

STÒRLANN BOARD OF DIRECTORS 2020

MINUTE OF MEETING OF BOARD OF DIRECTORS

11.00am, Thursday 1st October 2020
Video Conference - Google Meet

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

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

In Attendance

Sarah Buchanan (SB) – Scottish Government
Lena Walker (LW) – Highland Council
John Moffat (JM) – Mann Judd Gordon (1100 - 1120)

Apologies

Angus MacLennan (AML) – CNES (Vice-chair)
Joanne McHale (JMH) – Bòrd na Gàidhlig

ITEM		ACTION
1	OPENING ITEMS	
1a	Welcome The Chairperson welcomed all present. Lena Walker, The Highland Council, was in attendance as an observer.	
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 - 27/08/20 Minutes of the meeting held online on 27th August 2020, had been circulated and were approved as a true record of the meeting. Proposed by JC and seconded by BO.</p>	
2b	<p>Matters arising There were no matters arising.</p>	
3	FINANCE BUSINESS	
3a	<p>Stòrlann Annual Accounts: 2019 – 2020 JM provided the board with an update on the annual accounts and stated that the company had a healthy cash position, reserves were at a comfortable level, monitoring of budgets was effective and that financial accountability procedures were being followed adequately. The board approved the accounts.</p>	
3b	<p>Stòrlann Audit 2019-20 The audit document had been circulated and JM highlighted the two recommendations regarding purchase orders and self-employed assistants. With regard to the former, JM mentioned that POs should be created at the start of the purchase lifecycle rather than at the end and with regard to the latter, asked that care be taken with regard to self-employed individuals providing services to the charity as they could be treated as employees by HMRC and liable for tax and NI. It was recommended that the CE keep these items under review and that financial controls are maintained and regularly reviewed by the board to prevent the risk of fraud. The board agreed that this should be a standing item on the agenda and that the CE prepare an update on the existing processes for resisting fraud for the next board meeting.</p> <p>GCT thanked JM and MJG and Co for their work in preparing the accounts and the audit report and JM left the meeting at 1120.</p>	DWM
3c	<p>The Scottish Government Funding, 2020-21 DWM informed the board that there would be a slight delay with the submission of financial reports to funders as the preparation of the management accounts was behind Schedule . SB requested that quarterly reports be submitted timeously as processes were in place to pay out the grants on the first of each month.</p> <p>SB mentioned that departmental budgets would be reviewed, and as intimated at the last meeting, with a possibility of a reduction in funding due to the impact of Covid-19. 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 The CE informed the board he did not anticipate any issues with the funding drawdown from Bòrd na Gàidhlig as targets were being met.</p> <p>The Bòrd na Gàidhlig Gramar-G contract has been successfully completed.</p> <p>The board asked that any future discussions with BnaG and Scot Gov should aim to ensure that Stòrlann maintains the current level of funding input.</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.</p>	
4	<p>CORPORATE AFFAIRS AND STAFFING</p>	
4a	<p>COVID-19: Staffing / Tosgan arrangements DWM provided an update of the Stòrlann response to COVID-19 and other work related matters. These were in addition to those mentioned at the August meeting and included:</p> <ul style="list-style-type: none"> • Subscribing to Mindful Employer Charter • Completion of Mental Health Awareness training for line managers • Enrolment of six staff members for Mental Health First Aid training • Registration with Living Wage scheme • Introduction of a variety of measures to mitigate against workplace stress such as flexible working <p>DWM also notified the board that a film production company had requested use of part of an Tosgan in conjunction with their use of the film studio but after consideration this was declined for practical COVID-19 risk related reasons.</p> <p>An Tosgan will remain on limited operations with staff working from home. This temporary arrangement will be reviewed on 14th January.</p> <p>The Board wish to pass on their best wishes and thank Stòrlann staff for their understanding and good work during these times.</p>	
4b	<p>Health and Safety DWM provided a brief update on health and safety matters. The Board approved the report.</p>	
4c	<p>Risk register DWM reported that the possibility of reduced funding levels from the Scottish Government and Bòrd na Gàidhlig had been added to the register and that dialogue would continue with both organisations. A variety of budget scenarios for 2021/22 would be produced as arranged at the previous board meeting. The Board approved the report.</p>	
4d	<p>Minute of staff meeting The minutes of the staff meeting held on 3rd June 2020 had been circulated. The CE gave an update on the meeting which had discussed project planning and programming, some added pressures due to covid-19, mental health issues, homeworking and flexible working.</p> <p>The Chair who had attended the meeting, mentioned concerns about delays to the Maths in Action project and the designer intending to be on maternity leave from December. The CE informed the board that meetings had taken place and resources reallocated to expedite the project and that the staff involved had been reassured by this arrangement. Workflows and start and finish dates within the Zoho project management system are also being updated and will be monitored.</p> <p>The board wished to thank the Head of Projects and Head of Development Services for their flexibility during the period since lockdown was imposed.</p>	DWM

4e	<p>Dates for future meetings</p> <p>It was agreed that all future meetings will be conducted online with a start time of 10.00 am. A minimum of four directors is required for the meetings to be quorate. The first meeting will take place on 26 November 2020.</p>	
5	PROJECTS AND CONTRACTS	
5a	<p>Resources Schedule 2020-21</p> <p>DWM and DJM updated members on the annual resource schedule. New resources produced included:-</p> <ul style="list-style-type: none"> • STEM Chemistry Pack • Literature Support Pack • Mapping Resource Pack <p>Four Gàidhlig nan Òg webinars had also taken place and production of a number of others for An t-Alltan Air-lòidhne were at an advanced stage with publication due in November.</p>	
5b	<p>Gràmar-G online grammar site</p> <p>The CE informed the board that the site had been completed ahead of schedule and was ready for being published.</p>	
5c	<p>Online Stats</p> <p>NS updated members on the digital resource statistics which were continuing to show a positive increase.</p>	
6	AOCB	
	<p>There were no matters to discuss.</p>	
7	DATE OF NEXT MEETING	
	<p>As agreed at Item 4e, the next board meeting was scheduled for 10.00 a.m. on 26 November 2020.</p> <p>The Chairperson thanked all for their attendance.</p>	