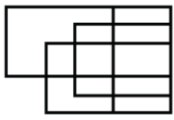




Screen Skills Sub-Committee Terms of Reference

REVISION NUMBER	2	DOCUMENT OWNER	Skills Sub-Committee
APPROVAL DATE	31.5.22	DOCUMENT APPROVED BY	Skills Sub-Committee
REVISION DATE	6.12.21	RESPONSIBILITY FOR IMPLEMENTATION	Skills Sub-Committee

VERSION	DATE	REVISION AUTHOR	SUMMARY OF CHANGES
2	6.12.22	Governance & Policy Exec	Change of Membership



The Board of Screen Ireland has established a Skills Subcommittee to support them in the area of Skills Development and Training.

Membership

The members of the Skills Subcommittee are:

- Eoin Holohan (Chair) Screen Ireland Board Member
- Ray Harman Screen Ireland Board Member
- Dave Burke
- Neasa Hardiman
- Vivienne Patterson
- Catherine Roycroft
- Stephanie Comey
- Kevin Burns

Membership is from 6th December 2021 and will continue for a period of 3 years.

Also attending:

- Gareth Lee Skills Manager at Screen Ireland
- Teresa McGrane Deputy CEO at Screen Ireland

The Skills Subcommittee will be provided with a secretariat function by The Board Secretary.

All Subcommittee members will sign the Screen Ireland Code of Conduct and a Confidentiality & Processing Agreement, and a Conflict of Interest Declaration annually.

Responsibilities

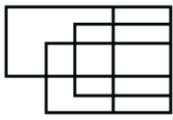
The Skills Subcommittee will advise the Board on the strategic direction for skills development for the screen sector in Ireland. The Skills Subcommittee will focus on four key priority areas and provide recommendations under those areas as follows:

- (1) Workforce/Professional Development with a focus on upgrading and progression.
- (2) Next Generation Development with a focus on new entrants and third level.
- (3) Industry Development with a particular focus on Section 481 Skills.
- (4) Culture and Wellbeing for the sector to include diversity, equity and inclusion.

Recommendations will be brought to the Board for approval.

Reporting

The Chair of the Skills Subcommittee will provide an oral update and minutes of meetings to the Board of Screen Ireland at the Board Meeting that follows each Skills Subcommittee meeting.



Rights

The Skills Subcommittee may:

- Co-opt additional members to provide specialist skills, knowledge and experience.
- Commission specialist ad-hoc advice or reports at the reasonable expense of the State body, subject to budgets agreed by the Screen Ireland Board.

Meetings

- The Skills Subcommittee will meet at least four times a year. The Chairperson of the Skills Subcommittee may convene additional meetings, as they deem necessary.
- A minimum of three members of the Skills Subcommittee will be present for the meeting to be deemed quorate. Members are deemed present by attending either in person or virtually.
- As the business of the Skills Subcommittee requires, the Skills Manager and the Deputy CEO both should attend. The Skills Subcommittee may require the presence of the Chairperson of the Board of Screen Ireland and/or the CEO of Screen Ireland from time to time.
- The Skills Subcommittee may ask any other officials or industry stakeholders to attend a Subcommittee meeting to assist it with its discussions on any particular matter.
- The Skills Subcommittee may ask any or all of those who normally attend but who are not members to withdraw to facilitate open and frank discussion of particular matters.
- The Board may ask the Skills Subcommittee to convene further meetings to discuss
- particular issues on which they seek the Committee's advice.
- Meetings may be held in-person or virtually (online/remotely) where required.

Information Requirements

For each meeting the Skills Subcommittee will be provided one week in advance with:

- An agenda.
- A copy of the approved minutes of the previous meeting.
- Any other papers and reports as are necessary.

Annual Review

Corporate Governance of the skills department is the responsibility of Screen Ireland and the skills department comes under the remit of the Screen Ireland Audit and Risk Subcommittee oversight.

The Skills Subcommittee will undergo an annual review (in December/January) to cover the following:

- An assessment of the overall effectiveness of the Subcommittee.
- An assessment as to whether all roles and responsibilities within the remit of the skills department are reflected in the membership of the Subcommittee in terms of the number of members and the areas of expertise of members.
- A review of the Terms of Reference for on-going appropriateness.
- A review of the process by which Subcommittee members are appoint