

Council Minutes – meeting 164

Date of meeting:	Thursday 15 & Friday 16 March 2018.
Venue:	Arts Council of Wales, Cardiff
Present:	Phil George (PG) Chair, Andy Eagle (AE), Rachel O’Riordan (ROR), Iwan Bala (IB), Melanie Hawthorne (MH) attended 16 March only, Andrew Miller (AM), Dafydd Rhys (DR), Richie Turner (RT), Alan Watkin (AW), Kate Eden (KE) and Marian Wyn Jones (MWJ).
In attendance:	Nick Capaldi (NC), Diane Hebb (DH), Gwyn Williams (GW), Betsan Moses (BM), Kath Davies (KD) and Katy Brown (KB) – minuting.
Apologies:	Lesley Hodgson (LH), John Williams (JW) and Mike Griffiths (MG). David Alston (DA) and Sian Tomos (ST).
Observing:	Peter Owen (PO).
Translation:	Dafydd Frayling
Status of paper:	For public release.

	Action
<p>1. Welcome, introductions and apologies</p> <p>The Chair welcomed members to the meeting held at the Arts Council of Wales, Cardiff.</p> <p>PG congratulated Sherman Theatre on their nomination for an Olivier Award in the Outstanding Achievement in the Affiliate Theatre category. Award announcements would be made in April.</p> <p>The Chair was pleased to announce that the Minister has agreed to the re-appointment of Council members MG,MH, MWJ and AM.</p>	

<p>The Chair noted that LH had not sought renewal of her membership and that sadly she wasn't able to attend what would have been her last Council meeting. PG agreed to write to LH on Council's behalf thanking her for her significant contribution to Council's work.</p> <p>The Chair reported on the absence of DA. Council asked that their best wishes be conveyed to him. He thanked SLT in particular for their work on the Corporate Plan in his absence.</p> <p>KB will be issuing an invite for Council to attend an international workshop, hosted by Wales Arts International, on 19 April 2018 in Cardiff.</p> <p>BM and KB provided a brief update on the "Get Creative" Festival campaign which is in partnership with the BBC and will be held from 17 March – 25 March 2018.</p> <p>Council were shown a short film on Lead Creative Schools which featured the Education Minister, Kirsty Williams AM. The film would be part of the embedded content within the Creative Learning Through the Arts annual report.</p>	<p>PG</p> <p>KB</p>
<p>2. Declarations of Interest (to note)</p> <p>Members of Council asked for Declarations of Interest to be recorded in the minutes (attached as an appendix to these minutes).</p> <p>RT asked that Wales Pen Cymru (employment) be included on his declarations of interest.</p>	
<p>3. Minutes of the meeting held on Friday 2 February 2018</p> <p>The Minutes of the meeting were approved as a correct record of the meeting.</p>	
<p>4. Matters arising</p> <p>All actions were recorded as complete.</p> <p><u>Equalities</u></p> <p>AM reported that he had attended the Arts of Leadership Conference organised by Arts Council England in Birmingham on 14 March 2018. It was the first conference for Chairs and Chief Executives for the 2018 – 2022 National Portfolio.</p>	

<p>An important feature of the conference was the emphasis placed on diversity as ACE's number one policy priority. Council noted that Equalities was a priority for the Arts Council of Wales and looked forward to committing to the actions needed to become a credible advocate of Equality issues.</p> <p><u>Pay Remit</u></p> <p>NC was pleased to announce that SLT arrived at an agreement with union colleagues. The agreement was a 2% pay increase for 2017/18 with a return to the negotiating table for 2018/19. GW reported that he would be presenting the final business case paper to the Welsh Government who needed to approve the Pay Remit proposals.</p>	
<p>5. Corporate Planning</p> <p>5.1 Arts Portfolio Wales: a presentation of 2016/17 Survey highlights</p> <p>CB provided a presentation on the findings of the Arts Portfolio Wales survey for 2016/17 to provide context for the planning discussions.</p> <p>Council thanked CB for the informative presentation.</p>	
<p>5.2 The Corporate Plan 2018-2023</p> <p>NC thanked a number of colleagues who had assisted in the preparation of the Corporate Plan, in particular AT, BM and KB.</p> <p>Members welcomed the draft of the Plan but concluded that more work was needed on targets. Targets needed to be placed in an historical context so that the ambition of what was proposed could be assessed.</p> <p>Council agreed with a proposal from AM to establish a smaller Council sub group to review the Corporate Plan targets. The group will comprise of AM, RT, MWJ, AE/ROR and KE. KB would find an appropriate meeting date.</p> <p>Council:</p> <ol style="list-style-type: none"> 1. Endorsed the proposed approach to the design and presentation of the Plan document. 2. Discussed the Plan content. 3. Advised on the setting of the five-year targets. 4. Advised on the selection of illustrative 'stories' for inclusion in the Plan 5. Agreed to establish a small group to meet and review the re-drafted plan for final sign off at the next Council meeting. 	<p>KB</p>

5.3 Budget 2018/19 and funding strategy

The paper contained proposals for the five-year spending plans that support the delivery of Council's new Corporate and Operational Plans.

Members noted that grant-in-aid funding from the Welsh Government is known for 2018/19 and 2019/20. Income will continue to be available from the National Lottery until the end of the current Lottery licence period (January 2023). However, the exact level of Lottery income that we'll receive over this period is unpredictable and will depend on the sale of Lottery tickets. In recent years Lottery income has reduced significantly.

Three appendices were presented:

1. **Appendix 1** showed Strategic funding proposals prepared on a one year basis for 2018/19. However, we would expect 2019/20 to be broadly similar, reflecting the standstill settlement from the Welsh Government for the next two years. A final budget for 2018/19 will be confirmed in the light of experience during 2018/19.
2. **Appendix 2** sets out the Lottery proposals for 2018/19 to 2022/23.
3. **Appendix 3** sets out our anticipated Running costs for 2018/19.

Council:

1. **Discussed** the contents of the paper and the accompanying appendices.
2. **Approved** the adjustment to the Arts Portfolio Wales funding schedule in relation to Tŷ Cerdd. This is a change to the regular APW funding figure (as opposed to a one-off) and the figures presented within the paper will be adjusted as a result to reflect the decision.
3. **Approved** the funding proposals for Strategic and Lottery funding in 2018/19 (Appendices 1,2)

5.4 Internal Communications Strategy

BM presented the paper.

Council:

1. **Noted** the contents of this strategy and agree the action plan.
2. **Agreed** the allocation of resources towards the training needs.

The paper will be published on the intranet Hwb for staff to view.

BM

5.5 Operational Plan 2018/19

The actions and targets set out in the Operational Plan are informed by the wider work on the Corporate Plan.

Targets are informed by the requirements set out in the Remit Letter. These targets will form the basis of the quarterly reporting to Council and to the Welsh Government.

Once agreed, a draft of the Operational Plan will be sent to the Welsh Government colleagues.

MH commended AT on the mapping of the Future Generations work against the tasks in both the Operational and Corporate Plans.

Council:

1. **Agreed** the proposed targets for 2018/19
2. **Noted** that Officers will be submitting the Plan to the Welsh Government for formal approval

6 Committee reports

6.1 Audit and Risk Assurance Committee meeting held on 7 March 2018

Council **noted** the report.

6.2 HR and Remuneration Committee meeting held on 17 January 2018

Council **noted** the report.

6.3 Capital Committee meeting held on 23 February 2018

AW reported that the meeting had been held in Tŷ Pawb, Wrexham.

Merthyr Tydfil CBC Public Art

It was reported that the planning for 'Welcome to Merthyr' had been granted, however, the 'Magic Carpet' had been withdrawn based on advice from the Planning Department that it would not be recommending its approval. An alternative site for Magic Carpet is being sought.

Council **noted** the report.

6.4	<p>Equalities Monitoring Group meeting held on 2 November 2017</p> <p>Council noted the report.</p>	
6.5	<p>Welsh Language Monitoring Group meeting held on 20 February 2018</p> <p>The main focus of the meeting was the Arts Portfolio Wales and how best to address the issues facing the development of work for Welsh speaking audiences.</p> <p>Council noted the report.</p>	
6.6	<p>Future Generations Monitoring Group meeting held on 14 February 2018</p> <p>It was noted that Carys Wynne Morgan, Portfolio Manager, has been seconded to the Future Generations Commission. The role will involve working with Public Bodies to ensure they embed the culture and the Welsh language goal of the Future Generations Act as well as helping to demonstrate the impact of implementing this goal fully.</p> <p>Council noted the report.</p>	
7.	<p>Arts and Health</p> <p>SL provided a presentation of the findings and conclusions of the Mapping research</p> <p>PG thanked SL for her hard work on the delivery of the report and Members also congratulated the team.</p>	
8.	<p>Chair's business</p> <p>8.1 Chair's Report</p> <p>PG reported on recent events and matters.</p> <p>Council noted the report.</p>	
8.2	<p>Welsh Government Remit Letter 2018/19</p> <p>NC reported that the Remit Letter had not yet been finalised, but was expected imminently.</p>	

9. Chief Executive's business

9.1 Chief Executive's report

The Chief Executive's report detailed recent meetings, events and performances that he had attended.

The Chief Executive's report also included information on staff joining and leaving the Council since the last meeting.

The report was **noted**.

9.2 Public Accounts Committee Scrutiny of Accounts 2016/17

In November 2017 Officers were invited to appear before the Public Accounts Committee for scrutiny of our 2016/17 Annual Accounts. This is part of the Committee's routine examination of the performance of publicly funded organisations. For the period 2016/17, the Committee considered the accounts of the Future Generations Commissioner for Wales, Arts Council of Wales, The National Library of Wales, and Sport Wales National Assembly and Welsh Government.

The Committee's report was published in February 2018.

An extract of the report covering the Committee's comments on the Arts Council.

Council **noted** the contents of the paper.

9.3 National Assembly Culture Committee – Publishing and Literature Review

Council **noted** the report.

9.4 Pay Policy Statement 2017/18

Each year the Arts Council report's, under statutory requirements, the Pay Policy for the year. (In this case, 2017/18.)

The purpose of the Pay Policy Statement is to set the policy on the range of issues relating to the pay and remuneration of the staff team, in particular the pay and remuneration of the senior posts and the lowest paid employees. It also explains the relationship between the remuneration of its highest and lowest paid employees.

<p>The Statement applies to all employees of the Arts Council.</p> <p>Council noted the contents of the paper.</p>	
<p>10. Governance</p> <p>10.1 Committee Terms of Reference</p> <p>Each year Council reviews the Terms of Reference of its Committees. As part of this year’s review, Council is asked to approve the changes set out in this paper.</p> <p>For ease of reference, the changes have been highlighted in coloured text and are contained within the relevant areas below. A full version of this paper, including complete Terms of Reference for each of the Committees listed, is available in the Council meeting papers on Ffynnon.</p> <p>Council agreed revisions to the Committee Terms of References, as summarised within the paper.</p> <p><u>Audit and Risk Assurance Committee</u></p> <p>As part of its testing of Governance arrangements, the Committee ask that Council review the appropriateness of the Chair of the Committee being a Council member.</p> <p>Council requested that officers should seek legal advice.</p>	<p>NC</p>
<p>10.2 Corporate Assurance Framework and Risk Register</p> <p>At its last meeting in November, Audit and Risk Assurance Committee approved the merger of the Corporate Assurance Framework and Risk Register into one document.</p> <p>The areas for each objective have now been reviewed and updated and a revised version had been considered by Audit and Risk Assurance Committee.</p> <p>KE felt that it would be of value bringing the report to every meeting. Council should be aware of issues, even if it is by exception. Council supported the recommendation and noted the report.</p>	<p>KB</p>

11. Financial Reports

11.1 Financial Report Year to date 28 February 2018

The report provided Council with a high-level overview of income and expenditure to the end of February 2018.

Council discussed and **noted** the financial position.

12.2 Funding recommendations

Decisions on Lottery applications of £50,001 or more require Council approval. A total of 10 recommendations were presented.

ID/Ref	Organisation	Request	Recommendation	Strand
20171827	Cascade Dance Theatre	£86,000	£86,000	Large Grant Production
20171830	Leeway Productions	£95,384	£95,384	Large Grant Production
20171837	Swansea City Opera	£75,000	REJECT	Large Grant Production
20171860	Canoe Theatre	£59,000	£59,000	Large Grant Production
20171862	Cwmni Mega Cyf/Ltd	£55,000	£55,000	Large Grant Production
20171864	Ensemble Cymru	£66,165	DEFER	Large Grant Production
20171867	Ballet Nimba	£81,999	REJECT	Large Grant Production
20171886	St. David's Hall	£98,500	£98,500	Large Grant Production
20171810	Taking Flight Theatre Company	£115,726	£115,726	Large Grant Production
20171804	OPRA Cymru Cyf	£92,000	£92,000	Large Grant Production
		£824,774	£601, 610	

Council **approved** the recommendations.

12. Date of the next meeting

Friday 18 May 2018, Arts Council of Wales, Cardiff.

**Council meeting:
Thursday 15 March & Friday 16 March 2018:**

Summary of actions and decisions

Agenda item	Action/Decision	Responsibility
1.	PG to write to LH thanking her for her contribution to Council's work.	PG
2.	Council members will be invited to an international workshop, hosted by Wales Arts International, on 19 April 2018 in Cardiff.	KB
5.2	A Council sub group would be convened to review the Corporate Plan targets.	KB
5.4	The Internal Communications strategy should be made available to staff and be published on the intranet, Hwb.	BM
10.1	Legal advice is to be sought on the status of Chair of Audit and Risk Assurance Committee.	NC
10.2	The Corporate Assurance Framework to be included, for information, on all future Council agendas.	KB