suggested 5% proposal.

5.0 Finance, Audit and Governance

- 5.1 Fiona MacMillan updated the Board on the recent Audit and Risk Committee meeting noting that an Internal Audit review on cyber security will be carried out in the new year. She presented the NI Events Company document which outlined the key findings from the NIEC Report and the areas of compliance. The NIAO report and key findings documents will be circulated to the Board.
- 5.2 Linda Martin took the Board through the Management Accounts to 31st October 2015 forecasting a full cash-flow with no major variances. The CEO is confident that the full budget will be committed. The Board approved the Accounts as presented.

- 5.3 The Risk Register was considered.
- 5.4 After discussion of the Bi-Annual Assurance statement it was agreed that more commentary should be added to the Business Planning and Internal and External Audit sections to explain the partly achieved elements. Subject to these additions, the Board approved the Bi-Annual Assurance Statement.
- 5.5 The Chairwoman noted that all points from the last meeting of the Strategic Resources Committee had been discussed already.

6.0 Committee Updates

- 6.1 EPWG – Adeline Dinsmore notified the Board of continued concerns regarding the significant impact of funding cuts on educational experiences of children right across the board, and to teacher/professional development. Bernard congratulated Into Film for integrating After School Film Clubs into the school curriculum. The Board noted the need to inform the Department of Education of our concerns and it was agreed that the Chairwoman and CEO would request to meet with the Permanent Secretary once clarification of the budget was known.
- 6.2 Investment Committee – Andrew Reid briefed the Board on projects awarded since the last meeting and projects due to be discussed at tomorrow's meeting. He reported that a number of projects funded had done exceptionally well and noted the broad range of activity funded. Michael Kuhn noted the value of the Investment Report.
- 6.3 ILBF - Aodán MacPóilin paid tribute to Ceara Murray for her work with the ILBF during Áine's maternity leave and wanted to record the Board's thanks for stepping into the role so quickly. Aodán noted the confirmation of future funding at £3m per year for the next four years. An ILBF evaluation will be carried out in 2016-17 on Aine's return.
- 6.4 USBF –The CEO noted the confirmation of USBF funding at £1m per year for the next four years. Linda Martin is currently finalising updated Terms of Reference for an evaluation. These will be agreed by the Committee. The evaluation will take place in 2015-16. The Board agreed with this proposal.
- 6.5 Skills Panel/Training – There are a number of schemes currently running which are of tremendous importance. Greg Maguire has kindly agreed to take the lead responsibility for Skills amongst the Board members. The December Creative Skillset Board meeting was postponed to January 2016.

7.0 For Noting:

- 7.1 The revised Conflicts of Interest guidance circulated to the Board contains new forms which will be completed by the Board in March 2016. The Marketing Calendar was noted by the Board.

8.0 Any Other Business

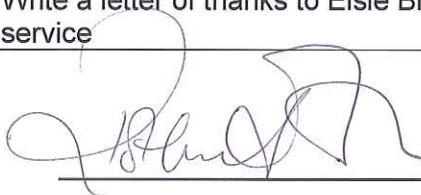
- 8.1 The Chairwoman will write to Elsie Brown, who recently left the organisation, on behalf of the Board to thank her for her service over the last 17 years.
- 8.2 Tim McKane noted the importance of making local companies aware of the opportunities available within the industry, . A number of companies are benefitting from business growth while other companies are probably still unaware of the opportunities.

9.0 Date of Next Meeting

- 9.1 The next Board meeting is presently scheduled for Tuesday 15th March 2015 at 11am.

<i>Point</i>	<i>Detail</i>	<i>To be actioned by</i>
2.1	Meet with Stirling Productions to pass on our sympathies and concerns as a result of the tragic accident on Boucher Road	Chairwoman and CEO
3.4	Presentation on Key Performance Indicators to be carried out at March meeting	CEO
3.5	Raise with DCAL and SIB concerns over dilapidations costs, and budget for this.	CEO/Linda Martin
4.1	Notify those affected by funding cuts once DCAL budget has been confirmed.	CEO/Linda Martin
5.1	Circulate link to NIEC Report and key findings document to Board	Marie Shivers
5.4	Add additional comments to commentary on Bi-Annual Assurance Statement for Chairwoman to sign	Linda Martin
6.1	Meet with DoFE Permanent Secretary once budget is confirmed	Chairwoman/CEO
6.4	Communicate with USBF Committee on final Evaluation Terms of Reference	Linda Martin
7.1	Issue revised Conflicts of Interest returns to the Board in March 2017	Linda Martin
8.1	Write a letter of thanks to Elsie Brown for her 17 years' service	Chairwoman

Signed:



Date:

11 March 2016