

FXO Process Guidance for Directors' Meeting – Stage 4

Background

The Stage 3 Mediation meetings further separated the ratings (from Medium into strong-medium and low-medium) to identify those applications that most strongly met the funding criteria. It became apparent at the end of this process that there were more applications which the group would like to support than the budget allowed. Further discussions within the group led to the following applicants being not recommended for funding within the strong-medium category. Directors are asked to look in detail at the following applications:

- Arts & Business
- Goat Media Ltd
- Comunicado Productions Limited
- Solar Bear
- Capella Nova Limited
- Queen's Hall
- Deveron Arts

Directors will be given the following documentation for all eligible applications:

- Stage 1 Officer assessment summary recommendations
- Stage 2 Heads assessment recommendations
- Stage 3 Mediation recommendations (captured on [summary spreadsheet](#))
- [Summary table of mediation ratings](#)

Please note that within the comments section of the Stage 3 Mediation recommendations some boxes are highlighted. This is to draw Directors attention to areas of concern raised through the mediation process.

In addition, the complete applications will be available for reference at the meeting.

Objective of the meeting

Iain Munro, Co-Director of Arts, who chaired the Stage 3 Mediation meeting, will inform the directors as to how the rating decisions and recommendations were made for all the applications. David Taylor, Co-Director of Arts, will not be present at the meeting.

Directors will agree recommendations for all applications. This will be recorded at the meeting by Acting Executive Manager (formerly Quality and Process Development Officer). During the meeting, the Directors' recommendations should be captured on the summary spreadsheet (identified above), **as well as** on the individual applications themselves. Assessment forms should be signed and dated.

Directors have a responsibility for Quality Monitoring (as outlined in the original [Quality Framework paper dated 5 November 2007](#)) see below:

Stage 3	Heads of Department make recommendations to Directors (Acting Chief Executive, Depute Chief Executive, Co-Directors of Arts and Director of Finance)	1. Directors will review previous comments by Group Heads 2. Quality & Process Development Officer will have the sole responsibility of recording all the decisions.
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Following the Directors meeting

Directors will write a report for the Joint Board to contextualise the recommendations made including geographic spread, artform spread, etc. Planning & Research are preparing a paper on the shifts in funding for inclusion in this paper. The Joint Board will receive the following information:

- Paper from Directors – including the shifts in funding paper by Planning & Research
- [summary spreadsheet](#) detailing all recommendations
- [Summary table of mediation ratings](#)

The Chair of the Joint Board will sign off the recommendations on a separate document (to be created by Research & Planning), so no signature will be required on individual assessments.

The final record of decisions will be recorded in Stage 5 of the assessment form.