

# STÒRLANN BOARD OF DIRECTORS 2016

## MINUTE OF MEETING OF BOARD OF DIRECTORS

**10.30pm, Thursday, 3 March, 2016**

**Baird room, Atlantic Quay, Broomielaw, Glasgow**

### **Present:**

William MacDonald (WM) – Comhairle nan Eilean Siar – Chairperson

Kenneth Murray (KM) – Highland Council – Vice Chair

Robert Dalzell (RD) – North Lanarkshire Council

Gillian Campbell-Thow – Glasgow City Council

Donald W Morrison (DWM) – Stòrlann

Donald J MacRitchie (DJM) – Stòrlann (Note of Minute)

Neil Smith (NS) – Stòrlann

### **In Attendance**

Jonathan Ferrier (JF) – Scottish Government

### **Apologies**

Norma Martin (NM) – City of Edinburgh Council

Douglas Ansdell (DA) – Scottish Government

Anne Paterson – Argyll & Bute Council

Bruce Robertson (BR) – Bòrd na Gàidhlig

ITEM		ACTION
<b>1</b>	<b>OPENING ITEMS</b>	
<b>1a</b>	<b>Welcome</b> The Chairperson welcomed all present.	
<b>1b</b>	<b>Present and Apologies</b> As above	
<b>1c</b>	<b>Declarations of Interest</b> No notes of interest were presented.	
<b>2</b>	<b>MINUTES</b>	
<b>2a</b>	The minutes of the Stòrlann Board meeting held on 9 <sup>th</sup> December 2015 in Glasgow were approved.	
<b>2b</b>	<b>Matters arising:</b> There were no matters arising.	

<p><b>3</b></p> <p><b>3a</b></p> <p><b>3b</b></p> <p><b>3c</b></p> <p><b>3d</b></p> <p><b>3e</b></p> <p><b>3f</b></p>	<p><b>FINANCE BUSINESS</b></p> <p><b>Stòrlann Management Accounts</b> The CEO advised members that the accounts were to December 2015 which did not reflect the January and February 2016 spends. The CEO also informed that there will be carry forwards commitments for the Primary officer and GLAIF plus some high volume reprints such as Ceumannan 2. The high electricity and water meter charges within the An Tosgan is of a concern to the agencies based within the building and discussions are ongoing with CNES. Members discussed corporate management and administration salaries. Members requested a breakdown of how the percentages, for corporate time and salaries, were agreed for the next meeting.</p> <p><b>Breakdown – Travel and Accommodation costs</b> The CEO explained the breakdown of travel and accommodation expenses. Following discussion it was agreed that travel and accommodation expenses and costs would be shown individually for each staff and board member. At the suggestion of the CEO, it was agreed to dispense with Stewart Travel. This provides an estimated saving of £2000 per annum.</p> <p><b>RnA Funding 2015-16</b> The CEO updated members that the quarterly report had been submitted to the Government.</p> <p><b>BnG Funding 2015 -16</b> The CEO updated members and that the accounts and quarterly report had been submitted to Bòrd na Gaidhlig.</p> <p><b>RnaA Funding 2016-17</b> The CEO updated members and informed them that an offer of grant letter had been received. The offer was at the same standstill level of funding as the previous 2015-16 year.</p> <p><b>BnG Funding 2016-17</b> The CEO updated members that he was in contact with Bòrd na Gàidhlig regarding funding. At this time, no definitive figure had been given and he was awaiting a response and confirmation.</p>	<p>CEO</p>
<p><b>4</b></p> <p><b>4a</b></p> <p><b>4b</b></p> <p><b>4c</b></p> <p><b>4d</b></p>	<p><b>CORPORATE AFFAIRS AND STAFFING</b></p> <p><b>Stòrlann Organisational Review</b> A closed session between Stòrlann Board members and Ralph Leishman was to take place following the Board meeting.</p> <p><b>Health and Safety</b> The CEO updated members that Stòrlann’s Stornoway office had received a visit from an NHS Occupational Therapist regarding a staff member. This was in relation to the screen height and seating posture of the individual. Staff members have, previously to this NHS visit, returned a DSE (Display Screen Equipment) form. Fire checks have also been completed.</p> <p><b>Risk Register</b> The CEO updated members with regard to governance items on the register. Members agreed that items; reserve policy and staff pensions could now be removed from the register. New risks items may need to be added.</p> <p><b>Draft Minute of Staff Meeting</b> It was noted that [REDACTED] has returned to work, on a phased return and members welcomed her return. Members also wished to express their gratitude to [REDACTED] and [REDACTED] for their support during this period.</p>	

<b>5</b>	<b>PROJECTS AND CONTRACTS</b>	
<b>5a</b>	<p><b>Resources Schedule 2015-16 / 2016-17</b>  The CEO and DJM updated members with regard to the resources schedule. Following discussion members agreed that the various panels prioritizing resource schedules will assist managing the workload. The SMT to finalise a draft plan for the year end 2016 spend.</p>	SMT
<b>5b</b>	<p><b>Gaelic Education Resources Group and Advisory Panels</b>  The CEO updated members of the Overarching panel meeting the previous day. A paper outlining the key areas discussed be taken to the next meeting of the Board.</p>	CEO
<b>5c</b>	<p><b>Project Scheduling Review</b>  Members were informed that the Storlann team had collectively met to discuss scheduling.</p>	
<b>5d</b>	<p><b>An t-Alltan</b>  The CEO informed members that An t-Alltan 2016 was confirmed for 28 and 29 September. Members were informed that Bòrd na Gàidhlig are requesting that the Alltan include the 0-3 sector and make it one all inclusive 0-18 conference. The Bòrd will make £15k of funding available for this. Members were informed that savings will also be made by having no formal conference dinner. There will be a meal voucher system in place on both nights; to allow teachers more time to informally meet. The Board requested an update on this paper, and to include possible keynote names.</p>	CEO
<b>5e</b>	<p><b>Ceàird an Sgrìobhaiche</b>  The CEO explained that GLAIF applications have been submitted to Bòrd na Gàidhlig and that the project is a model transferable to other authorities in Scotland.</p>	
<b>5f</b>	<p><b>Go Gaelic! – GLAIF</b>  Members discussed the need to meet, with relevant advisory panel and Board members, regarding the creation of a national promotion strategy for Go Gaelic.</p>	DJM/CEO
<b>5g</b>	<p><b>ASN - GLAIF</b>  The CEO updated members of the sensitivities regarding the sourcing of material, from the family of the late Archie MacLulich. This is ongoing.</p>	
<b>6</b>	<b>COMMUNICATIONS AND PR</b>	
<b>6a</b>	<p>The CEO updated members of Storlann’s attendances at various events. Storlann would also be attending the ‘<i>Siuthad</i>’ career event in Highland on 10<sup>th</sup> March and the North Lanarkshire event 18/19<sup>th</sup> May.</p>	
<b>7</b>	<p><b>AOCB</b>  KM informed the Board of the positive response which he had received from his own authority regarding a primary framework containing the eight curricular areas. This had been shown to Jayne MacAskill, Primary officer, who was also positive and that it would be a resource that would fit well on the Lasadh website.</p>	
<b>8</b>	<p><b>DATE OF NEXT MEETING</b>  The next Board meeting is scheduled for 17<sup>th</sup> May 2016, at Scottish Government, Atlantic Quay in Glasgow.  The Chairperson thanked all in attendance and the meeting closed.</p>	