



- Present:**
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| Huw Jones | (Chairman) |
| Carol Bell | (Member of the Authority) |
| Aled Eirug | (Member of the Authority) |
| Guto Harri | (Member of the Authority) |
| Marian Wyn Jones | (Member of the Authority) |
| Elan Closs Stephens | (Member of the Authority) |
| Siân Lewis | (Member of the Authority) |
| Hugh Hesketh Evans | (Member of the Authority) |
- S4C staff:**
- | | |
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| Ian Jones | (Chief Executive) |
| Elin Morris | (Director of Corporate and Commercial Policy) |
| Dafydd Rhys | (Director of Content) |
| Phil Williams | (Secretary to the Authority) |
| Bethan C. Williams | (Assistant to the Secretary to the Authority) |
| Carys Evans | (Head of Insight) – Item 7 |
| Garffild Lloyd Lewis | (Director of Relocation and Projects) – item 6 |
| Steve Cowin | (Chief Technical Officer) – item 6 |
| Rhys Bevan | (Projects Manager) – item 6 |
| Steve Thomas | (Director of Communications and Information)
– item 12 |
| Catrin Hughes Roberts | (Director of Partnerships) – item 12 |
| Jane Felix Richards | (Head of Promotions and Marketing)
– item 12 |
- Apologies:**
- | | |
|-------------|---------------------------|
| John Davies | (Member of the Authority) |
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1. **Welcome and Declaration of interest**

The Chairman welcomed all present to the meeting and asked for any member with an interest in the business of the meeting to declare their interest.

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

2. **Minutes of meeting 386** (held on 11.04.15)

The minutes of meeting 386 were presented and approved.

3. **Matters arising from the minutes**

Reference was made to point 5 – it was noted that the Scrutiny Committee meeting has been postponed until further discussions have been held with external partners.

4. **Chairman's Report**

The Chairman presented his report and referred specifically to the following matters.

[Summary: He referred to a few meetings with individuals from the sector. There had been an opportunity to discuss issues including the challenges facing the sector, the relationship with S4C and the processes for feedback on programmes to the production companies.]

5. **Sufficient funding and preparations for the Spending Review**

HJ referred to recent discussions with the DCMS relating to preparations for the proposed Spending Review. He explained that he and IHJ had written to the DCMS explaining the complications around S4C's funding elements and the timetable for the processes.

[Summary: The context of the spending review was noted and the implication of S4C's funding complications when responding to questions from the DCMS.]

An outline of a financial plan based on the above was presented and there was a discussion about the plan. Following the discussion it was decided to approve the outline financial plan as a basis for discussions with the DCMS subject to the revision of the projection for the Content Strategy.

It was decided that the Secretary should submit S4C's response to the DCMS and should continue to discuss the process for the Spending Review and the need to consider all elements of S4C's funding with officials.

6. **Co-location and Relocation projects**

GLL, SC and RhB were welcomed to the meeting. GLL and EM presented an update on the work of the projects.

Co-location project

[Summary: S4C's lawyers are considering the initial drafts of the legal documents received from BBC Wales. The meeting also discussed a number of other project elements i.e. S4C's office technology systems, staffing, the archive and communications.]

It was decided that a special meeting of the Scrutiny Committee should be held [after reaching an understanding with the BBC]. It was decided to delegate the authority to the committee to approve the signing of the legal commitment to the co-location project but that all members of the Authority should be invited to attend the meeting.

Relocation project

Reference was made to the work of the relocation project and it was noted that the planning work continues in accordance with the timetable that has been agreed.

The Chairman thanked the officers for their presentation.

7. **Annual Report 2014-15**

The Chairman presented the draft Annual Report and explained that he and AE are presenting the Authority's performance assessment to the BBC Trust on 21st May. It was pointed out that a number of details in the draft are to be confirmed including the consolidated reach figures and the online usage figures as a percentage of all viewing.

[Summary: Some elements of the report were discussed including the Chairman's introduction and the Authority's view of the quantitative and qualitative performance of the channel.]

Following the discussion the Authority approved the Annual Report, whilst delegating authority to the Chairman to update and complete the remaining facts and for him and AE to present the performance assessment based on the Report to the BBC Trust. It was noted that the final draft will be presented to the Authority at its June meeting for information.

8. **Report from the Audit and Risk Management Committee**

HHE presented a verbal report from the Audit and Risk Management Committee which had been held before the meeting of the Authority. It was noted that all members of the Authority had been invited to attend the meeting to consider the draft Financial Statement 2014-15 and to receive the report of the external auditors, Grant Thornton, on the statement. The Committee had also received an annual report from the internal auditors, PWC.

HHE explained that the Committee had recommended submitting the Financial Statement to the Authority for its approval. The Financial Statement was presented and approved by the Authority.

9. **Report from the Content Committee**

AE presented the draft minutes from the committee for information. It was noted that the minutes refer to a number of supplementary documents such as the genre presentations from the commissioning team and it was agreed that these documents should be circulated with the draft minutes in future.

10. **Report from the Commercial Board**

CB presented a progress report on the work of the Commercial Board and stated that the minutes of the Board's latest meeting will be submitted to the Authority next month.

[Summary: The committee received an update on a commercial matter.]

11. **Report from the Personnel and Remuneration Committee**

MWJ presented draft minutes from the committee for information and stated that the Committee would consider them at its next meeting.

12. **Communications Presentation**

ST, CHR and JFR were welcomed to the meeting. The Communications Report for Q1 2015-16 was presented.

[Summary: The decision to focus on a number of series and highlights at the start of Q3 and the challenge of prioritising marketing campaigns at a time when there are a number of highlights in the schedule was discussed. This can create difficulties in giving due attention to all the programmes.]

13. **Programmes during the last month**

It was agreed to postpone the discussion of last month's programmes until the meeting in June.

14. **Viewers' Hotline and Complaints and Compliance Reports**

The Viewers' Hotline report and the Complaints and Compliance Report were presented.

15. **Work Programme 2015-16**

The latest draft of the Work Programme 2015-16 was presented to Members for information.

16. **Any other business**

No further matters were discussed.

Date of next meeting: Thursday 11th June 2015 in Cardiff