
S4C Authority Meeting Minute

13 July, 2017, S4C, Llanishen, Cardiff

Meeting No. 409

Present:	Huw Jones John Davies Hugh Hesketh Evans Siân Lewis Elan Closs Stephens	(Chairman) (Member of the Authority) (Member of the Authority) (Member of the Authority) (Member of the Authority)
S4C Staff:	Ian Jones Gwyn Williams Amanda Rees Elin Morris Sharon Winogorski Angharad Evans Catrin Hughes Roberts Steve Thomas David Bryant Phil Williams Bethan C. Williams	(Chief Executive) (Director of Communications) (Creative Content Director) (Director of Corporate and Commercial Policy) (Chief Finance Officer) – items 7 & 15 (Head of Legal and Business) – item 7 (Director of Partnerships) – item 8 (Strategy and Policy Advisor) – item 7 (Head of Commercial Development) – item 14 (Secretary to the Authority) (Assistant to the Secretary to the Authority)
Also present:	Carol Bell	(Chair S4C Commercial Board) – item 14
Apologies:	Guto Harri	(Member of the Authority)

STANDING ISSUES:**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 408, held on 8 June

The minutes of meeting number 408 (held on 08/06/17) were presented.

The Authority approved the minutes.

3. Matters arising from the Minutes**3.1 Appointment of new Members to the Authority**

An element of frustration was noted regarding the slow process of appointing new members to the Authority. DCMS officers are very aware of the risks to the Authority if members are not appointed. The Chairman and PW have noted the risks on several occasions and have identified the need to proceed with the process before the end of the review.

Since December 2016 a number of dates had been deferred due to the diaries of the of the appointment panel members, which has led to the current situation.

The importance of securing more members to the Authority as soon as possible was noted. It was decided that PW should continue to discuss the matter with the DCMS in order to agree new dates for the advertising campaign and that OE would discuss the matter with Sue Owen.

3.2 **Ofcom**

Discussions had been held between S4C officers and Ofcom.

It was suggested that some thought should be given as to how to explain the current position to stakeholders - that Ofcom regulates S4C's content, and that S4C has a duty to comply with the requirements of Ofcom's Broadcasting Code. It was suggested that consideration should be given to how to formalise the arrangement between Ofcom and S4C, and it was noted that S4C had proposed formalising the arrangement in the past, but that Ofcom was not keen to do so at that time.

It was decided that S4C's relationship with Ofcom should continue to be discussed with Ofcom's officials and Ofcom representatives in Wales.

3.3 **Meeting between the Chairman and Sir David Clementi**

It was noted that a meeting has been arranged between Sir David Clementi, HJ and PW on Monday, July 17th. The main purpose of the meeting will be to discuss a new partnership agreement with the BBC.

Discussions are ongoing with BBC officials in London, and although the heads of the nature of the new arrangement have been agreed, the detail of the contractual provisions still needs to be agreed. Discussions were also ongoing regarding the new method of reporting financial assurance to the BBC Board.

3.4 **Request for an Internal Review of a Freedom of Information Request**

An update was given on the request for an internal review.

It was decided to arrange a date for a telephone meeting of the Complaints Committee.

3.5 **The Annual Report**

It was noted that the Annual Report will be laid before Parliament on Tuesday 18 July and published on the Wednesday.

The Secretary of State's approval of the document was not received until late yesterday afternoon. It was explained that the Government has been operating very slowly since the general election, and that the report had been in the Minister's red box for over a week.

3.6 **Viewers' Hotline**

The number of contacts with the Viewers Hotline is falling. It was noted that the reduction in the number of Twitter messages was responsible for the reduction. This was due to a reduction in the number of viewers now asking how to receive an English commentary.

4. **Action Points and Decisions Register**

The Action Points and Decisions Register was submitted for information.

5. **Chairman's Report**

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

5.1 **Review**

It was noted that the Secretary of State for Wales, Alun Cairns was confident that the Review would take place soon.

[Summary: There was a discussion about how to present S4C's financial case.]

5.2 **Budget / Government Autumn Financial Statement**

It was decided that options should be considered for submitting S4C's financial case whilst the DCMS and the Government are considering the department's budget.

5.3 **Meeting with the Welsh Lords**

The Chairman referred to a meeting with the Welsh Lords and noted that it was an opportunity to re-establish a relationship after the general election. A question was asked at the meeting as to why S4C considers it is not currently possible to achieve many of the plans in Pushing the Boundaries. It was suggested that practical ways to achieve the vision should be sought without the need for primary legislation. S4C's position that primary legislation would not be required to update the remit was explained.

6. **Internal Audit Work Programme**

HHE presented the Internal Audit draft work programme for 2017/18 and explained that the programme was being submitted to the Authority rather than the Audit, Risk Management, Personnel and Remuneration Committee in order to allow the auditors to start their work as soon as possible, without having to wait until the next meeting of the Committee in November.

The Work Programme was approved and it was decided that SW and PW would convey this to PWC, emphasising the need to start work as soon as possible to ensure sufficient time is available to carry out the work before the end of the year.

7. **Chief Executive's Report**

Proposed TSA agreement

Elin Morris presented an update on the discussions regarding the proposed TSA

agreement with the BBC.

It was noted that the BBC want to reach an agreement on the TSA by the end of the month, as a result officers were keen to obtain the Authority's approval in principle to the current direction of travel, whilst continuing to discuss the remaining issues in order to seek final approval in due course.

[Summary: There was a discussion about the current position of the TSA negotiation].

It was decided that discussions should be sought at a high level within the BBC centrally to ensure that the agreement reflects the discussions and aspirations on both sides.

8. **Training Strategy**

CHR presented an update on S4C's training strategy. It was explained that there was no further development in relation to Skillset with regards to the WEFO funding application. Cyfle had now come to an end, and Skillset no longer operates to the same extent in Wales.

It was explained that the sector and S4C had been organising essential courses such as child protection and compliance. TAC has now submitted a bid to take the lead in organising training for the sector.

Luned Whelan has been appointed as Manager of TAC, with the task of realising the training strategy.

IHJ noted that S4C used to spend around £ 450k on training, but now spends around £100k. He was asked if money was available from other sources for training. It was explained that TAC intends to contribute funding for training, with the companies also paying directly for courses. Companies that are members of TAC will receive discounted training. IHJ believed that it could also be possible to apply for European funding and money from other funds.

It was explained that S4C pays £85k per annum to TAC for services that include the negotiation of the union agreements.

An element of concern was noted that there was now much less training within the sector, and that S4C had been developing a new policy for many years now.

IHJ was asked whether AR and the Content Department had provided input into the training needs. AR explained that the department is very keen to ensure that suitable training for the development of creative and craft skills is offered, and that it intends to organise a series of master classes.

It was suggested that the further development of plans for employing apprentices within S4C and the production companies could be considered.

It was decided that an update be submitted to the Authority in November.

9. **The Egin Lease Agreement**

[Summary: An update on the Egin Lease Agreement was presented by EM.]

It was decided to approve the provisions presented, whilst authorising HJ and IHJ to approve the final agreements, subject to any substantive

changes and the receipt of the Authority's approval by e-mail.

10. **Archive Update**

IHJ presented an update on the Archiving process.

It was noted that the digitisation process for S4C archives was under way, with approximately 20% of the work completed.

The use of apprentices in the team has been successful with the 3 apprentices gaining experience of digitising, archiving, handling files and quality control. The three apprentices wish to continue on the project once the training period has finished and the archives supervisor is eager to achieve this.

In the context of the TSA agreement, it was noted that there is a need to ensure that access to the S4C Digital Archive via BSM will be possible in the future to ensure that S4C does not lose all of the metadata for S4C's programmes held within the system. It was noted that S4C was awaiting a proposal from the BBC regarding the use of BSM to access S4C content.

Archive Partnership with the National Library and the BBC

It was noted that S4C had been in contact with the National Library of Wales several years ago to discuss the concept of an archive partnership. But during the past year the Library has announced an archive partnership with the BBC, but not S4C. It was noted that officers had contacted the Library to re-emphasise our interest in working in partnership with them.

It was decided that the Library should be contacted again to discuss options for a new application for HLF lottery money for the digitising and curating of the S4C archive.

11. **Sale of the Llanishen Estate**

IHJ reported that S4C had submitted a 'pre-app' request to Cardiff Council. It is proposed to hold a meeting with local officers and councilors to discuss the application.

12. **Borrowing Powers and DCMS Loan**

It was noted that further information regarding the loan arrangements was required from the DCMS.

13. **Content Strategy Review**

AR presented an update on the Content Strategy.

[Summary: She referred to the intention to vary the nature of the core audience, to the elements of the strategy and to the "shopping list" of the service's requirements.]

AR was thanked for the update.

It was noted that it will be important for the Content Committee to consider how to continue to monitor and assess the performance of the new strategy.

14. **An Update on the Commercial Board's Work**

[Summary: CB, EM and DB presented an update on the commercial strategy following the holding of an away day yesterday for the Commercial Board in order to consider the strategy, the purpose of the Commercial Fund and what kind of activities are suitable for them.]

QUARTERLY ISSUES:

15. **Quarter 1 Financial Report**

SW presented the Financial Report for Quarter 1, 2017-18. She referred to the level of overheads for the year to date and noted that the percentage appeared higher due to the fact that S4C's total income is falling, but that the cost of overheads remains stable. The overhead costs have not risen during the period.

16. **Report of the Content Committee meeting**

[Summary: HJ presented a summary of the Content Committee meeting held on June 29 when there had been an opportunity to consider the quarterly Insight Report. It was noted that the contribution of sport to the timetable remains very important.]

17. **Discussion on the past month's Programmes**

[Summary: There was a discussion about the past month's programmes, with specific reference made to broadcasting from the festivals held around Wales, the series Mynyddoedd y Byd on the world's mountains and the broadcast slot for Pobol y Cwm.]

18. **Viewers' Hotline Report**

The Viewers' Hotline report was presented for information.

19. **Complaints and Compliance Report**

It was noted that no complaints had been received by the Communications Department that needed to be brought to the attention of the Authority.

20. **The Authority's Work Programme for 2017-18**

The Authority's Work Programme for 2014-18 was submitted for information. It was noted that there was a need to consider changing the Authority's dates for the remainder of this year and for 2018 as some members had changed their usual work pattern and are unable to attend on the original dates for the Authority's meetings.

It was decided that BCW would circulate a table in order to try and re-arrange the meetings of the Authority and its Committees for the remainder of 2017 and 2018.

21. **Any other business**

No other matters were discussed.

Date of next meeting:

Thursday, 21 September, 2017 in Cardiff