

Minute 7
2019/20

Exemptions

FOI Exemptions:

Section 2.0, page 1,	Data Protection Section 1.1
Section 3.2, page 2,	FOI Exemption Section 36
Section 4.1, page 2,	Data Protection Section 1.1
Section 4.2, pages 2-3,	FOI Exemption Section 36
Section 5.1, page 4,	FOI Exemption Section 43
Section 6.1, page 5,	FOI Exemption Section 36
Section 6.1, page 5,	Data Protection Section 1.1
Section 6.1, pages 5-6,	FOI Exemption Section 22
Section 6.1, page 6,	FOI Exemption Section 43
Section 7.7, page 8,	FOI Exemption Section 43

CONFIRMED



**Minutes of the meeting of the Board of the Arts Council
Held in the Boardroom, Linen Hill House, Lisburn
On Wednesday 29 January 2020 at 4.00pm**

1. ATTENDANCE

PRESENT

John Edmund (Chair), Katy Radford (Vice Chair), Cian Smyth and Siun Hanrahan

IN ATTENDANCE

Roisin McDonough (Chief Executive)

Geoffrey Troughton (Director of Finance and Corporate Services) *(to 6.20pm)*

Debbie McKibben (DfC, Head of Arts Branch)

Diane Dillon (Assistant to the Board and Directors)

APOLOGIES

Noirin McKinney (Director of Arts Development)

The Chair opened the meeting at 4.15pm.

2. DECLARATIONS OF INTEREST

Board member [REDACTED] declared that he had been appointed by the Department as Interim NI Producer for Festival 2022.

3. PREVIOUS MEETING

3.1 Minutes 6 November 2019

Following a lengthy discussion with regard to the BiAAS, it was agreed that the paragraph in italics on page 4 should be deleted.

The Vice Chair requested that the minutes reflect that she noted her apologies for the meeting on 28 November 2019, due to the short notice period.

Board members agreed that the minutes would be amended as discussed and the Chair would sign at the next scheduled Board meeting.

3.2 Minutes 28 November 2019

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

3.2 Matters Arising

None noted.

4. CHAIR'S REPORT

4.1 NEW BOARD AND A REVISED PARTNERSHIP AGREEMENT WITH THE DEPARTMENT

The Chair advised that eight people had been nominated as Board members through the selection process. The Department is in the process of seeking the Minister's final decision. The Vice Chair asked if the new Board would be in place before the March AFP Board decision making meeting. [REDACTED] (DfC) responded that hopefully this would be the case.

The Chair advised that under the New Deal New Approach agreement DoF would be undertaking a review of Arm's Length Bodies.

4.2 RECOMMENDED CHANGES [REDACTED]

[REDACTED]

Director of Finance and Corporate Services left the meeting at 4.43pm.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

The Director of Finance and Corporate Services rejoined the meeting at 5.05pm.

[REDACTED]

[REDACTED]

[REDACTED]

4.3 REVISED COMMITTEES STRUCTURE TO SUPPORT THE NEW STRATEGIC FRAMEWORK

The item was deferred due to time constraints.

4.4 OPERATING COST REPORTING

The item was deferred due to time constraints.

5. CHIEF EXECUTIVE'S REPORT

5.1 Update [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

6. FINANCIAL UPDATE

6.1 Financial Reports (a, b & c)

The Director of Finance and Corporate Services advised that papers a) and b) provided an overview of the financial situation during October and November 2019 and were for noting purposes only as the December Board had been cancelled.

The Director of Finance and Corporate Services provided an overview of paper c) which detailed Exchequer, Capital and Lottery income and expenditure for December 2019 and advised that there was very little change since last month.

[REDACTED]

It was noted that the Director of Operations will take up post from 4 March 2020.

Exchequer Capital

- 'Framing' budget allocation of £8k. The Dept. have verbally agreed to vire £4k of this allocation towards a replacement HR system; the balance of £4k remains for framing.

Lottery

- NLDF continues to be erratic and is under-committed at the end of December 2019.
- There are approximately two years left on the 5th Licence.

The Vice Chair queried the projected cost for the Edinburgh Showcase. The Chief Executive advised that the Arts Council sponsored three local acts to attend the Edinburgh Festival in August 2019, which proved to be extremely successful, hence the uplift for 2020/21. The Chief Executive advised that the costs are provisional and can be allocated elsewhere if required.

The Chair noted the grant funding from the Baring Foundation. The Chief Executive credited [REDACTED] ADO Programmes Officer, for securing this funding for the Arts and Older People Programme.

The Board noted the Finance Reports for October, November and December 2019.

The Chief Executive provided an update on a capital funding bid [REDACTED] that had been submitted to the Department. [REDACTED]

[REDACTED]

The Chief Executive advised that further details of the requests/paperwork can be provided to Board members if required.

The Chief Executive advised that this request was discussed at the Finance and Capital Committee on 29 January 2020; [REDACTED]

The Chief Executive advised that there was no guarantee that the [REDACTED] bid to the Department would be successful, however she would keep the Board apprised of the situation.

6.2 Draft Budgets 2020/21

The Director of Finance and Corporate Services advised that the draft budgets had been presented to the Finance and Capital Committee on 28 November 2019. The Director of Finance and Corporate Services provided an overview of both budgets.

Exchequer Budget 2020/21

The Exchequer Budget 2020/21 was based on DfC allocation of £9.532M.

- (i) Income: DfC income in next year's budget is the same "baseline" figure as 2019/20 and does not include the non-recurrent budget of £0.665M. In the financial allocation letter 2019/20 the Department stated "In order to manage pressures in 2019-20 financial year, an additional non-recurrent budget allocation has been identified, however there should be no expectation that this level of funding will be sustained beyond 2019/20." As a result of this guidance, the DfC allocation does not include the non-recurrent budget. This reduction is a significant setback and the implications will be communicated to the Department.
- (ii) Salaries: budget is unchanged from last year 2019/20. There is an in year saving due to Director vacancies.
- (iii) Overheads: increased mainly due to increased rent, rate and maintenance costs for the new premises.
- (iv) Grants: AFP currently budgeted as £7.9M.

Lottery Budget 2020/21

- (i) Income: £9.1M.
- (ii) AFP currently budgeted as £4.5M.

The Director of Finance and Corporate Services advised that when DfC allocate the 2020/21 budget the revised figures will be presented to the May Board.

7. BUSINESS REPORTING

7.1 Summary of AFP Applications 2020/21

The Chief Executive provided an update. It was noted that a total of 99 organisations applied to the programme all of which were deemed as eligible and have progressed to assessment. Three new organisations have applied, having previously been project funded through ACNI. The total value of requests has increased by 16.37% on the previous year.

Board members discussed the historic classifier “Combined” artform category and agreed that it would be a challenge for the new Board to review classifiers and descriptors of this artform. The Vice Chair suggested that a paper be presented to a future Board meeting; the Chair suggested that the discussion be included as part of the Board Induction day.

The Board noted the report.

7.2 Business Plan Update

The Chief Executive provided an update. The Business Plan is three-quarters way through the year and it was noted that the majority of objectives are either complete or on track for completion.

The Board noted the report.

7.3 Report on Premium Payment Scheme

The Chief Executive advised that the aim of the scheme is to improve access to the arts for all Section 75 groups. The scheme is currently open for applications.

The Board noted the report.

7.4 Equality Scheme

The Chief Executive presented the new Equality Scheme and Action Plan in accordance with the draft Five Year Strategic Framework, for approval. This was an extensive piece of work undertaken by the Strategic Development Department.

Board members queried the precise name of one of the organisations and the terminology of Section 75 category ‘sexual orientation’ as denoted in Appendices 2 and 3.

The Board was content to approve the report subject to the source of the information in Appendices 2 and 3 being correct or amended if necessary.

7.5 Disability Action Plan

The Chief Executive presented the Disability Action Plan (2019-24) for approval. She advised that it is a requirement that ACNI submit a Disability Action Plan to the Equality Commission showing how it proposes to fill its duties under Section 49A of the Disability Discrimination Act 1995.

The Disability Action Plan (2019-24) is a clear statement of ACNI's ongoing commitment to promote positive attitudes towards people with disabilities and encourage participation by people with disabilities in public life.

The Board approved the report.

The Chief Executive advised that both the Disability Action Plan (2019-24) and the Equality Scheme and Action Plan will be published on the Arts Council website.

7.6 National Lottery Fund Annual Report 2018-19

The Chief Executive presented the National Lottery Fund Annual Report 2018-19 for approval. This is a standard report in a format that is required by DCMS. It was noted that by the end 2019, 455 grants had been awarded receiving a total of £6,798,031. All awards, including a short description of the programme, are outlined on pages 22-41 of the report.

The Chief Executive and Board members expressed their thanks to the Deputy Operations Officer and Communications Officer who completed the report in the absence of the Operations Manager.

The Board approved the report.

7.7 LGD Ticketing Data Analysis

The Chief Executive provided an overview of the report. [REDACTED]

The data presented in the report is based on 30 ticketed organisations which shows a very complex and multi-layered picture which varies across the council areas.

Board members agreed that this was a good starting point and welcomed the opportunity [REDACTED] to share further data at a future Board meeting.

The Board noted the report.

7.8 Business Continuity Plan

The Director of Finance and Corporate Services presented the Business Continuity Plan (BCP) for approval. He advised that following an internal audit of the BCP there were a number of recommendations to review the document, BCP testing and staff training. Following a benchmarking exercise, a small working group was established to review the BCP and implement audit recommendations.

The BCP provides overall guidance to the Arts Council in responding to any significant incident that threatens to interrupt normal operations and outlines the key members of staff who will have overall responsibility to manage such situations.

The Board approved the report.

7.9 NI Screen Delegation Report

As the report had not been submitted by NI Screen it was agreed that the item be deferred to the May Board meeting.

8. MATTERS TO NOTE

8.1 Risk Register

The Risk Register was reviewed by SMT on 6 November 2019 and presented to the Audit and Risk Committee on 13 January 2020. Items that had a change in status were marked with red text.

The report was noted.

8.2 Artform Reports (June to November 2019)

Board members commented that overall this was a very positive report, which highlights a good snapshot of organisation activity.

The report was noted.

8.3 Youth Music Audit

The Chief Executive advised that a Traditional Music Audit had been carried out 4/5 years ago, which engaged with bands. A recommendation from that audit was to complete a Youth Music Audit in order to identify progression routes and pathways for talented musicians.

A Board member queried why 'traditional arts' was not represented in the Co-Design composition group. The Chief Executive replied that it was probably because there had been a previous traditional music audit and that was the likely reason, but she would confirm this with the Head of Music and clarify the composition of the group.

It was noted that the delivery of the Audit and Strategy had been extended to the end of March 2020.

The Board noted the report.

The Director of Finance and Corporate Services left the meeting at 6.20pm

8.4 Delegated Decisions 28 October 2019 to 17 January 2020

The report outlined delegated decisions for:

- Arts and Older People
- Arts Development Fund
- Creative Schools Programme
- Lottery Project Funding
- Support for Individual Artist
- Travel Awards

- Small Grants Programme

The report was noted.

8.5 FOIs and Complaints

The report was noted.

8.6 Committee Minutes Previously Circulated

The document was noted.

9. ITEMS FOR INFORMATION


9.1 Pre-Approved Events List

10. ANY OTHER BUSINESS

There being no further business the Chair declared the meeting closed at 6.25pm.

11. DATE OF NEXT MEETING

Thursday 9 April 2020 at 2pm via Skype.

Signed: 
John Edmund (Chair)

Date: 9th April 2020
9 April 2020