

MINUTES OF BOARD MEETING: 5th June 2018

11am, Tuesday 5th June 2018

Boardroom, Northern Ireland Screen, 21 Alfred Street, Belfast

Present: Rotha Johnston (Chairwoman), Mike Catto, Fiona MacMillan, Elaine Sperber, Michael Kuhn, Greg Maguire, Jennifer Johnston

In attendance: Richard Williams (CEO), Andrew Reid (Head of Production), Bernard McCloskey (Head of Education), Moyra Lock (Head of Marketing), Aine Walsh (Head of ILBF), Linda McGuinness (Acting Director of Finance), Marie Shivers (PA to CEO)

Apologies: Ian Parsley, Adeline Dinsmore

No conflicts of interest were noted.

1.0 Minutes of the Board meeting of 13th March 2018

- 1.1 The March minutes were agreed and signed after two minor typographical amendments were made.
- 1.2 There were no matters arising from the minutes:

2.0 Proposal of Internal Audit Report

- 2.1 Michael Woods noted the 3 Year Internal Audit Plan circulated to the Board and discussed at the recent Audit and Risk Committee. He reiterated that it was a proposal for the next 3 years but will be reviewed annually once the auditors have a better knowledge of the system and processes we follow. Michael emphasised the separation between the work his division undertakes for the department and the work for Northern Ireland Screen.
- 2.2 The Board confirmed the appointment of DfE Internal Audit for a three year period and approved the proposed plan, noting it was subject to annual review.

3.0 Chairwoman's business

- 2.1 The Chairwoman noted the Board appointment interview process had concluded but as there is no Minister in place the outcome and timing have yet to be confirmed.

3.0 Chief Executive's Report

- 3.1 The CEO noted positive updates since the report was written: Derry Girls and Driftwood Bay both won awards at IFTA; Belfast was shortlisted as one of 12 possible Channel 4 creative hubs; Krypton had been recommissioned for a second season; Game of Thrones held 'The Last Watch' event for cast and crew ahead of the conclusion of filming; the Creative Clusters

bid to AHRC is taking place today; and there have been further meetings on the Belfast Film Centre.

4.0 Performance Indicator Report

- 4.1 The PI Report includes Disney's Sword in the Stone which has now been postponed. It was noted that the crew capacity left by Sword in the Stone should be largely subsumed by other projects.
- 4.2 Following Board discussion on Game of Thrones legacy opportunities it was confirmed that the opportunity for a travelling exhibition is under review. The Board also suggested that an economic review of the overall value of Game of Thrones to the Northern Ireland economy be considered. The CEO will decide how to take this forward.

5.0 Finance, Audit and Governance

Risk Register for Approval

- 5.1 The CEO noted a number of positive changes from the last meeting, including the reduction in the budget and studio activity risks and Digiskills coming off the register. MSFM agreement has been added as there are several issues to work through.
- 5.2 The risk regarding transitional arrangements with the department should be changed from green to yellow.

Audit and Risk Committee Update

- 5.3 Fiona MacMillan updated the Board on the recent Audit and Risk Committee meeting noting the Audit and Risk Committee Handbook, which would be useful for the Board to have sight of and agreed to circulate it to the Board. GDPR implementation was managed well and will continue to be monitored.

Bi-Annual Assurance Statement

- 5.4 The Bi-Annual Assurance Statement was noted by the Board.

Management Accounts

- 5.5 The Management Accounts were presented to the Board noting that the Screen Fund cash-flow was under budget due to project timing. There were no other variances to note.
- 5.6 Spend compared to last April was down around £400,000 for a number of reasons but this picked up during May. DfC, DfE, ILBF, USBF and Lottery funding are all confirmed for the year with no significant drop in levels.

SRC update

- 5.8 The Chairwoman updated the Board on the recent Committee meeting with the main issue being the agreement of the MSFM. A number of outstanding issues were raised and the CEO has drawn up a commentary and proposed response.

- 5.9 The Board noted the importance of the MSFM and the need to ensure the first one with DfE did not introduce arrangements that would undermine the delivery of Northern Ireland Screen's Strategy. It also noted the importance of maintaining clarity of the role and responsibilities of the Department Board and CEO of Northern Ireland Screen.

6.0 Committee Updates

Investment Committee update

- 6.1 Michael Kuhn noted an opportunity within the UK market to support independent British film given that the UK funders – BFI and BBC – were focusing exclusively on new voices.
- 6.2 The Board were shown clips of projects recently in production

Skills and training

- 6.3 Aim High is continuing. There is heavy demand from the animation and games sectors for our Ulster University graduate support programme. A minimum of 60 trainees will be recruited this year.
- 6.4 Andrew Reid suggested that there is an opportunity for more coordination between the BBC and the industry. He also noted that the Stepping Up programme is already starting to pay off after only one year.

Irish Language Broadcast Fund (ILBF)

- 6.4 Aine Walsh noted the recent ILBF/USBF funded collaboration, the Sam Henry Collection, and noted that the Fund would be interested in more co-funded projects. The ILBF is also recruiting 10 new trainees.

Ulster-Scots Broadcast Fund

- 6.5 The current trainees are doing well and the Fund will be seeking new trainees shortly. The appointment of Fiona Keane as the BBC's Ulster-Scots Executive has been beneficial as she does a substantial amount of work crafting the projects into good Ulster-Scots programmes.

Educational Policy Working Group (EPWG)

- 6.6 The Working Group met on 24th May. Bernard McCloskey noted the delay with Nerve Belfast's move to Girls' Model School but also noted that this delay will enable them to run their summer programme at Ulidia.
- 6.7 The Extended Schools Fund has had severe cutbacks leading to a substantial reduction in eligible schools. However, Northern Ireland Screen/CLCs will continue to service all schools that were previously designated as Extended Schools for the time being.
- 6.8 The digitisation of the UTV Archive has begun with roughly 900 pieces digitised so far and another 500 in the pipeline.
- 6.9 The Film Academy NI Report was noted by the Board.

7.0 Marketing Plan

- 7.1 Moyra Lock presented the marketing activity plan for 18-19 to the Board summarising the main areas of spend for the year. The marketing calendar was also noted by the Board and the Chair thanked Moyra for her presentation.

8.0 Harassment in the Sector Policy for approval

- 8.1 Andrew Reid briefed the Board on this proposed protocol, setting out the proposed actions having considered the limitations of the UK wide adopted guidelines.
- 8.2 The Board approved the paper, agreed the action required and commended Andrew and all those involved in drafting it.

9.0 Games Hub Business Case

- 9.1 The Chief Executive briefed the Board on the Games Hub business case which relates only to the property decision for the Games Hub outlined in the Strategy. The Strategic Resource Committee looked at the proposal and recommended it go to the Board for approval. It was noted that the property solution includes Digital Catapult's VR Lab.
- 9.2 The proposed site is an incubation space with start-up tech companies and managed programmes already housed there. It is in a good location, close to Northern Ireland Screen and the BBC. The company will manage the building meaning reduced responsibility for Northern Ireland Screen and the terms will be more flexible than a standard 5 or 10 year lease. We are pushing the Department to sign off on the business case so that we can stay on target to be in and ready for business for the September academic year. The building requires some refurbishment so this needs to be greenlit by mid-June.
- 9.3 The Chief Executive recommended the business case as a good solution and value for money proposition.
- 9.4 The Board were supportive of the business case on condition that the lease is negotiated to include a 6 month get out clause with no financial penalties. It was agreed that the KPIs for the Games Hub would be highlighted in reporting to the Board.


10.0 Any Other Business

- 10.1 No other business was discussed.

11.0 Date of Next Meeting

11.1 The date of the next meeting is scheduled for **Wednesday 12th September at 11am.**

Point	Detail	Actioned by
5.2	Amend Transitional Arrangements Risk on the Risk Register from green to yellow	Marie Shivers
5.3	Circulate the Audit and Risk Committee Handbook to the Board	Marie Shivers
5.9	Discuss action points on the draft MSFM with the Department	CEO
6.1	Discuss an initiative to close the gap in independent British film	CEO, M Kuhn, Andrew Reid
8.1	Implement the recommendations in the Safeguarding Against Bullying and Harassment Policy	Andrew Reid
9.4	Negotiate the terms for the Games Hub with the Department and push for agreement as soon as possible	CEO

Signed: 
(Chairwoman)

Date: 12 September 2018