
S4C Authority Meeting Minute
17 October 2013, S4C, Llanishen, Cardiff

Meeting No. 370

Present:	Huw Jones	(Chairman)
	John Davies	(Member of the Authority)
	Carol Bell	(Member of the Authority)
	Aled Eirug	(Member of the Authority)
	Glenda Jones	(Member of the Authority)
	Marian Wyn Jones	(Member of the Authority)
	Rheon Tomos	(Member of the Authority)
	Elan Closs Stephens	(Member of the Authority)
S4C staff:	Ian Jones	(Chief Executive)
	Garffild Lloyd Lewis	(Director of Communications)
	Elin Morris	(Director of Corporate and Commercial Policy)
	Kathryn Morris	(Director of Finance)
	Dafydd Rhys	(Director of Content)
	Huw Marshall	(Digital Manager) <i>(Item 7 only)</i>
	Carys Evans	(Head of Research) <i>(Items 8 & 11 only)</i>
	Phil Williams	(Secretary to the Authority)
Sarah-Jane Pritchard	(Assistant to the Secretary to the Authority)	

Opening remarks

The Chairman welcomed all present to the meeting.

1. Declaration of interest

The Chair asked for any member with an interest in the business of the meeting to declare their interest. No declaration was made.

See the Register of Interests section of the S4C Authority website for general declarations.

2. Minutes 369 (19 September 2013) and matters arising

2.1 Minutes 369

The minutes of meeting 369 were presented.

The Authority approved the minutes.

2.2 Matters Arising

The following was noted:

The Commissioning Process

[**Summary:** the latest position regarding the change to the commissioning process, which is to be announced soon, was explained.]

3. Chairman's Report

The Chairman presented his written report and made specific reference to the following:

3.1 Strategic Planning

It was noted that a "pan-S4C" team has been established to plan S4C's strategy for seeking to ensure its long-term funding.

3.2 The appointment of Sue Owen as Permanent Secretary at the DCMS was noted. It was suggested that she be sent a letter seeking a meeting.

4. Chief Executive's Report

4.1 IHJ submitted his written report and referred to the following issues in particular:

4.2 Corporate Objectives

IHJ presented a draft of the corporate objectives to the end of 2014. Officers have followed the same process as last year when drawing up the objectives. The officers will present the corporate objectives to their departments before discussing departmental objectives and work objectives for all individual staff. The staff objectives will be used as part of the new staff appraisal system introduced last year.

There was a discussion of the draft objectives, which included the order of the objectives, the emphasis placed on Content, the wording of many of the objectives and the relationship between the functions of the Authority and S4C officers. It was decided to identify the relationship between the Authority and the Management Team in the preamble to the document, to give priority to the Content objectives within the document, to refer to reporting on the achievement of objectives and the relationship between the objectives and performance measures, and to note that Partnerships should contribute to the process of securing S4C's funding in the future.

[**Summary:** there was a discussion about whether to include specific targets for the commercial activities.]

4.3 Relocation

[**Summary:** IHJ confirmed that a Project Manager had been appointed for the Relocation project.]

4.4 5 year plan – fiscal years

[**Summary:** KM presented a revised version of the 5 year plan.]

4.5 **Pobol y Cwm**

[**Summary:** IHJ gave an update on the discussions regarding the Pobol y Cwm omnibus. The aim is to present the final plan to the Content Committee in November.]

5. **Revised Complaints Process**

PW presented a draft of the revised complaints process. The draft process is based on the discussions and recommendations of the Complaints and Compliance Committee and aims to create a simple process for submitting complaints to S4C and guidelines for internal staff to ensure consistency in handling complaints.

[**Summary:** It was resolved that the officers would present a revised version of the complaints process for the Authority to consider at its next meeting.]

6. **Approval of the revised Political Broadcasts Policy**

PW presented a revised draft of the Political Broadcasts policy. He noted that the main change to the policy is to remove the link between Political Broadcasts and specific political events and to change the system to offer coverage to the relevant political parties in Wales on a 'seasonal' pattern. The change is consistent with Ofcom's policy and that of the other public service broadcasters. The revised policy was approved and it was resolved to publish the new policy on the S4C Production website.

7. **Report of the Director of Content**

[**Summary:** DRh presented his written report which was followed by a comprehensive introduction by HM to developments in the Digital field including the plans for S4C's website.]

8. **Quarter 3 Research Presentation and Monthly Research Report**

8.1 [**Summary:** There was a discussion of the research findings for Quarter 3 which noted the changes in the BARB panel, the increase in the Clic viewing sessions and the discrepancies between the AI panel scores of S4C and the BBC.]

8.2 The Monthly Research Report was noted.

9. **Report of the Director of Communications**

GLL presented his written report and referred to the following matters:

9.1 [**Summary:** It was noted that the next phase of the relocation project has started.]

9.2 The next S4C Viewers Evening will be held in the Caerphilly area in November.

9.3 He reported that the schools campaign is currently on tour with many of S4C's familiar faces visiting eight secondary schools to discuss current affairs topics such as online bullying with young people. The project will end with a debate for young people

in the Assembly chamber.

10. **Financial Report**

[**Summary:** KM presented the financial report. She referred to the plans for Lambourne Crescent and gave an explanation of the cash flow between the DCMS and S4C.]

11. **Report of the Content Committee (held on 30 September)**

[**Summary:** AE submitted his report of the special meeting of the Content Committee held to consider the performance assessment of S4C's services for the first half of 2013, that is, the draft interim report. The intention was to present a qualitative assessment of the service as well as presenting information on the service's performance against the Authority's targets. Following suggestions from the members the interim report for January – September 2013 was approved for presentation to the Audiences and Performance Committee of the BBC Trust in November.]

12. **Report of the Audit and Risk Management Committee (held on 19 September)**

[**Summary:** RhT presented his report of the meeting of the Audit and Risk Management Committee. There was a discussion about the process for the appointment of external auditors. It was agreed that the Committee should consider the tendering procedure and good practice before publication of the next tender in 2014.]

13. **Report of the Personnel and Remuneration Committee (held on 18 September)**

[**Summary:** MWJ presented her report of the meeting of the Personnel and Remuneration Committee.]

14. **Report of the Commercial Board (held on 16 October)**

A meeting of the Commercial Board was held on 16 October. The Chair of the Board will present a written report to the Authority at its next meeting.

15. **Complaints and Compliance Report and Viewers Hotline**

[**Summary:** The Complaints and Compliance Report was presented.]

The Viewers Hotline report was noted.

16. **Any other business** - No other matters were discussed.

17. **Date of next meeting:**

The next meeting will be held on 14 November 2013.