

STÒRLANN BOARD 2021

MINUTE OF MEETING OF BOARD OF DIRECTORS

1:00pm, Thursday 26th August 2021
Online Meeting - Google Hangout

Present

Gillian Campbell-Thow (GCT) – Glasgow City Council (Chair)
Simon Easton (SE) – Argyll and Bute Council
Bethan Owen (BO) – City of Edinburgh
Jackie Cathill (JC) – North Lanarkshire Council
Evelyn Coull MacLeod (ECM) – Comhairle nan Eilean Siar

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

In Attendance

Douglas Ansdell (DA) – Scottish Government
Jim Whannel (JW) – Bord na Gàidhlig
John Moffat (JM) – Mann Judd Gordon and Co (joined at 1320)

Apologies

Lena Walker (LW) – Highland Council
Sarah Buchanan (SB) – Scottish Government

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 Board Meeting 27th May 2021 Minutes of the online meeting held on 27 th May 2021 had been circulated and were approved as a true record of the meeting. Proposed by SE and seconded by JC.	

2b	<p>Matters arising from minute:</p> <p>With regard to item 4c, the Chief Executive reported that he attended the GLAN meeting on 4 June. A questionnaire will be circulated, and this will also be an agenda item for the next meeting.</p> <p>The afternoon timeslot for the Board Meeting will continue in the future.</p>	CE
3	FINANCE BUSINESS	
3a.1	<p>Stòrlann Draft Management Accounts 1st April 2020 – 31st March 2021 and Audit</p> <p>Documents prepared by Mann Judd Gordon had been circulated to the Board. John Moffat (JM) joined the meeting by tele-conference at 1320. He provided members with a verbal update on the accounts, with some additional information from the CE. DA and JW requested that the surplus be reduced if possible and plans put in place for this.</p>	CE
3a.2	<p>Stòrlann Management Report 1st April 2021 – 30th June 2021</p> <p>Documents prepared by Mann Judd Gordon had again been circulated to the Board and a further update provided by JM. No concerns were raised. JM also informed the board that the annual audit was proceeding, and a report will be available for the next meeting.</p> <p>The CE requested that the previous arrangement of having a short board meeting prior to the AGM so that financial matters could be discussed and finalised be continued. This was agreed. A suitable date will be circulated.</p> <p>JM was thanked for his input and left the meeting at 1335.</p>	CE
3b	<p>The Scottish Government Funding 2020 – 2021</p> <p>DA informed the members that the most recent grant funding was all in place with a confirmation letter being sent. The board thanked the Scottish Government for their continued support.</p>	
3c	<p>Bòrd na Gàidhlig Funding 2022-23</p> <p>The CE referred to a letter received from BnaG and informed the board that a one year funding application for year 2022-23 is required by 1st October 2021</p> <p>JW mentioned that the Bòrd are consulting on the National Plan and the introduction of the ATQ will hopefully be a gamechanger for the language.</p>	
3d	<p>Bòrd na Gàidhlig Funding, 2021-2022</p> <p>The CE reported that all was on track and the SMT and JM had also attended a meeting with BnaG regarding the nature of financial reporting as there had been some concerns about slight delays in submission of previous reports.</p>	
3e	<p>Bòrd na Gàidhlig Funding, 2021-2022</p> <p>CNES GLAIF Application</p> <p>The CE informed the board that the funding application had been deferred by BnaG but that it could proceed at a later date if additional funding can be sourced. Stòrlann is collaborating with e-Sgoil on a Keep Scotland Beautiful project.</p>	
3f	<p>Accommodation and Travel Expenditure</p> <p>The CE reported that there had been no accommodation or travel expenditure in the period under review.</p>	

3g	<p>Stòrlann Salaries: Incremental Increase</p> <p>The CE had submitted a paper proposing a pay increase of 2% for all Stòrlann employees. The Directors approved the proposed pay increase of 2% with an underpin of £800 for two salaries under £25,000.</p>	
4	CORPORATE AFFAIRS AND STAFFING	
4a	<p>Covid-19: Staffing / Tosgan arrangements</p> <p>The CE updated members that An Tosgan is open and the Stòrlann office is open to the two administration staff, the Head of Projects and CE. Stòrlann, as lead tenant, continues to liaise with the sub-tenants – Acair and CNAG and regularly reviews safety with regard to the current circumstances. The building is not open to the public and this will be reviewed in October. Due to the recent spikes in C-19 numbers, the current ‘working from home’ arrangements for Stòrlann staff are to continue in line with government guidelines.</p> <p>The situation with the Stòrlann office in An Tosgan is reviewed every three months and the board intimated their willingness to participate in any future discussions.</p>	CE
4b	<p>Health and Safety</p> <p>The CE referred to the paper which had been circulated. A planned fire-drill evacuation had taken place on the 24 of August. The report was approved.</p>	
4c	<p>Risk Register and Discussion</p> <p>The CE updated members on the current Risk Register which had been circulated. Risks regarding Stòrlann’s funding from primary funders, have been reduced as funding agreements are now in place. The CE thanked both organisations (Scot Gov and BnaG for their continued support. The Directors approved the report.</p>	
4d	<p>Minute of staff meeting</p> <p>The Staff meeting minutes had been circulated to members and the CE gave a verbal update. Mention was made of health and well-being and the plans to have a talk on mental health from Rachel Allan on a suitable date. BO agreed to attend the next staff meeting on behalf of the board. Members noted the report.</p>	
5	PROJECTS AND CONTRACTS	
5a	<p>Resources Schedule 2020 - 21</p> <p>DJM updated members on the resources schedule which had been circulated. A brief update was given on a number of projects across all levels, as per the report.</p> <p>The CE also informed the board that there were plans in place to undertake a considerable amount of printing (pupil textbooks) as expendable stocks had become depleted. Most stocks requiring replenishment are at primary level where alternatives of using digital media are not suitable. Money has already been set aside for this and the accountant, JM, is aware. A further update will be given at the next Board meeting.</p>	CE
5b	<p>Alltan Online</p> <p>The CE sought approval in principle for the establishment of a CLPL Development Co-ordinator post for An t-Alltan and referenced a paper which had been circulated. This would be a 0.5 FTE with a salary in the range of £25 - £30K, subject to job sizing.</p>	

5c	<p>The Board wished to participate in the process of creating the job specification and the CE agreed to consult them regarding this.</p> <p>Online Stats NS updated members on the statistics from online resources and social media. Go! Gaelic and Gàidhlig nan Òg continue to have high traffic numbers. The CE mentioned that some adults are thought to be using the site for language learning.</p>	CE
5d	<p>Media and News Releases The most recent PR had been in connection with Mothachas / Mindfulness. The CE informed the Board that Shirley Anne Somerville, Cabinet Secretary, had provided a quote for use. DA, JW and the Chair were also thanked for their contributions.</p>	
6	AOCB	
	There was no AOCB.	
7	DATE OF NEXT MEETING	
	<p>The next meeting date of 7th October 2021 for the AGM was agreed. The CE informed the Directors a single item meeting for the annual accounts will be arranged as per normal practice. A date will be circulated for this.</p> <p>The Chairperson thanked all in attendance and closed the meeting at 2.30pm.</p>	CE