

Minute 10
2016/17

Exemptions

FOI Exemptions:

Section 3 – Page 2, Section 5.3 – Information intended for future publication

Section 5 – Page 3, Section 5.1 – Information intended for future publication

Section 6 – Page 4, Section 6.1 – Commercial interests

Section 6 - Page 4, Section 6.1 – Policy development

Section 6 – Page 5, Section 6.1 – Commercial interests

Section 7 – Page 7, Section 7.5 – Information intended for future publication

CONFIRMED



Minutes of the meeting of the Board of the Arts Council

Held at The Sidings, Lisburn on Wednesday 25 January 2017 at 5pm

1. ATTENDANCE

PRESENT

John Edmund (Chair), Katy Radford, Siun Hanrahan, Noelle McAlinden, Roisin Erskine, Paul Mullan, David Alderdice, Cian Smyth, Anna Carragher, Nisha Tandon, Conor Shields

IN ATTENDANCE

Roisin McDonough (Chief Executive)
Nick Livingston (Director of Strategic Development)
Lorraine McDowell (Director of Operations)
Noirin McKinney (Director of Arts Development)
Geoffrey Troughton (Director of Finance and Corporate Services)
Joanne Wright Assistant to the Board and Directors/Minute Taker

APOLOGIES

Katherine McCloskey, Jarlath Kearney, Leon Litvack

The Chair welcomed all members to the meeting. He had advised due to an accident in Belfast some members would be arriving late.

2. DECLARATIONS OF INTEREST

To be noted as they arose during the meeting.

Nisha Tandon and Conor Shields made a declaration of interest at item 7.8 as they are AFP Clients.

4. CHAIR'S REPORT

4.1 Board Effectiveness Session March 2017

The Board agreed that its March meeting would take place on the afternoon of 28 March 2017 to coincide with the Board Effectiveness event. The Planning/Effectiveness Session will take place on 29 March 2017 at a suitable venue (still to be secured).

5. CHIEF EXECUTIVE'S REPORT

5.1 NICS Art Panel Report

The Board noted the report.

The Chief Executive advised the DoF has asked ACNI to join an advisory panel to consider an appropriate commission for a public art work at Stormont following a recommendation from the Survivors and Victims of Institutional Abuse enquiry.

[REDACTED]

The report and procedures will be sent to the Arts Council for comment after they have been scrutinised by the Centres for Procurement Excellence (COPE), after which DoF will ask each government department to adopt the principle.

5.2 Review of Arm's Length Bodies

The Board noted the letter from Leo O'Reilly, DfC Permanent Secretary dated 15 December 2016.

The Chief Executive advised the Board that Patricia McAuley is carrying out the review and that she and the Chair would be meeting Patricia on 21st February 2017. She advised that the first phase of the process was

information gathering and that she would be seeking clarification on vacancy control and the transformation timescale.

The Chief Executive reminded the Board that the previous ALB Review was completed in 2014.

6. FINANCIAL UPDATE

6.1 Exchequer Report 2016/17

The Board noted the report.

The Director of Finance and Corporate Services reported on the financial results for the eight month period ending 30 November 2016. He advised the Board that the year-end outlook has changed from the previous month to show a reduced DfC grant in aid of £10.718M (£10.908M (Oct 16)).

The Director of Finance and Corporate Services explained that the reduction in grant aid of £190k is made up by two reductions (i) removal of budget cover for a Premises move £50k and [REDACTED]

[REDACTED] Both these amounts were provisional allocations to ACNI made through the Resource Consumption review process. He advised that budget forecasts suggest a balanced budget, subject to the caveats which have been previously discussed at Board and Committee meetings i.e. financial risks arising from premises and on boarding costs with ITAssist.

The Director of Finance and Corporate Services advised the Board that both salaries and overhead projections have reduced from last month and are now lower than the original budget in both cases. He asked the Board to note that savings in overheads and salaries are recycled to grant lines

Capital 2016/17

The Director of Finance and Corporate Services reminded the Board that there had been no opening capital allocation and that the capital allocation now in place had been awarded 'in year'. He reported that the budget at the end of November suggested an easement on the capital costs attributed to The MAC (the schedule showed £42k expenditure).

The Capital IT budget of £18k was for IT adaptations to new premises; he explained that ACNI have requested an easement in this budget line given the probability that there would be no premises move in the financial year.

The Director of Finance and Corporate Services advised that Capital expenditure is ring fenced and that departmental rules for capital expenditure mean that capital is not automatically vired to another budget line. [REDACTED]

[REDACTED] He reported that actual capital expenditure to 30 November 16 was £12k (expenditure on

equipment for bands). Our forecast was that most of the Capital expenditure will occur in the last quarter of the financial year.

Lottery Report 2016/17

The Board noted the report.

The Director of Finance and Corporate Services advised the Board that the Lottery Budget remains over-committed at the end of Nov 2016. This was mainly because ACNI have issued the Annual Funding Offers, which are accounted for as liabilities at the date of issue.

[REDACTED]

[REDACTED]

In response to a question on cash flow, the Director of Finance & Corporate Services advised that Lottery cash flow was managed to ensure funds were available for liabilities as they fell due. It was also noted that Lottery expenditure had been profiled over a 3-year period to reduce programme risk.

The Director of Operations advised no lottery funding decisions will take place in the last quarter of the current financial year which gives 3 -4 months' income (c £750k per month) against any liabilities that crystallise. In response to a question she advised the Board on the use of Lottery logos and that acknowledgement of funds is a condition of all Lottery grant awards.

7. BUSINESS REPORTING

7.1 Board Work Plan 2016/17

The Board noted the work plan

7.2 Provisional Board/Committee Dates 2017/18

The Board noted and agreed the dates. The Board agreed that the May Board meeting would take place on 24 May 2017 following the North South Plenary meeting.

7.3 Business Plan 16/17 Q3 Update

The Director of Operations advised the Board that ACNI is on course to deliver the Business Plan targets. She drew attention to a number of

objectives which had changed during the period Viz An Chomhairle Ealaíon's decision to appoint an internal audience development advisor; Derry City & Strabane District Council's failure to secure designation as European Youth Capital 2019 (Note: notwithstanding this, the Council is rebranding 2019 as The Year of Youth.)

The Board asked for an update on Creative Europe.

The Director of Strategic Development advised that ACNI closed the Creative Europe Desk in 2016 due to the high costs but that the work has continued through sign posting via the British Council and the cross border structures.

7.4 Business Plan 17/18 Draft

The Director of Strategic Development gave an overview of the background to the business plan.

The Chair asked for an outline of the timetable.

The Director of Strategic Development advised that the draft would be presented to DfC by the end of January and then it would go through the approval process.

The Board discussed the plan and noted the cross reference to the Programme for Government.

The Chair commended the Executive for connecting the Arts Council's aims and objectives to the PfG; he noted that he would like to see more information on audience development and internships. The Chair advised an Arts Infrastructure Plan would need to be considered linked to PfG outcome 12 which would consider more than buildings. This was agreed by the Board.

The Director of Strategic Development advised that the business plan 17/18 was the final year of 'Ambition for the Arts - A five year strategy for the arts 2013-2018' and that its content reflected the completion of that strategy.

With reference to the plan, the Board discussed the ecology of the arts, priorities, balancing needs and the sharing of services between organisations.

The Chief Executive suggested, given Board concerns, that it might be helpful for the following organisations to make presentations as the Council prepared for the development of its next 5 year plan: Audience NI, Arts and Business and Creative Cultural Skills. This was agreed.

The Director of Strategic Development advised that he would review the draft business plan and look at the strength of the narrative to ensure that all points were articulated. He advised that he would circulate the revised document.

7.5 Peace IV Application

[REDACTED]

[REDACTED]

7.6 Service Complaints Procedure

The Director of Operations advised this procedure had been the subject of an Internal Audit report and had led to limited assurance from the auditors. She explained the findings were based on 5 complaints received over a two year period.

The Director of Operations outlined the new complaints procedure and advised training would be given to staff and template letters would be made available.

The Service Complaints Procedure was approved by the Board.

7.7 Funding Review Procedure

The Director of Operations explained the revision to the funding review procedure has been drafted in advance of the next Annual Funding round to clarify the timing of receipt of review requests and the length of time that will be taken to reach a decision.

The Funding Review Procedure was approved by the Board.

7.8 AFP 17/18

The Director of Operations outlined the options to be implemented based on the agreed draft budget.

The Board discussed in detail each of the options presented.

The Board agreed that the process should proceed on the basis of a standstill budget as previously agreed. Should the Council's budget be reduced at a future date, there was scope within the letter of offer to recoup funds awarded.

7.8 NI Screen Lottery Funding Review

The Board noted the report.

The Director of Operations advised that the document would inform the debate when the Chief Executive from NI Screen presents to the Board as outlined in their contract.

8. MATTERS TO NOTE

8.1 Delegated Decisions

The Board noted the report.

8.2 Pre-approved List of Events

The Board noted the report.

8.3 Staff Handbook – List of Policies

The Board noted the report.

The Director of Finance and Corporate Services advised this was the first time the Board had seen this document.

The Chair asked for the document to provide a table for amendments to be displayed for the Board's information.

8.4 Programme for Government (PfG) Response

The Board noted the report.

The Director of Strategic Development advised that, in light of the upcoming election, the Executive Office has stated that the work is set to continue. He could not advise the Board on a timeframe for the report.

8.5 Pension Reform

The Board noted the report.

The Director of Finance and Corporate Services advised that this had been a long standing issue and that a business case on pension reform was currently with DfC for approval. The risk arising from pension reform would be recorded in the next update of the risk register.

8.6 Risk Register

The Board noted the report.

9. PRESENTATIONS

9.1 The British Council – PRESENTATION

Arts Manager Colette Norwood presented to the Board on the work of The British Council locally and globally. Following a discussion on a range of

matters raised by Board members, the Chair thanked Colette for attending the meeting to present to the Board.

10. ANY OTHER BUSINESS

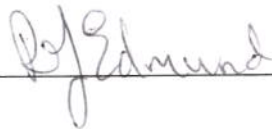
Following a request for clarification on the role of the Art Form Officers it was agreed that the generic Job Description would be circulated to the Board. The Chair asked for Oliver Mears' departure from NI Opera to be recognised by the Board.

12. DATE OF NEXT MEETING

Wednesday 22 February 2017 at 10:30am at The Sidings, Lisburn.

There being no further business, the Chair thanked everyone for attending, and the meeting concluded at 8:20pm.

Signed: _____



John Edmund

Date: _____

22 | 2 | 17

22 February 2017