

# STÒRLANN BOARD OF DIRECTORS 2014

## DRAFT MINUTE OF MEETING OF BOARD OF DIRECTORS

Tuesday, 30 September 2014 at 3.00pm

**Skye Room, Highland Hotel, MacDonald Conference Centre, Aviemore.**

### Present:

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

Kenneth Murray (KM) – Highland Council - Vice Chair

Jim Whannel (JW) – Glasgow City Council

Robert Dalzell (RD) – North Lanarkshire Council

Donald MacLeod (DML) – Argyll & Bute Council

Donald W Morrison (DWM) – Stòrlann

Donald I MacRitchie – Stòrlann (Note of Minute)

### In Attendance

Douglas Ansdell (DA) – Scottish Government

Jonathan Ferrier (JF) – Scottish Government

Mary Macmillan (MMM) – Bòrd na Gàidhlig

Roddy Cunningham (RC) – Mann Judd Gordon

### Apologies

Archie MacLean (AML) – Sabhal Mòr Ostaig

Norma Martin (NM) – City of Edinburgh Council

ITEM	DRAFT	ACTION
<b>1</b>	<b>OPENING ITEMS</b>	
<b>1a</b>	<b>Welcome</b> The Vice Chair welcomed all to the meeting.  <b>Closed Session</b>  <b>Election of Chairperson:</b> William MacDonald, Comhairle nan Eilean Siar Prop: Kenneth Murray, Highland Council Sec: Donald MacLeod, Argyll and Bute Council  <b>Election of Vice Chairperson:</b> Kenneth Murray, Highland Council Prop.: Robert Dalzell, North Lanarkshire Council Sec.: Jim Whannel, Glasgow City Council	

<p><b>1b</b></p> <p><b>1c</b></p>	<p>As this was the Chairperson’s first Board meeting the Vice Chair, Kenneth Murray agreed to Chair the meeting.</p> <p>Members welcomed and congratulated the new incoming Chairperson William MacDonald.</p> <p><b>Apologies</b>  Archie MacLean – SMO  Norma Martin – Edinburgh City Council</p> <p><b>Declarations of Interest</b>  No declarations of interest were forthcoming.</p>	
<p><b>2</b></p> <p><b>2a</b></p> <p><b>2b</b></p>	<p><b>MINUTES</b>  <b>Stòrlann board meeting 7<sup>th</sup> August 2014</b>  The minute of the Stòrlann Board meeting held on 7 August 2014 at Atlantic Quay, Glasgow was circulated and approved.  Prop.: Robert Dalzell  Sec.: Jim Whannel</p> <p><b>Matters arising:</b>  There were no matters arising.</p> <p>The Vice Chairperson requested that Board papers be forwarded within a timescale that provided members with sufficient time to consider the papers. It was agreed that future board papers be distributed seven days before meeting.</p>	<p>CEO</p>
<p><b>3</b></p> <p><b>3a</b></p>	<p><b>FINANCE BUSINESS</b></p> <p><b>Storlann Annual Accounts 2013-14 - Presentation</b>  RC, Mann Judd Gordon, provided members with an overview of the Annual Accounts, a breakdown of the amount recorded as surplus, Quarter 1 Income and Expenditure and a detailed overview of the auditors Report for the accounting period of 2013-14.</p> <p>RC outlined the recommendations contained in the Auditors Report that had been agreed by members at the previous meeting of the board.</p> <ul style="list-style-type: none"> <li>- Fixed asset register:  An asset register be made available for the next meeting of the board</li> <li>- Stock control policy to be implemented:  Members were informed that a stock control system was in place and that stock levels for expendable resources had been received from Highland and CNES.</li> <li>- Purchase orders to be linked to purchase invoices:  Members were informed that procedures were being put in place.</li> <li>- That CEO expenses be signed off by the Chairperson or Vice Chair:  This procedure is in place.</li> <li>-Homeworkers allowance review:  Homeworkers allowances are currently paid on submission of an expenses claim by individual homeworkers. A review is ongoing.</li> </ul>	<p>CEO</p> <p>CEO</p> <p>CEO/Chair</p>

	<p>-Whistleblowing policy - follow OSCR recommendations: Members were informed that a draft policy would be circulated before the next Board meeting.</p> <p>- It was agreed that a policy listing be circulated for the next meeting.</p> <p>- CEO additional payment: Members agreed that any future additional payments be arranged with the Vice chair, in addition to the Chairperson, with notice made to the board.</p> <p>- The production of resources: It was agreed that a target led approach be adopted by the team and that forward planning and the production of resources be included as an item for discussion at the next Board meeting.</p> <p><b>3b Reserves – three and six month illustrations</b> RC provided members with an illustration. The key areas of discussion being:</p> <ul style="list-style-type: none"> <li>• OSCR recommend that companies have operating costs of, between 3 and 6 months.</li> <li>• No indication from funders [Scottish Government and Bòrd na Gàidhlig], that funding is to decrease</li> <li>• About £200k is currently held in reserves and £46k is the estimated cost for staff redundancies. Stòrlann does have obligations in terms of An Tosgan lease and legalities. Current reserve in contrast to needs and obligations</li> <li>• Stòrlann Board have a responsibility to the company as Trustees and must have suitable reserves regardless of assurances from funders</li> <li>• Amount required for winding up company requires to be worked out. Annual audit review of this is necessary</li> <li>• Scottish Government committed to Gaelic and Stòrlann. Scot Government Senior Finance representative quote – If grant not given reserve should be maintained. Holding of a reserve is a current need.</li> <li>• Bòrd na Gàidhlig funding for Stòrlann is protected, as education is a priority of Gaelic language plan.</li> <li>• The positive messages from funders provides a degree of comfort for Stòrlann, as a company,.</li> <li>• Maintain an annual reserve funding of around £90k. This to be reviewed annually.</li> <li>• Stòrlann surplus includes contracts such as Scholar, ASN, GLAIF, GLPS, MRG proofing, sale of books and SQA contract.</li> <li>• Finance generated from the sale of books is reinvested.</li> </ul> <p>Members requested that RC provide information for the formula and total cost of winding up Stòrlann as a company and prepare this for the next Board meeting.</p>	<p>CEO</p> <p>CEO</p> <p>Agenda</p> <p>RC</p>
--	---	---

<p><b>4</b></p> <p><b>4a</b></p> <p><b>4b</b></p>	<p><b>CORPORATE AFFAIRS AND STAFFING</b></p> <p><b>Staff – Contracts – Pay Anomaly</b></p> <p>[Redacted]</p> <p>[Redacted]</p> <p><b>Homeworker Allowances</b> The CEO tabled a report on Homeworkers Allowances. Members discussed the options relating to Homeworker Allowances.</p> <p>[Redacted]</p> <ul style="list-style-type: none"> <li>[Redacted]</li> <li>[Redacted]</li> <li>[Redacted]</li> <li>[Redacted]</li> <li>[Redacted]</li> <li>[Redacted]</li> <li>[Redacted]</li> <li>[Redacted]</li> <li>[Redacted]</li> <li>[Redacted]</li> <li>[Redacted]</li> <li>[Redacted]</li> <li>[Redacted]</li> <li>[Redacted]</li> <li>[Redacted]</li> <li>[Redacted]</li> <li>[Redacted]</li> <li>[Redacted]</li> </ul>	<p>CEO</p> <p>CEO/Chair</p>
<p><b>5</b></p> <p><b>5a</b></p>	<p><b>PROJECTS AND CONTRACTS</b></p> <p><b>SQA – Translation Contract</b></p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>	

	<p>[REDACTED]</p> <p>[REDACTED]</p> <p><b>5b GLPS – Training and Learning Resource</b> The CEO outlined a draft project plan to members. Members requested the completion date be revised to July 2015, if possible. It was noted that the resources would link with 1+2 and would include a training module for staff and supporting resources.</p> <p><b>6 AGM</b> <b>6a Annual General Meeting – Briefing</b> This item was covered at the opening of the meeting.</p> <p><b>7 AOCB</b> Dates and locations agreed for coming year Board meetings: December 10<sup>th</sup> 2014 – Edinburgh February 12<sup>th</sup> 2015 – Stornoway May 28<sup>th</sup> 2015 – Glasgow (Atlantic Quay) August 27<sup>th</sup> 2015 – Stornoway October 2015 – AGM - Aviemore</p> <p>The Vice Chair thanked all present and the Board meeting closed at 1745.</p>	<p>CEO/HoP</p>
--	--	----------------