

STÒRLANN BOARD OF DIRECTORS 2016

MINUTE OF MEETING OF BOARD OF DIRECTORS

10.30, Wednesday, 24 August, 2016

Committee Room 1, Comhairle nan Eilean Siar, Stornoway

Present:

William MacDonald (WM) – Comhairle nan Eilean Siar – Chairperson
 Kenneth Murray (KM) – Highland Council – Vice Chairperson
 Norma Martin (NM) – City of Edinburgh Council
 Robert Dalzell (RD) – North Lanarkshire Council
 Gillian Campbell-Thow – Glasgow City Council

Donald W Morrison (DWM) – Stòrlann
 Donald J MacRitchie (DJM) - Stòrlann
 Neil Smith (NS) - Stòrlann (Note of Minute)

In Attendance

Jonathan Ferrier (JF) – Scottish Government

Apologies

Douglas Ansdell, Scottish Government
 Anne Paterson, Argyll & Bute Council

ITEM		ACTION
1	OPENING ITEMS	
1a	Welcome The Chairperson welcomed all present.	
1b	Present and Apologies As above	
1c	Declarations of Interest No notes of interest were presented.	
2	MINUTES	
2a	The minutes of the Stòrlann Board meeting held on 17 th May 2016 in Glasgow were discussed. The CEO informed the Board that with regard to Item 5 F, a paper had been submitted to Bòrd na Gàidhlig and the tracker system set up by the Vice Chair adhered to. The minutes were approved.	
2b	The minutes of the Stòrlann Board meeting held on 22 nd June in Stornoway (Accounts) were discussed. The Chair intimated that he had been present for part of the meeting but this had not been recorded. The minutes were then approved.	CEO
2c	Matters arising:	

	<p>Due to the number of documents being circulated prior to Board meetings, the Board requested that there should be a list of all documents compiled and that this be circulated at the same time.</p> <p>Additionally, the Board also instructed that documents be circulated at least one week before Board meetings to enable members to review the contents. It was also requested that action points be clearly identified in the minutes.</p>	CEO
3	FINANCE BUSINESS	
3a	<p>Stòrlann Draft Management Accounts and Auditors Report</p> <p>The CEO informed members that the accounts had been submitted following the meeting with Mann Judd Gordon and Co in June. The Auditors report had been circulated.</p>	
3b	<p>Stòrlann Management Accounts - Quarter 1</p> <p>The CEO updated members. Members requested that in future a breakdown of costs be given (eg IT) and that for future meetings there be three-monthly updates provided for comparison.</p>	CEO
3c	<p>Breakdown – Travel and Accommodation Costs</p> <p>A breakdown of travel costs had been circulated. It was requested that a similar breakdown be circulated for future meetings.</p>	CEO
3d	RnA Funding 2016 -17	
3e	<p>BnG Funding 2016 – 17</p> <p>Items 3d and 3e were discussed jointly. The CEO reported that Bòrd na Gàidhlig had reinstated £5 000 for An Seotal. Additional funding for Go!Gaelic (£10K), E-sgoil (£40K) and 0-3 resources (£9K) had been applied for and obtained from Bòrd na Gàidhlig. The Scottish Government had also provided £15 000 additional funding for Go!Gaelic as part of their grant.</p> <p>The CEO updated members regarding the plans for Go!Gaelic which included a three to four year training programme to create a network of trainers, and promotion of the project to raise awareness of its existence in both schools and homes.</p>	
4	CORPORATE AFFAIRS AND STAFFING	
4a	<p>Stòrlann Organisational Review</p> <p>The CEO reported that there had been useful discussions between Board members and staff at the staff meeting the previous day and in May and a number of issues clarified. There was now an element of acceptance on behalf of the staff.</p> <p>Board members reiterated their disappointment with the brevity and content of the report and expressed the intention was for the review to identify the best and most effective ways of working for the organisation. This had been made clear to staff. A list of follow-up bullet points had been circulated to staff and content which was being ejected identified. The Chair thanked staff who had given feedback and Members intimated their desire to draw a line under the matter and move on.</p>	
4b	<p>Mem and Arts Review</p> <p>A copy of the Mem and Articles had been circulated to members.</p>	

	<p>The CEO updated the Board regarding the initial review which had been conducted by a sub-committee comprising KM, JW and himself. The review had been initiated to reassess the objects of the organisation. Due to OSCR considerations, changes were being kept to a minimum. A discussion on the contents of the draft document took place thereafter and the following amendments suggested:</p> <ul style="list-style-type: none"> • With regard to Directors, OSCR preferred to retain the current number. There is the option to take 2 co-opted members • It was decided to drop section 4.4 and reword section 4.3 to include ‘Gaelic for Learners’ as this was the term being used currently • It was requested that formal titles be used with regard to No 8 (membership) eg Glasgow City Council • Members stated that consideration had been given to opening up membership and a pragmatic solution implemented in that there was the option of any interested parties attending the AGM • In the case of non-attendance at Board meetings, Members will be written to and reminded of their obligations • With regard to section 21.1 it was noted that there is no casting vote and therefore decisions could be left open. However, decisions are usually reached by consensus • The CEO has been referred to as a ‘director of the company’ in some documentation but that is incorrect and should be rectified. • With regard to clauses 55-69 the roles of the Company Secretary, Treasurer, and Mann, Judd, Gordon and Co should be reviewed and clarified and thereafter reworded. <p>In addition to the above members intimated that delegation of responsibility to work colleagues is not an option for directors. Resignations will be dealt with according to the M and A and the option of co-opting replacements will continue</p> <p>The CEO was asked to implement the suggested changes, maintain a record of them for comparative purposes, and distribute a final draft of the document to members.</p> <p>4c Health and Safety The CEO updated members as per the appendix.</p> <p>4d Risk Register The CEO updated members as per the appendix.</p> <p>4e Staff Meeting The draft minutes of the meeting had been circulated to members and the CEO updated members on the meeting.</p> <p>4f Travel and Accommodation Expenses This had also been discussed under Item 3C. Members requested that accommodation bookings should be capped at £85 per night, other than in exceptional circumstances when this was not possible. It was requested that the CEO review policies and procedures with regard to this topic.</p> <p>4g External Contractor Listing A list of external contractors had been compiled by the CEO and he intimated that this highlighted the diversity and complexity of the work undertaken.</p> <p>The CEO informed members that due to the company status, tendering was not implemented but that best value was always a consideration. Similarly, the company was not liable for Freedom of Information requests. The rates for some contractors differed due to the nature and complexity of the work involved and were subject to commercial confidentiality. Accounts are set up so that cost codes are identifiable for each project.</p>	<p>CEO</p> <p>CEO</p> <p>CEO</p>
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<p>4h</p>	<p>The board requested that details of external contractor payments be added to the quarterly account reports.</p> <p>Contract Review 2016-17 The CEO informed members that MacLeod and MacCallum and Co, Inverness had been approached with regard to reviewing contracts and a document with indicative costs circulated. This had previously been part of a SLA with CNES. After a short discussion members agreed to engage the company.</p>	
<p>5</p> <p>5a</p> <p>5b</p> <p>5c</p>	<p>PROJECTS AND CONTRACTS</p> <p>Resources Schedule 2015-16 The CEO and DJM updated members on the resource schedule that had been circulated. The following points were discussed:</p> <ul style="list-style-type: none"> • A time frame for the Go!Gaelic launch should be set. WMD to bring up at advisory panels • The levels for Go!Gaelic follow CFE. In other some other external projects, some GME phases are out of sync • Stòrlann resources are being graded and used as per CFE • The Ceumannan course writer has returned to work and is operating out of the Fèisean nan Gàidheal offices in Portree • The CEO had applied for a grant funding for some ASN work which Dr Fiona Lyon is undertaking in conjunction with Herriot Watt University and CNES • Concerns were expressed at the sum allocated to one contractor. The CEO explained that this contract was necessary for additional resourcing and that a Scottish Government grant for 6 books could not have been accepted otherwise • As mentioned at Item 4g, the company does not have to follow competitive tendering though best value is always pursued • Members expressed a desire to implement succession planning with regard to translation and QA and options such as Modern Apprenticeship and Graduate Placement schemes to be considered. The CEO informed members this is under consideration • Following discussion with Bòrd na Gàidhlig and CLÀS, the Prelims Project will be funded for 2 years. A bank of past Prelim papers will thereafter be available online at a secure location for teachers. <p>Gaelic Education Resources Group and Advisory Panels The CEO gave members an update regarding appendix SB-2016-3-5B. Members noted that some groups had not met in recent times and suggested that membership of some be refreshed, with dates of potential meetings being circulated. The CEO explained that some groups had morphed into the over-arching panels and that members of some were consulted on an ongoing basis. Members expressed their view that panels were useful conduits for obtaining information and feedback from class teachers and it was important to retain them.</p> <p>Project Scheduling Review The CEO informed the Board that scheduling had been discussed at several staff meetings and he had approached a company – JEMCO – to produce a project management proposal which he then circulated to members. He stated that uptake of the current project management system – ZOHO – had been inconsistent and that adoption of an alternative system together with relevant training was one option.</p> <p>Members had not had the opportunity to review the proposal but suggested that the fee quoted could be used to invest in time and training for the current system. This should be considered before proceeding with the JEMCO report. It was also requested that a</p>	<p>CEO</p>

<p>5d</p>	<p>link be established with Hugh Fraser, ex Highland Council Director of Education, as he had expertise in management and scheduling. CEO to make contact and discuss ZOHO training with management team.</p> <p>An t-Alltan 2016 The CEO updated the board. A list of workshops had been circulated and Maureen McKenna, Director of Education at Glasgow City Council, invited to speak. MS McKenna had accepted the invitation. Arrangements were still being made with regard to the opening.</p>	<p>CEO</p>
<p>6 6a</p>	<p>COMMUNICATIONS AND PR</p> <p>Engagement and Events Due to the meeting room being required by another organisation it was agreed to postpone this item until the next Board meeting.</p>	
<p>7</p>	<p>AOCB As above</p>	
<p>8</p>	<p>DATE OF NEXT MEETING</p> <p>The next Board meeting was scheduled for 29 September in Aviemore. The Chairperson thanked all in attendance and the meeting closed.</p>	