

## BOARD MINUTES

Date and Time	9 <sup>th</sup> December 2021
Location	Coul House Hotel, Contin
Purpose	Quarterly Meeting
Present	Fiona Dalgetty (Chief Executive), Malina MacDonald-Dawson (Chair), Fiona Callum (Treasurer/Company Secretary), Ruairidh Gollan, Duncan Chisholm, Alex Urquhart-Taylor
Apologies	Jennifer Marshall, Norman MacArthur, Chloë Bryce, Shona Henderson Siobhan Anderson (Creative Scotland)

### Actions:

- Item 1** Fiona Dalgetty to begin the 4-day working week pilot for all staff from January 2022
- Item 2** Fiona Dalgetty to prepare a pay scale for 2022/23.
- Item 3** Fiona Dalgetty and the Executive Group of the Board to continue to monitor the Covid situation and working from home / any planned return to the office

### Agenda Item

#### 2022.01.01 Preliminaries

Malina welcomed everyone to the meeting.

The only declarations of interest were that Malina MacDonald-Dawson and Fiona Callum are employees of The Highland Council. Fèis Rois is in receipt of funding from The Highland Council.

Duncan Chisholm approved the minutes of the previous meeting as being a correct and accurate record and these were seconded by Fiona Callum.

From matters arising from previous minutes, Fiona Dalgetty confirmed that she had spoken to Lisa Buchanan about taking on some freelance work with Fèis Rois to review and update company policies and that this work will commence in 2022.

It was agreed that the lease on the office would be renewed for 5 years at a fixed rate of £12,500 + VAT per annum. Fiona Dalgetty noted that it is a flexible space and will be used for workshops, saving on external venue hire costs, in the New Year.

### **2022.01.02 Reports | Updates | Artistic and Creative Plan**

The Chair thanked the Chief Executive and staff for preparing detailed reports on all activity for the Board.

Alex Urquhart-Taylor offered his assistance and support with any advice he can provide when the new online booking system is being developed.

A lengthy discussion was had around how Fèis Rois might lead the way in the sector by piloting a 4-day working week with no loss of earnings for all core staff. Alex Urquhart-Taylor highlighted that it would not be financially beneficial, but that it aligned with the values of Fèis Rois. Duncan Chisholm highlighted the need to prioritise the health and well-being of staff, particularly so after the past two years. A further discussion was had around what it is possible to deliver in a 28-hour week rather than a 35-hour week. Fèis Rois does not have the funds to employ additional staff to deliver the core programme, so it would need to be deliverable within a 28-hour week. Ruairidh Gollan commented on the need to prioritise the core programme and to carefully consider the value to Fèis Rois, financially and reputationally, of taking on additional projects in future. It was agreed to undertake a 6-month pilot of a 4-day working week from January to June 2022.

**ACTION:** Fiona Dalgetty to communicate to the staff team that the Board have approved a 6-month pilot of a 4-day working week.

Following the discussion about the 4-day working week, the Board discussed the wider terms and conditions for PAYE employees, as well as rates of pay for freelance artists and other support staff.

It was agreed that Fiona Dalgetty would draft a proposed pay scale for 2022/23 to share ahead of the next Board meeting.

**ACTION:** Fiona Dalgetty to prepare a pay scale for 2022/23.

In light of the emergence of the new Omicron variant, it was agreed that a return to office working would not be advisable at present. It was agreed that staff would continue to work from home up to the Christmas break and the Board will review the situation in the New Year.

### **2022.01.03 Press & Publicity Update**

Katie Mackenzie has been supporting Fèis Rois with marketing and communications over the past few months. This is proving to be a very successful arrangement with published press releases, radio interviews and increases in our social media interaction. The Board thanked Katie for her contribution in raising the profile of Fèis Rois.

### **2022.01.04 AOB**

There was no other business. This meeting was then followed by the AGM, which was open to the public.