

STÒRLANN BOARD OF DIRECTORS 2016

MINUTE OF MEETING OF BOARD OF DIRECTORS

11.15, Thursday, 24 November, 2016
MG Alba, Seaforth Road, Stornoway

Present:

Robert Dalzell (RD) – North Lanarkshire Council (Chair)
Gillian Campbell-Thow (GCT) – Glasgow City Council (Vice-chair)
Norma Martin (NM) – City of Edinburgh Council
Norma Young (NY) – Highland Council
Angus MacLennan (AML) – Comhairle nan Eilean Siar
Catriona Garvin (CG) – Argyll and Bute Council (By telephone)

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

In Attendance

Douglas Ansdell (DA) – Scottish Government
Jonathan Ferrier (JF) – Scottish Government
Roddy Cunningham (RC) – Mann Judd Gordon and Co

Apologies

Mona Wilson, Bòrd na Gàidhlig

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	Minutes of the meeting held on 29 September 2016 in Aviemore had been circulated and were approved as a true record of the meeting, proposed by GCT and seconded by NM.
2b	Matters arising: There were no matters arising.

3	FINANCE BUSINESS	
3a	Stòrlann Draft Management Accounts Quarter 2 Relevant documents prepared by Mann Judd Gordon had been circulated to the Board and a verbal update was provided by RC. There were no issues arising and the Board approved the accounts.	
3b	Breakdown – Travel and Accommodation Costs A breakdown of costs prepared by Stòrlann admin staff had been circulated. This was approved by the Board. It was requested that guidance relating to expenses claims be circulated to staff and board members so that all are aware of the recommended limits.	CE
3c	RnA Funding 2016 -17 The CE updated the board. Details of funding for the next financial year will not be available until January 2017.	
3d	BnaG Funding 2016 -17 The CE informed the Board that a quarterly report had been submitted to BnaG. The BnaG Board meeting was scheduled for December.	
4	CORPORATE AFFAIRS AND STAFFING	
4a	Mem and Arts Review The CE reported that, as previously discussed, some changes to the Mem and Arts had been recommended by the Board. Following this, an updated document had been submitted to OSCR. The response from OSCR was that some items were not suitable so the contents were being reviewed in consultation with Macleod and MacCallum, Solicitors. An updated document is to be submitted to OSCR. The resignations and retirements of previous directors were noted (WM, KM and AP) and this information was to be passed to the relevant authorities.	CE
4b	Health and Safety The CEO updated members regarding a report by Peninsula Business Services which had been circulated. As lead tenant, Stòrlann, has responsibility for H & S issues in the common areas, with other tenants being responsible for their own parts of the building. There had been some issues with inadequate labelling of fire extinguishers but this was being resolved. It was agreed that a specialist contractor be used to check and maintain the fire alarms. The Board also requested that asbestos certification information relating to the building be obtained from CNES. Approval of the report was proposed by NM and seconded by NY.	CE

4c	<p>Risk Register</p> <p>The CE updated members as per the appendix. Regarding the item 'Low uptake of Stòrlann services by parents', the Board believed some services such as the Gaelic4Parents website were not always readily identified as being operated by Stòrlann. It was requested that more steps be taken to raise brand awareness, with the Stòrlann logo being made more prominent where possible.</p>	NS
4d	<p>Staff Meeting</p> <p>The draft minutes of the meeting had been circulated and the CE updated members on the meeting.</p>	
4e	<p>Contract Review 2016-17</p> <p>An update was provided by the CE. MacLeod and MacCallum are to review all current contracts.</p>	
4f	<p>Contract Renewal: 2016-17</p> <p>The CE had circulated a report recommending renewal of the contract for the Development Officer with responsibility for Primary and Early Years. The Board discussed and approved the contract renewal, recommending that some minor changes be made to the job description to provide more flexibility in relation to BGE and EY in particular. The new contract will run from 11 July 2017 to July 2019.</p>	
4g	<p>Employee Credit Card Review</p> <p>The CE updated the Board and informed them that the previous recommendations had been implemented successfully, with cards now being held by the management team and office manager only.</p>	
5	<p>PROJECTS AND CONTRACTS</p>	
5a	<p>Resources Schedule 2015-16</p> <p>The CE and DJM updated members on the resource schedule that had been circulated.</p> <p>The CE informed members that although SQA had indicated prelims were no longer necessary, CLÀS had an opposing opinion and were requesting a continuation of the project beyond the two-year agreement in place at present. After discussion, the board agreed that the CE open a dialogue with BnAG with a view to obtaining additional funding so that prelims can be produced for another two years after 2017.</p> <p>Board Members mentioned that a new GLAIF application would have to be made for GLL but that funding may also be available via the GLL consortium. The Stòrlann Management Team were requested to consider this and have proposals ready in the new year.</p> <p>The Board voiced concern regarding a potential overlap or duplication of work and funding between An Seotal and BnAG's BSC Panel (Buidhean Stiùiridh Corpais) which could result in two lexicons being produced. Concern was also raised over the educational aspects of terminology being considered for the new BSC database. Members requested that the CE contact the CEO of BnAG to clarify matters and ask that a representative of BnAG attend the next Stòrlann Board meeting to give an update on the work of the BSC.</p>	CE CE CE

5b	<p>Gaelic Education Resources Group and Advisory Panels</p> <p>The CE gave members an update and mentioned that a Primary Panel meeting was scheduled for 6 December in SGG. It is expected that other Stòrlann panels will meet in the new year as appropriate.</p>	
5c	<p>An t-Alltan 2016</p>	
	<p>NS circulated a report and updated the Board. It was requested that staff explore the possibility of filming some workshops or facilitating webinars related to the conference. The Board wished to express thanks to all Stòrlann staff for another successful event.</p> <p>The Board agreed to a recommendation by the CE that planning for the 2017 event commence as soon as possible with necessary budgetary provisions being made.</p>	
6	<p>COMMUNICATIONS AND PR</p>	
6a	<p>Engagement and Events</p> <p>It was noted that HRH Prince Charles visited the Stòrlann and Gaelic4Parents stall at the Royal National Mod in Stornoway.</p> <p>Some recent press releases had been circulated and the CE provided an update on these and the recent Scottish Gaelic Awards sponsored by BnG and the Daily Record. Stòrlann projects, Lasadh, Go!Gaelic and An t-Alltan were shortlisted in three categories. Members congratulated the team for this achievement.</p>	
7	<p>AOCB</p> <p>Mention was made of the GLL conference which is scheduled for 3 March in Stirling. The Deputy First Minister is to open the event and it is hoped to have an attendance of around 60 delegates. There are also several exhibitors attending including Stòrlann.</p>	
8	<p>DATE OF NEXT MEETING</p> <p>The next Board meeting was scheduled for 10.30am, 23 February in Glasgow.</p> <p>The Chairperson thanked all in attendance and the meeting closed.</p>	