

## STÒRLANN BOARD MEETING

### DRAFT MINUTE MEETING OF BOARD OF DIRECTORS

1330, Wed 3<sup>rd</sup> May 2023

Google Meet

#### **Present**

Gillian Campbell-Thow (GCT) – Glasgow City Council (Chair)  
Bethan Owen (BO) – City of Edinburgh (Vice Chair)  
Lena Walker (LW) – Highland Council  
Evelyn Coull MacLeod (ECM) – Comhairle nan Eilean Siar  
Jill Woodward – North Lanarkshire Council

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

#### **In Attendance**

Ann Morrison (AM) – Bord na Gàidhlig  
Douglas Ansdell (DA) – Scottish Government  
Sarah Buchannan (SB) – Scottish Government  
John Moffat (JM) – Mann Judd Gordon and Co

#### **Apologies**

None

ITEM		ACTION
1	<b>OPENING ITEMS</b>	
1a	<b>Welcome</b> The Chairperson welcomed all present.	
1b	<b>Present and Apologies</b> As above.	
1c	<b>Declarations of Interest</b> No notes of interest were presented.	

<b>2</b>	<b>MINUTES</b>	
2a	<b>Minutes of Board Meeting</b> Minutes of the online meeting held on 29 <sup>th</sup> November 2022 had been circulated. LW proposed and BO seconded the approval of the minutes.	
2b	<b>Matters arising from minute:</b> There were no matters arising.	
<b>3</b>	<b>FINANCE BUSINESS</b>	
3a.1	<b>Storlann Management Report – 1<sup>st</sup> October 2022 – 31<sup>st</sup> December 2022</b> JM updated members as per the management report circulated and primarily explained the agencies income and expenditure. The Chair thanked JM for his work in producing the report which was approved.	
3a.2	<b>Draft Annual Accounts 1<sup>st</sup> April 2022 – 31<sup>st</sup> December 2022</b> JM updated members that the agencies direct costs had increased. The Chair acknowledged that there had been an increase in printing costs, following Brexit, which would be reflected in the agency's costs rising. JM informed members that the reserves were below the sum of the agreed Reserves policy. JM made members aware that there had been banking failures in the American banking sector. Storlann to be mindful that the UK Government only guarantees banks first £85k and that the agency should be aware of holding large amounts of cash in one single bank.	CE
3b	<b>2022 Audit: Letter to Management – draft response</b> JM reported that he was satisfied with the response. LW asked if staff were adequately trained and aware of appropriate reporting channels. The CE informed members that there was a specific officer with responsibilities for Data protection and that staff had received appropriate training. Members approved the report. The Chair thanked JM and he left the meeting.	
3c	<b>The Scottish Government Funding, 2022-2023</b> The CE updated members that all reports were up to date and that finances had been drawn down. Members noted the update.	
3d	<b>The Scottish Government Funding, 2023-2024</b> SB updated members that 2023-24 annual funding would, initially, be for six months at the same standstill level. DA informed members that both Scots and Gaelic are well supported in Government and that the second six-month tranche of funding would also be a straightforward delivery of funding. Members approved the report. The Chair thanked the Scottish Government for their continued support.	
3e	<b>Bòrd na Gàidhlig Funding Offer, 2022-2023</b> The CE updated members that following a reduction, of £19k, in annual funding, Bòrd na Gàidhlig have now reinstated £20k into the annual funding budget. Members very much welcomed this and approved the report.	
3f	<b>Bòrd na Gàidhlig Funding Offer, 2023-2024</b> The CE updated members that the need for additional funding had been reflected in an uplift of £10k. Both the CE and members thanked the Bòrd na Gàidhlig team for their support and the additional funding. Members approved the report.	
3g	<b>Accommodation and Travel Expenditure</b> The CE gave an update on the paper which had been circulated. Members approved the report.	

4	<b>CORPORATE AFFAIRS AND STAFFING</b>	
4a	<b>Staffing / Tosgan arrangements</b> The CE updated members that normal arrangements are in place in the An Tosgan building. All those using the building have the option of wearing a mask. Primarily the Corporate and distribution teams are in the office and the Projects and Development services teams are working from home. Going forward there will be more face-to-face staff meetings. The Chair would forward a note to staff, via the Stòrlann Office Manager, in response to completing the homeworking consultation. The outstanding issue with the An Tosgan electricity bill has now been resolved.	GCT/CE
4b	<b>Health and Safety Report and Policy</b> The CE updated members. Members asked about AED testing and the CE explained that Stòrlann are not responsible for the AED but that staff are aware of it's location. Members approved the report.	
4c	<b>Risk Register</b> The CE updated members that an increased inflation risk had been added to the Risk Register. Following the additional £10k funding from Bord na Gaidhlig would go towards inflation related increase to expenditure. The CE noted to members that Bòrd na Gaidhlig would be moving to a " <i>value based funding</i> " and asked if Bord na Gaidhlig could provide any additional information. AM suggested that it would be appropriate to contact Steven Kellow who has funding responsibility at Bord na Gaidhlig. Members approved the report.	
4d	<b>Fraud: Policy and Procedures update</b> The CE updated members that following an advisory note, that fraud would be added to the Risk Register in addition to the Storlann policies for same. Members agreed that fraud is to remain a standing item on the Agenda. Members noted the report.	CE
4e	<b>Draft Minute of Staff Meeting</b> The CE spoke to the minute which had been circulated and updated members of the meeting.	
4f	<b>Storlann/Peninsula Employee Assistance Portal</b> The CE updated members of the staff benefit of the portal and part of the BrightHR suite of resources.	
4g	<b>Meeting schedule</b> The Chair requested that if required, the Storlann office circulate a Doodle poll to agree a date for members to meet online for the discussion of audit findings . Members agreed to meet in person, if possible, for the 31 <sup>st</sup> Aug Board meeting.	CE/Office manager
5	<b>PROJECTS AND CONTRACTS</b>	
5a	<b>Resources Schedule 2022 – 23</b> The CE updated members from the resources schedule which had been circulated. LW asked how Storlann maintain awareness of all their resources. The CE explained that the online Alltan CLPL sessions and online seminars help maintain the resource awareness. A significant loss of contacts and email addresses, following GDPR restrictions did result in some not receiving notifications. It was suggested that members subscribe for Storlann notifications. JW was sourcing level 3 and 4 Scottish studies resources, and it was suggested that the <i>Gaelic in Scotland</i> resource; which is available in English, should be suitable for Broad General Education. AM thanked Storlann for delivering a session during the Bord na Gaidhlig PGDE probationer online conference. Members noted the report.	CE

5b	<p><b>Alltan Online Stats</b> NS provided members with an update. NS expressed his disappointment to members of the time and effort being put into facilitating, some of the, live online CLPL seminars for teacher where registered members would fail to show up and attend.</p>	
5c	<p><b>Online Stats</b> NS updated members on the online engagement stats. JW suggested linking the West OS site to Storlann resources.</p>	JW/NS
5d	<p><b>Media and News Releases</b> The CE updated members on the Gaelic in Scotland website press release and that SMO are holding a conference on Gaelic education in June 2023 and have asked Storlann to facilitate one of the seminars.</p>	
6	<b>AOCB</b>	
	<p>DA informed members of Stuart Pescodd leaving the Gaelic and Scots Unit at the Scottish Government. Members were thankful for all his contribution and support towards Storlann and acknowledged to send a card.</p>	CE/GCT
7	<b>DATE OF NEXT MEETING:</b>	
	<p>It was agreed that the date of the next meeting would be 31<sup>st</sup> August 2023</p>	CE/Storlann office