

STÒRLANN BOARD OF DIRECTORS 2020

MINUTE OF MEETING OF BOARD OF DIRECTORS

1300, Thursday 26th November 2020

Online meeting - Google Hangout platform

Present

Gillian Campbell-Thow (GCT) – Glasgow City Council (Chair)
Bethan Owen (BO) – City of Edinburgh Council
Simon Easton (SE) – Argyll and Bute Council
Jackie Cahill (JC) – North Lanarkshire Council
Angus MacLennan (AML) – CNES (Vice-chair)
Lena Walker (LW) – Highland Council

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

In Attendance

Sarah Buchanan (SB) – Scottish Government
Joanne McHale (JMH) – Bòrd na Gàidhlig

John Moffat (JM) – Mann Judd Gordon

Apologies

No apologies

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	<p>Minutes of Board Meeting - Google Meet - 01/10/20 Minutes of the meeting held online on 1st October 2020, had been circulated and were approved as a true record of the meeting. Proposed by JC and seconded by AM.</p>	
2b	<p>Matters arising Draft Item 3c reference to SC to be changed to SB.</p> <p>DWM informed members of four existing processes of Stòrlann resistance to fraud:</p> <ol style="list-style-type: none"> 1. Invoice system passed through audit – two officers view and pass invoices 2. Whistleblowing policy 3. HMRC – regular checks 4. Processes to be included in future training 	
3	FINANCE BUSINESS	
3a	<p>Stòrlann Management Accounts: 1st April – 30th Sept, 2020 JM provided the Board with an update on the annual accounts and that the companies budgeted spend were not as projected, but that this was largely due to timing and Covid-19 and that it was envisaged that any surplus would correct itself later in year. The Board approved the accounts.</p>	
3b	<p>Stòrlann Audit, Draft response 2019-20 JM informed members that he was happy with the draft response received from DWM. Any outstanding identification documents required for new Trustees to be forwarded to the Stòrlann office or DWM. LW has been lodged with Companies House as a new Director/Trustee. Board approved the report. GCT thanked JM and MJG and Co for their work in preparing the accounts and the audit report and JM left the meeting.</p>	
3c	<p>The Scottish Government Funding, 2020-21 SB informed members that the next grant funding would be around the 5th of January 2021 and that relevant reporting be forwarded to Scottish Government around the 12th December 2020.</p> <p>SB mentioned that there were no new developments regarding departmental budgets other than the Finance Minister making a budget announcement in the 1st or 2nd week of 2021 with the hope of current funding levels being maintained. The Scottish Government representatives will meet with the Chair and CE when there is more information available.</p> <p>GCT thanked SB for her contribution to the meeting and the continued funding support from The Scottish Government.</p>	
3d	<p>Bòrd na Gàidhlig 2020-21 JM informed members that Covid-19 grant funding for additional projects had been forwarded and that a meeting between the two agencies would be taking place in December '20. Members were also informed of Bòrd na Gàidhlig's development fund consultation, where they would welcome members and their authorities thoughts on this.</p>	

3e	<p>Accommodation and Travel Expenditure DWM gave an update on accommodation and staff travel. Due to COVID-19, these costs were greatly reduced with only essential travel taking place for project related business. Members noted the report.</p>	
4	<p>CORPORATE AFFAIRS AND STAFFING</p>	
4a	<p>COVID-19: Staffing / Tosgan arrangements DWM updated members of the Stòrlann response to COVID-19 and other work-related matters. An Tosgan remains on restricted access with limited operations and staff working from home.</p>	
4b	<p>Health and Safety DWM provided a brief update on health and safety matters. Members approved the report.</p>	
4c	<p>Risk register DWM reported that COVID-19 arrangements will be reviewed in January 2021. The Chairperson noted that Scottish Government staff would be homeworking till March 2021 and SB informed members that Scottish Government staff would be on a staggered rota system following March '21. This SG staggered approach was suggested for the Storlann office. Members approved the report.</p>	
4d	<p>Minute of staff meeting DWM updated members on the meeting. Following discussion regarding a note on furlough that DWM had circulated to Stòrlann staff, DWM was asked to circulate this to Board members.</p>	DWM
4e	<p>Mental Health and Wellbeing update DWM updated members that:</p> <ul style="list-style-type: none"> • line managers have passed the High Speed Training, Health and Wellbeing certified training course • six staff have passed the certified Mental Health First Aiders online course • A flexible approach hours has been made available and is being used by staff • Communication and monitoring being implemented by team • WhatsApp group - for informal discussion • Mindful employer charter carried on email signature of employees • Health and Wellbeing policy going beyond the statutory requirements <p>Members noted the report and the Chairperson would further discuss this with DWM.</p>	DWM
4f	<p>Mental Health and Wellbeing Survey The Chairperson updated members that she would be attending the next Stòrlann staff meeting to inform staff of the third-party mental health and wellbeing survey that the Board has implemented.</p>	DWM
4g	<p>Brexit: Impact assessment DWM provided an update. The situation continues to be monitored.</p>	DWM

5	PROJECTS AND CONTRACTS	
5a	<p>Resources Schedule 2020-21 DWM updated members on progress with the program of resources schedule. Members noted the report.</p>	
5b	<p>Alltan Online DWM updated members and provided a list of online tutorials and webinars. There was positive feedback from those practitioners in both Argyll and Bute and Comhairle nan Eilean Siar that had attended Gàidhlig nan Òg webinars. Playleader training sessions, has taken place, which will also include a Christmas topic session for parents. Information flyers will be circulated and posted on social media when further tutorials and webinars go live. SS was happy for GLAN to assist in publicising Alltan online content.</p>	
5c	<p>Online Stats NS updated members on the digital resource statistics which were positive in the number of file downloads and usage.</p>	
6	AOCB	
	There were no matters to discuss.	
7	DATE OF NEXT MEETING	
	<p>The next Board meeting was scheduled for 10.00 a.m. on Thursday 25th February 2021.</p> <p>Other Board meeting dates; 27th May, 26th August and 7th October 2021.</p> <p>The Chairperson thanked all for their attendance and also wished to pass on the Board's best wishes and thanks to all Stòrlann staff.</p>	